

**Minutes**  
**Nottingham Select Board Meeting**  
**August 29, 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: Secretary Dawn Calley-Murdough, Joan LeBlanc, Michelle Insley, Rhoda Capron, Leanne Gast, Steve Soreff

**Approval of Manifest:**

**Motion:** by Ms. Andersen, second by Mr. Eaton to approve the August 15 and August 29, 2016 accounts payable and August 16 and August 30 payroll manifests.

**Vote:** 3 – 0 in favor.

**Approval of Minutes:**

**Motion:** by Mr. Eaton, second by Ms. Andersen to approve the minutes of the August 8, 2016 meeting as written.

**Vote:** 3 – 0 in favor.

**Select Board Department/Board/Committee Reports:**

**CIP:** The original proposed meeting date needs to be rescheduled; another date is in the works.

**Planning Board:** The board approved a sub-division on Stevens Hill and there are a couple of other cases proposed for the September 14<sup>th</sup> meeting. Ms. Andersen asked for one of the other Select Board members to attend in her place; Mr. Eaton stated he would be able to attend.

The Raymond Planning Board will hold their annual meeting with other Planning Boards on September 15, 2016 at the High School at 7 pm and anyone is welcome to attend.

**Next Meeting Date:** The next meeting date of the Select Board is September 19<sup>th</sup> and Ms. Andersen will not be able to attend.

Chair Danis asked for an update for Nottingham Day.

**Town Policies:** Ms. Andersen asked to review the list of policies for those that need to be repealed; it would be added to the next agenda.

**Election:** The testing of the machine will be on Tuesday, September 6<sup>th</sup> with the Town Clerk. Chair Danis reviewed the scheduled of when they would be able to provide coverage during the day.

The Select Board reviewed the potential schedule for the November Election.

**Mail/Bills/Document Review/Signatures:**

Chair Danis asked for signatures on the clean copy of the Select Board Rules of Procedures and the MS-535 for the Auditors Reports.

**Appointments:**

**7:00 pm – Historical Society:** Chair Danis reviewed the process the Select Board is taking to review items in the Master Plan and wanted to meet with members of the Historical Society to review relevant items together.

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Ms. Capron reviewed her request to install a historical sign at Nottingham Square regarding the Nottingham Royal Charter and the need for Selectmen agreement. A number of signatures were collected during the Pancake Breakfast with a request to the State to move or add a new sign to the town square. Discussion took place about leaving the existing sign or removing it. It was stated the wording for the sign is approved by the state committee and allows for dialogue with the town for the specific language.

Chair Danis asked about the cost to install the sign. Ms. Gast stated it could be up to \$200.00 to move the existing sign and up to \$1800.00 for a new sign, but this cost would be covered by the State. It was stated the new sign could help support events for the upcoming 300<sup>th</sup> town birthday; it could take a couple of years to complete the process to have the sign installed. The Select Board supported moving forward with a request to the State for new historical marker and signed the needed documents.

300<sup>th</sup> Anniversary: The Historical Society is working on updating their old house records and should have photos of all the houses, will continue their survey of town cemeteries, could make flag bunting available for town offices, and asked when the committee would start for planning the 300<sup>th</sup> Birthday celebration. The Selectmen agreed that the planning phase should start approximately five years before and will make sure the town works with the Historical Society.

Ms. Capron reviewed the 2016 Town Meeting request for \$1000.00 to work on private cemeteries. Some landscaping work has been started by Mike and Teresa Bascom, work will begin on repairing the gate for no cost by another citizen, additional work on other cemeteries need to be repaired. Out of the 120 cemeteries in Nottingham, some have one person and others have more, but many need to be cleared of overgrown brush. Ms. Gast stated there are approximately 12 trusts that were set up to help maintain some of the private cemeteries and it appears these have since been merged into one trust. Additional research needs to be completed by the Trustees of the Trust Funds to determine where funds should or could be spent. Ms. Capron stated it is up to the Cemeteries Committee to request those funds from the Trustees, and there are questions about who is responsible for what might be considered a private cemetery. Some funds are easy to identify, but there are others that are more obscured. Work is taking place between the Historical Society, the Cemeteries Trustees, and Trustees of the Trust Fund to work on determining which funds belong to which cemetery. Discussion took place about who is responsible for maintaining the cemeteries, even when located on private land that might no longer be owned by the family. It was stated volunteer labor could also be used to help clear up cemeteries.

Ms. Capron reported handicap access should be addressed for the Dame Building and asked the Selectmen to consider installing a ramp. It was stated consultation should be sought to consider installation for handicap access; there will be a fee to determine the best method to use. Chair Danis asked to have the Historical Society work with the Town Administrator on installing access.

Ms. Capron asked for the Select Board to consider including more funds into the Historical Society budget for future purchase of fire proof cabinets for document preservation and transition of documents to an electronic media.

Discussion took place about including funds in the budget for items the Historical Society would like to see happen. The Select Board asked the Historical Society members to work with the Town Administrator to work on a budget plan.

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It was stated it was determined that a number of years of Town Reports were found not to have been moved to microfilm, like other have already been. Ms. Gast stated it is currently difficult to find someone to transition the data to microfilm, but she is searching. It was stated the Town Administration must ask for permission from the State Archive to pull the Town Reports that need to be put on microfilm. Chair Danis asked about the potential cost to transition the missing Town Reports. Ms. Gast stated she could get an estimate for the digital transition.

Ms. Andersen asked to review the items in the Master Plan related to the Historical Society that would be considered an on-going or short term related project.

HR 1.1: Discussion took place about establishing a Heritage Commission, support was given to receive input from the Historical Society to determine if a Heritage Commission should be created. It was stated additional clarification would be needed to present information to the public about establishing a Heritage Commission. Ms. Andersen stated it might be something to push toward the 300<sup>th</sup> Birthday Celebration as interest might be greater. The Select Board felt it would be a meeting organized and hosted by the Historical Society but supported/co-sponsored by the Select Board. Agreement was seen in trying to promote information about creating a Heritage Commission. Ms. Gast suggested holding a larger celebration with the installation of the historical marker and reviewing the creation of a commission at the same time.

HR 1.2: It was stated pictures have been completed with the photographing of historic resources, but would like to have something published for the 300<sup>th</sup> Birthday. Research is now taking place about the original owners of the historic houses and the Historical Society is working on getting the participation of current owner to help with the information.

HR 1.4: It was stated work is taking place on encouraging more Nottingham property owners to place their properties on the National and/or State Register of Historic Places. However, the process can take a long time complete and then the sign must be paid for by the current owner, which may prevent some people from taking action.

HR 1.6: Ms. Andersen asked if work is taking place to document the historic land areas. It was stated the Historical Society isn't actively working on those items, does have information on schools and churches, but it is a large project they will need help on. Ms. Andersen suggested requesting citizens to provide documentation of historic land other information they might have to help put together more information.

HR 3: Mr. Soreff stated the Historical Society is currently active in creating educational programs to enhance citizen awareness of the town history and culture.

HR 2.1: Ms. Andersen asked if there are existing signs; it was stated there are but some need to be cleaned. However, additional work should take place to try and maintain saving additional areas located on Route 152.

HR 2.4: Ms. Andersen suggested working with the Conservation Commission to document scenic easements. Ms. Capron stated it might be a task for a group of people to complete updating the signs before the 300<sup>th</sup> Birthday Celebration. It was recommended for the Historical Society to work with the Conservation Commission to establish an inventory of Nottingham resources to establish a list.

Discussion took place about inventorying historic properties to prepare for events that could be included with the 300<sup>th</sup> Birthday Celebration. Ms. Andersen suggested including an article in the

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town newsletter about identifying and documenting some of the historic sites. Chair Danis suggested contacting the high schools to work on any specific special project, as part of the school requirement of senior projects.

Mr. Soreff asked about finding a way to get internet to the Dame Building.

The members of the Historical Society thanked the Select Board for inviting them, and Chair Danis recommended meeting with the Society once or twice a year for an update on existing work and needs.

Ms. Andersen suggested communicating with the Town Administrator on updating the website.

**General Business:**

**NHMA Policy Review:** Chair Danis asked to finalize their review of the NHMA Legislative Policy meeting to the September 19<sup>th</sup> meeting.

The Select Board reviewed the recommended policy and legislative information; these are items the NHMA will support, or not support, in the upcoming legislative season. The town will vote on these matters at the NHMA Legislative Policy Conference on September 23<sup>rd</sup>.

Possible Legislative topics included, but are not limited to:

Funding for the Police Standards and Training Council, Expand RSA 91-A Consultation with Counsel, Electronic Poll Books, Municipal Welfare Fraud Penalties, Right to Know Costs, Public Notice Requirements, process for selecting a Town Clerk, Municipal Immunity, Storage of Records, Warrant Article Language, Perambulation, assessing related items, tax rate setting process, state revenues and payments to municipalities, land use items, and Opposition of Zoning Mandate.

The Board members indicated their decision for a positive or negative vote for legislative action by the NHMA and identified those items they had additional questions about.

The Select Board members would provide their final responses to the Town Administrator by Friday, September 2.

**ADJOURNMENT:** Having no further business,

**8:27 PM Motion:** by Mr. Eaton, second by Ms. Andersen to adjourn.

**Vote:** 3 – 0 in favor.

Respectfully Submitted,

Dawn Calley-Murdough