

Minutes
Nottingham Select Board Meeting
October 3, 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 September 12, 2016 and September 26, 2016 accounts payable and September 13, 2016 and September 27, 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 August 29, 2016 meeting as amended.

Vote: 3 – 0 in favor.

Select Board Department/Board/Committee Reports:

Budget Committee: Mr. Eaton reported the committee decided members would review the laws and rules that are applicable to the Budget process to better understand the process. Ms. Snow reported on information taking place with the school and transportation. The committee has a vacancy and needs someone to volunteer to be a committee member.

Planning Board: Ms. Andersen reported the board will work on updating the lighting ordinance and continues their review of the existing and proposed impact fee processes.

CIP: Chair Danis stated the committee is working on improving the CIP reporting process, attempting to find a better format to more easily find and understand the report information. The new format will report the revenue and other funding source information in addition to the expected expenditure amount. The committee expects to hold one or two more meetings to finish the 2016 report.

Town Administrator Reports, Mail, Signature Items:

Police: Signature for the new officer is needed from the Select Board; he has started working and training.

Motion: by Ms. Andersen, second by Mr. Eaton to appoint Michael McNeil as a full time office to the Police Department effective September 19, 2016.

Vote: 3 – 0 in favor.

Impact Fees: Select Board approval and signature is needed for payment and use of the impact fees on the new Fire Department building.

Town Buildings: The roofing work has been completed over the Police Department, Food Pantry, and Library. This includes removal of the new entrance cover for the Police Department, which should help prevent ice dam problems. The town also received a donation and volunteer work from Lowes at the Dame Building for much improved landscaping and minor building updates. Zack Fraser is almost finished with his Eagle Scout Badge work on the walking/exercise trail, which is located behind the Community Center.

Minutes
Nottingham Select Board Meeting
October 3, 2016

Highway: The majority of the road work has been completed, with a little remaining work addressing the cut-in of driveways to the new road work.

Administrative: the town is looking for part-time seasonal plow drivers with the Highway Department and a person to help fill in for work at the Recycling Center. Interested parties should contact the town offices.

Legal: The town has been served with two lawsuits, the first regarding a tax abatement appeal. The second suit is because of a vehicle accident that took place in 2014; it will be defended by PLT, which was the insurance provider at that time.

Fire Department: Fire Prevention Week is the second week in October, with an Open House at the Fire Department to be held on Saturday, October 15th from 10 am to 2 pm.

CIP Appointment: The Select Board has been asked to appoint Eugene Reed to the committee based on his interest in the budget of the town and prior work on the committee. Chair Danis reviewed there is at least one additional meeting for the CIP Committee and supported his nomination.

Ms. Andersen asked to verify there wasn't a conflict with his being on multiple boards.

Motion: by Ms. Andersen, second by Mr. Eaton to appoint Eugene Reed to the CIP Committee.

Vote: 3 -0 in favor.

General Business:

3rd Quarter Budget Review: Mr. Sterndale reviewed the highlights of the 3rd quarter of the town budget. There is approximately 29% of the budgeted amount remaining, which is slightly tighter than in prior years with other unexpected expenses the town has seen, such as the legal expenses. The remaining highway/road expenses still need to be included and the police department salary accounts will change with the new officer being hired and making a decision about when the second officer can start as well. The Fire Department expenses for 4th quarter will include a lot of the regular annual vehicle maintenance, which means the Chief has limited spending during the first three quarters to make sure the funds are still available. This vehicle maintenance is on a regular cycle, which the Chief is trying to shift to earlier in the year, but it will take several years to do so.

The majority of the IT work has been completed and is included in the 3rd quarter expense amounts. Personnel health/insurance expenses should come in as budgeted, depending on the newly hired personnel. The town is doing well with fuel and heat expenses, but there are still potential winter expenses that could be seen in the 4th quarter. There are expected higher Election Salary expenses, and other possible election expenses with holding the November 8th presidential/general election at the Nottingham School.

Mr. Sterndale reviewed preliminary information for the 2017 proposed budget process and asked the Select Board about any specific requirements for they might have for department budget submissions and reviewed items that he believes will increase. Mr. Sterndale reminded the Select Board about the transition of Social Service Agency payments from a warrant article into the regular operating budget.

Chair Danis and Mr. Eaton reported they are OK with the transition for Social Services into the operating budget. Ms. Andersen reported she is on the fence; she wants to make sure the agencies are vetted, and to make sure amount changes can be made to each line item, if so voted, as was done

Minutes
Nottingham Select Board Meeting
October 3, 2016

in the past. Mr. Sterndale reported he meets and reviews the financial requests from all the agencies with the Welfare Director to determine the applicability of the each agency and to determine if the amount being offered is appropriate. However, changes to those amounts can come forward during Town Meeting by vote, as was an available option in the past.

The next facility maintenance is to work on the re-siding on portions of the Community Center with vinyl siding; which can be put off if needed depending on the other 2017 budget needs. Other items that will need to be considered will be the Fire Department fire vehicle/Quint, and funds regarding recent USA Springs activity.

The tax base increased slightly, revenues for 2016 appear lower than 2015, but are lower because of the one-time payment seen in 2015; the regular sources are on track.

Mr. Sterndale reported the Select Board will review the tax rate setting process at their next meeting, especially for the two new members who haven't yet been through the process. The first draft of the proposed budget will be reviewed at the October 31, 2016 Select Board meeting.

Solar RFQ: Mr. Sterndale reviewed that the town sent out request for qualification to a significant number of companies on installing solar at town and school locations but only received two responses.

Mr. Sterndale reported he, Charlene Andersen, Paul Colby, and Scott Reuning from the SAU held interviews with the two companies and determined Revision would be the best company to meet the needs of the town and school. After final Select Board approval of that company choice, Mr. Sterndale would work with Revision to start gathering the additional information that is needed. It was stated the town and school will want to take action quickly, as the regulatory environments are changing; the tax credits appear to remain, but there are changes coming forward about the metering.

Ms. Andersen reported the new panels will be newer technology requiring fewer and easier process for physical maintenance and they are responsible for managing their own maintenance as well.

Once the Select Board has issued their approval the details of the contract can be determined; discussion is taking place with town council to determine the required process and best method for approving what will be a multiyear contract.

Chair Danis asked about the actual look of the installed system and when would work actually take place. Mr. Sterndale reported the work wouldn't take place until the spring of 2017 that is also when the current town energy contract end. A more in-depth analysis of the needs of the town will take place to determine how many and where installation will be best. As much as possible the town and school will work together, but they are two separate approval processes.

The Select Board approved of moving forward with working with Revision Solar for contracting solar panel installation at multiple town facilities.

Repeal of Policy/Ordinances: The Select Board reviewed the list of out-dated and/or un-needed policies and ordinances, some of which were included in other recently updated policies.

Motion: The Nottingham Select Board repeals the following policies:

Policy on Building Permits on Private Roads adopted on July 10, 2003;

Minutes
Nottingham Select Board Meeting
October 3, 2016

Policy for Being Placed on the Selectmen's Meeting Agenda approved June 30, 2003 & amended June 25, 2008;

Policy for Filing an Official Complaint approved June 25, 2008;

Policy on replacing lost/misplaced Payroll Checks approved June 26, 2006;

Press Release Policy approved October 9, 1995;

Interim Policy on Reimbursement for Job Related Education/Training approved March 8, 2004;

Policy for Seminars & Training Reimbursement approved August 4, 2008;

Town of Nottingham Security Policy approved May 6, 1991; and the

Policy on Timesheet Submittal approved January 8, 2007.

Vote: 3 – 0 in favor.

Redemption of tax deeded property Map 69 Lot 4: Mr. Sterndale reviewed the prior agreement the Select Board had entered into with Mr. Arthur Jenks for payment of previously due property taxes has been completed, which has been paid in full; the Selectmen need to decide if they want to return the property to Mr. Jenks.

Motion: by Mr. Eaton, second by Ms. Andersen to return Map 69 Lot 4 to Mr. Arthur Jenks.

Vote: 3 – 0 in favor.

The Chair signed needed documents for the return of property to Mr. Jenks.

Cell Tower Easement/Lease: The topic would be discussed during non-public session.

Election Prep: The Select Board reviewed their schedule of attendance for the November General Election, which will require a quorum of Select Board members at all times. This could be difficult for full coverage during the 11 hours of when the polls are open, as well as a need to be in attendance at the end of the night for the completion of vote counting.

Chair Danis recommended the Select Board appoint temporary members of the board to assist in making sure there is enough coverage on the election date. The Select Board was requested to submit a couple of names of people that would be willing to serve as temporary Select Board members on Election Day.

Mr. Sterndale reminded members of the need for the use of moving and vehicle assistance.

Appointments:

7:30 pm – Board of Assessors: the Board of Assessors requested a postponement of the meeting.

NON-PUBLIC SESSION: The Board entered non-public under RSA 91-A:3 II(a-personnel)/(d-purchase/sale benefit)/ (l-legal advice).

7:25 PM Motion: Motion by Ms. Andersen, second by Mr. Eaton to enter non-public under RSA 91-A:3 II(a), (d), and (l).

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

9:29 PM Motion: by Mr. Eaton, second by Ms. Andersen to exit the non-public session.

Vote: 3 – 0 in favor.

Minutes
Nottingham Select Board Meeting
October 3, 2016

Motion: by Ms. Andersen, second by Mr. Eaton to seal the non-public minutes of October 3, 2016.

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

During non-public session the Board voted to approve the sale of Map 1 Lot 84, to Jaysen A. Rogier with the requirement it be merged with the abutting lot. All other bids for town-owned properties were rejected.

ADJOURNMENT: Having no further business,

9:30 PM Motion: by Ms. Andersen, second by Mr. Eaton to adjourn.

Vote: 3 – 0 in favor.

Respectfully Submitted,

Dawn Calley-Murdough