

Minutes
Nottingham Select Board Meeting
November 20, 2017

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

Members Present: Donna Danis, Charlene Andersen, Charles Brown, Anthony Dumas

Absent: Tiler Eaton

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

Approval of Manifest:

Motion: by Mr. Dumas, second by Mr. Brown to approve the November 20, 2017 accounts payable and November 21, 2017 payroll manifests.

Vote: 4 – 0 in favor.

Approval of Minutes:

Approval of the November 6, 2017 non-public minutes were postponed.

Motion: by Ms. Andersen, second by Mr. Brown to approve the minutes of the November 6, 2017 as amended.

Vote: 4 – 0 in favor.

Select Board Department/Board/Committee Reports:

Budget: Mr. Dumas reported the committee met last week for a work session to further review the 2018/2019 School budget, stating the School Board will continue their review of the budget for further adjustments before the next Budget Committee presentation.

Chair Danis asked if the school makes an attempt to reach a certain budget target or percentage of change. Mr. Dumas stated he didn't know if they tried to reach a specific goal, but try to work toward completing their goals and initiatives. They are still waiting for some budget items, such as the SAU budget, and they will continue to refine the school budget up to the public hearing in January.

It was stated the town will present their 1st draft budget on December 7th.

Planning: Ms. Andersen stated Mr. Eaton attended the last meeting and the board reviewed a conceptual plan.

300th Birthday: Mr. Brown reported the committee is looking to create by-laws and is waiting for an official charge by the Select Board. The committee is reviewing a long list of suggested activities and after further review will present recommended events to the Select Board.

Chair Danis reported she believed the Select Board already provided the committee with authority to start planning activities, and asked if it would be helpful to review their current progress. Mr. Brown stated it would be helpful to have periodic meetings.

The board discussed a potential budget for the overall celebration. After discussion the Select Board decided they would like to meet and review an estimate of the potential costs for proposed activities. They will need to determine if the amount being raised for the reserve fund is enough, if additional funding from the town is needed, and consider what could be found through fund raising.

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Ms. Andersen asked to review what other similar sized communities have done for a 300th Celebration, including how much money was spent. It was stated if the reserve fund remains level funded, it will hold approximately \$50,000.00 by 2022. Chair Danis asked the committee to determine what activities they could hold if the budget was only \$50,000.00, and to also provide an additional list of other desired activities and their estimated costs in order to determine how much more might be needed.

There was agreement that additional volunteers would be needed, but there should be a core group of people who continue to work on what is needed through to the finish.

After discussion the board established a more specific charge for the committee and asked them to periodically report their progress to the Select Board.

Motion: by Chair Danis to charge the 300th Centennial committee to present the Select Board with recommendations for a 300th Anniversary Celebration. The Board asks the committee to present a plan in an estimated amount of \$50,000.00, which represents the amount that would be available in the reserve fund. The board also asks the committee to present additional incremental expenses, as they see fit, that may enhance the overall celebration experience. The board asks the committee to report back to the Select Board every three to six months to evaluate and provide guidance on the overall plan. Second by Ms. Andersen.

Vote: 4 – 0 in favor.

Town Administrator Reports, Mail, Signature Items:

School: Mr. Sterndale reported there is a Turkey Trot on Thursday, November 23rd from the Nottingham Highway Garage to the Town Beach to benefit a school Washington DC trip.

Recreation: Holiday parade and craft fair will be December 2.

Fire: The new ambulance is coming soon.

Marston: The Alteration of Terrain permit was received from NHDES. A walk of the property is planned for next week.

Town Admin: All town offices will be closed Thursday and Friday for the Thanksgiving holiday, including the Recycling Center.

Highway: The town has completed the majority of storm related clean up and is ready for winter plowing.

Appointments: None

General Business:

Budget: Mr. Sterndale reported there have only been minor changes to the budget since the prior presentation to the Select Board two weeks ago. The town received the not exceed rates for property liability insurance, and work continues to take place to refine budget amounts.

The biggest question for the Select Board is to determine what will happen with the Highway Department; hiring for the vacant position, road construction and reconstruction work plans, continuation of road shim and seal maintenance, and to determine how much assistance will be needed from the road engineer from CMA to establish proposed road work costs. A decision is also needed about the proposed purchase of a pickup truck, the amount of work that will be needed at

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Marston, and consideration of tree removal to try and improve sunlight on the roads for better travel and less power/cable lines. The town will need to work on gathering more detailed data regarding the roads to try and determine where work is needed and how much it might cost.

Mr. Brown asked if the town would benefit by working with the UNH Road Scholars programs. Mr. Sterndale stated he has been attending some of the Road Scholar classes and reviewed some of the different programs. The program doesn't offer specific technical assistance to towns, but does offer data collection services. However, the received results can take a long time to receive and may not provide the town with enough or the type of data that the town needs.

Mr. Sterndale reported the Select Board will also need to continue discussion regarding a paving plan with the received public requests, or determine how they would like to respond.

Ms. Andersen asked if the town is considering any further structural repair work to the Community Center, in the unused rear portion of the building; is there a safety concern. Mr. Sterndale reported he did not include any additional repairs in the 2018 budget as it would be a big project and may not be worth the additional spending. He expects to eventually propose a demolition plan for the unused back section of the building. He intends to spend funds on safety improvement in the Town Clerk/Tax Collectors Office.

Chair Danis asked for upgrades to the lower parking lot lighting, as it is too dark in that area.

Mr. Brown and Mr. Sterndale reported on the CIP process, all the current data has been collected and is included in the worksheet. The committee will continue to meet to refine the data. Chair Danis asked to review the CIP to determine what large projects should be considered by the town, even if the data is still preliminary.

Mr. Sterndale reported he has a wish to subscribe to a better software system to further manage town data, especially with RSA 91-A requests, moving away from individually licensed MS Office and email programs. Initial estimates could be an approximate \$7,000.00 per year, but may provide better software and email options for the staff. Mr. Dumas asked if the town could combine with the school for better pricing and Mr. Sterndale would reach out to them.

Mr. Sterndale asked if the Select Board had any interest in moving the town to a two year budget process. Staff spends a lot of time on budget related tasks, with fairly small changes. Mr. Sterndale reported it can be done in a couple of ways; approving a 2 year budget or even approving two one-year budgets. The hardest part is to establish the long term expenses, such as repair estimates, fuel expenses, etc.

Chair Danis stated she likes the idea from a planning standpoint but would definitely like to hear the pros and cons from towns that have completed the change. It was stated the change would need approval at town meeting.

Mr. Dumas stated he would like to hear more about it, but is concerned about response ability to any emergencies if anything major was needed.

Mr. Brown stated he did not like the option.

Ms. Andersen stated she understands the minimal operating budget changes that are seen every year and it consuming staff resources, but doesn't understand the year two process and would like to hear more information about the process.

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After discussion the board asked Mr. Sterndale to continue exploring the possibility.

Discussion took place about how the town would move forward with digitizing records, utilizing the PDF/A standard. Mr. Sterndale stated the law only recently changed and he would like to see how other towns will address the process. There is also a desire to continue working with a cloud based server for storage and backups.

NHMA Conference: Ms. Andersen reported she attended the annual NHMA Conference, which included the NHMA Annual meeting and a review of their recent legislative concerns. It appears there is a nationwide push towards less local municipal control versus state/federal control. A session was attended regarding combined SAU/School/Town functions, such as IT resources, Facility Management, Accounting services, which could be considered in the future. Ms. Andersen reported she also attended road damage ordinance, which while maybe not applicable to Nottingham, offers the town permitting fees for road damage done by utility companies after the town has paved the road.

Cable Agreement: Chair Danis reported cable costs are increasing again. Mr. Sterndale reminded the Select Board the cable franchise contract is ending in 2018 and will need legal review and recommendations.

Route 4 Property: Mr. Sterndale reported he is seeking an appraisal of the property and should have more information by the next meeting. The billboard company was found and decisions on a new lease will need to be before April 2018. The town will also need to consider options regarding the cell tower site.

ADJOURNMENT: Having no further business,

7:46 **PM Motion:** by Mr. Dumas, second by Ms. Andersen to adjourn.

Vote: 4 – 0 in favor.

Respectfully Submitted,

Dawn Calley-Murdough