

**Minutes
Nottingham Selectmen's Meeting
November 2, 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, Carrie Lee, Miska Hadik, Janet Horvath, Tom Sweeney,

MANIFEST SIGNATURE:

Motion: by Ms. Danis, second by Mr. Carpenter to approve the October 26, 2015 accounts payable and October 27, 2015 payroll manifests.

Vote: 3 – 0 in favor.

OUTSTANDING MINUTES:

Motion: Mr. Carpenter, second Ms. Danis to approve the minutes of the October 19, 2015 meeting as amended.

Vote: 3 – 0 in favor.

SELECTMEN BOARD/COMMITTEE/LIASON REPORTS:

Budget Committee: Mr. Carpenter reported the next meeting is on Thursday, November 5th with presentation of the first draft of the Town 2016 Budget.

Planning Board: Ms. Danis reported there was a lot of discussion at the prior meeting regarding Impact Fees. Mr. Bruce Mayberry, the person who completed the original Impact Fee study submitted a proposal to complete a new review study, with an amount ranging from \$3750.00 to \$4250.00. No official decisions have been made, but there does appear to be the sentiment to hire Mr. Mayberry and complete a new study; which should be completed once every five years. However, the Planning Board asked to determine what the cost would be to include an additional Impact Fee study for both Recreation and Police, as it wasn't done before with the Town and School. The amount would be included in the Planning Board Planning budget account for 2016.

TOWN ADMINISTRATOR/DEPARTMENT REPORTS, MAIL & SIGN ITEMS:

Fire Dept: The new utility truck is in use and bids can now be submitted for the sale of the 2006 Ford Crown Victoria; information has been publicly posted. Bids will be accepted until the end of November. Information is on the town website, in the News & Announcement section.

Budget Committee: The committee has a vacancy; interested individuals should contact the chair and/or submit an application to the town office before Thursday.

2015 Tax Rate Setting: The tax rate should be coming soon and Mr. Sterndale asked for the Selectmen to be available for needed participation. The Selectmen agreed they could be reached. Mr. Sterndale reported the town revenue estimates for 2015 will be increased; school information hasn't yet been seen.

Chief Michael Maloney Memorial Fund Recognition: Chair Bonser reported that Lieutenant Brian Spagna and Lieutenant Sandra Vilchok have been nominated for Hero Awards. The award ceremony will take place on November 18th.

Chair Bonser stated details regarding the event would be provided upon request, she would be making every attempt to attend, and asked if the other Selectmen would be interested in attending to recognize the Lieutenants.

Minutes
Nottingham Selectmen's Meeting
November 2, 2015

Mr. Carpenter and Ms. Danis reviewed their schedules and would make an attempt to attend.

APPOINTMENTS:

7:00 pm: MPEC: Ms. Danis reported six responses to the RFP were received, with a variety of results. The intent of the RFP was to try and establish a price estimate for design services to help conceptualize and estimate the development cost for the Marston property. The committee reviewed the received bids, decided members would rank each proposals according to a specific set of criteria, hold another meeting to discuss and compare the ranking, with the ultimate goal to schedule interviews with a couple of the companies for a more in-depth conversation about their proposal. However, the committee decided they did not want to schedule interviews with any company without knowing they had approval from the Board of Selectmen for the proposed expense; the request is to spend no more than \$30,000.00 from the Recreation Revolving Fund.

Mr. Hadik stated the grading/ranking will allow the members to standardize the scoring of the proposals, based on their own varied ideas, to establish the two or three companies the committee would meet. Mr. Sweeney stated he feels the submitted proposals were very good and it is important to continue working towards a design plan, which would eventually be brought to the voters for development funding approval.

Chair Bonser expressed support for use of Recreation Revolving funds, but also included a suggestion for a possible warrant article as an alternative for plan funding.

Mr. Carpenter stated he agrees that continuing work on the Marston Property project is very important. However he is concerned about spending a lot of money without town citizen approval, especially with the additional concern and unknown impact of other recent budget changes.

Ms. Danis stated she felt there has already been a lot of positive feedback that supports the idea of moving forward with the project planning, from a variety of citizens in town; families with and without school age children. Ms. Danis stated she believes a citizen vote isn't needed to spend funds from the Recreation Revolving Fund and more support for development funding would be given if citizen have the ability to see what they are voting on. Mr. Sweeney agreed, stating he hasn't seen such a large number of people participate in planning phase.

Ms. Horvath presented a request to the Selectmen for approval of use of up to \$30,000.00 of Recreation Revolving Funds to hire a company to create a conceptual plan for future use of the Marston Property.

Discussion took place about the procedures needed to spend funds from the Recreation Revolving Fund. Mr. Sterndale stated that the Selectmen could approve a preliminary amount limit in order for MPEC to move forward with interviews and give final approval to a contract to hire the selected company; contract would be signed by the Selectmen.

Ms. Danis read the Recreation Directors request for use of funds into the record.

Motion: by Ms. Danis, second by Mr. Carpenter to approve the Recreation Director's request to remove up to \$30,000.00 from the Recreation Revolving Fund to support the development as a conceptual plan, according to the memo.

Chair Bonser asked if the motion as stated would give MPEC the ability to approve and enter into a contract. Mr. Sterndale stated the current motion could allow MPEC to enter into a contract.

**Minutes
Nottingham Selectmen's Meeting
November 2, 2015**

Ms. Danis and Mr. Carpenter withdrew the original motion.

Motion: by Ms. Danis, second by Mr. Carpenter to accept the request of the Recreation Director to proceed with the evaluation of vendors for the conceptual plan for the Marston property, with the understanding that final contracts must be signed by the Board of Selectmen.

Vote: 2 in favor. 1 opposed – Mr. Carpenter.

GENERAL BUSINESS:

Web site Update: Mr. Sterndale reviewed his request and the proposal to update the town website with the current hosting company, Virtual Towns and Schools. The proposed changes would make the website easier to use, the updated format would let people find information more quickly, provide more employees with user access and easier updating/management. The total cost for the update is \$5000.00, which will be spread out over three years starting in 2016, and the annual maintenance fee will remain the same.

Mr. Carpenter stated he participated in the demonstration of the new platform and felt it was a good move with increased security, better user options, ability to integrate other applications, and is more compatible with the increased use of cell phone/smart phone.

Ms. Danis asked if the cost is based on a standard template. Mr. Sterndale and Mr. Carpenter stated there is customization, but it is a template feel.

Chair Bonser asked if there are sites that can be viewed to see how it might change. Mr. Sterndale would provide some examples.

Mr. Sterndale stated the contract includes the language for the three year payment plan with annual town approval. If the contract is signed now, the first payment would not be needed until January 2016 but it would start the transition/conversion process now; for hopefully completion by the March 2016 Town Meeting.

General discussion took place about the language in the contract and whether or not the payment should be paid in one year or three. Minor changes to the contract were suggested for the Terms of Agreement, and the Selectmen decided they would keep the three year payment plan. If funds remained available in December 2016 the Selectmen could make the decision to pay the entire amount.

Final Review 1st Draft 2016 Budget: Mr. Sterndale reviewed the second revision of the 1st Draft Town 2016 Budget, stating there are only minor changes from the first draft. Changes included: adding repair of the Library roof into the operating budget as done with the Police Department roof; these could be changed into warrant articles if the Selectmen wanted. The Emergency Management account # has a placeholder for the Hazard Mitigation Plan, but review is taking place to determine the actual required review year. The Planning Board account section has a place holder for \$5000.00 for the Impact Fee Study; mention was made about the school helping to pay for the school portion of the study but a final decision wasn't made; help could also come from Recreation to pay for the recreation part of the study.

Mr. Sterndale reported expenses for an employee payroll direct deposit option are being firmed up; with the purchase of an additional software module and additional bank processing fees with an ongoing annual total of \$550.00. This step would help take the pressure off of the need to sign paper checks. Payroll company services were also reviewed and it was determined it would be an even more expensive option.

Minutes
Nottingham Selectmen's Meeting
November 2, 2015

Health Insurances options were reviewed; a higher deductible plan with a health savings account but currently those plans are more expensive than what is currently offered. Possible introduction of a health savings account could put the town into the position of having to pay the "Cadillac Tax."

Mr. Sterndale stated there are additional areas that may still fluctuate in the budget, including the results from the Recreation Revolving Committee; the committee is aware of timing for the budget process. The committee is meeting about once a week and last discussed how staffing can affect the fund, in addition to answering the three questions/charges of the Selectmen. Mr. Sterndale stated he would let the committee know about the potential Marston Property conceptual plan expense.

Mr. Sterndale reported the other areas that continue to fluctuate will be exact quote for the two roofing projects, the new town office computer server, and the assessing services. A contract from Avitar was received, with an overall decrease, and that amount is included in the budget.

Chair Bonser asked which Board is responsible for the assessing contract approval, the Selectmen or Board of Assessors. Mr. Carpenter asked if it was too late in the process to send out an RFP for Assessing Services. Mr. Sterndale reported each Board has deferred approval to the other and it might be too late for an RFP. The Selectmen agreed to have a meeting with the Board of Assessors and review assessing contract proposals.

Mr. Sterndale reviewed the current changes in revenue amounts, many accounts remain on track with the estimated amounts, but everything is being watched.

ADJOURNMENT: Having no further business,

7:41 PM Motion: by Ms. Danis, second by Mr. Carpenter to adjourn.

Vote: 3 – 0 in favor.

Respectfully Submitted,

Dawn Calley-Murdough