Minutes
Nottingham Select Board Meeting
November 21, 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, Sam Demeritt

Approval of Manifest:

Motion: by Ms. Andersen, second by Mr. Eaton to approve the November 7, 2016 accounts payable and November 8, 2016 payroll manifests.

Vote: 3 – 0 in favor.

Approval of Minutes:

Chair Danis postponed the approval of minutes to the next meeting.

Select Board Department/Board/Committee Reports:

Budget: Mr. Eaton reported the committee meeting on November 10th to review the first draft 2017/2018 school budget was cancelled due to lack of quorum. The committee met again on November 17th and the first draft of the town 2017 budget was presented with minimal questions or concerns expressed from the committee members. The next meeting is December 8, 2016 at 7:00 pm.

Planning: Ms. Andersen reported the board reviewed conceptual plans at their prior meeting and will meet again in December to continue their review and approval of the updated impact fees and any on-going/new cases.

CIP: Chair Danis reported the committee has completed their process and the members will have an opportunity to review and comment on the final report later in the meeting.

Town Administrator Reports, Mail, Signature Items:

Fire: Mr. Sterndale reported the former Nottingham Fire Chief, Gary Chase, passed away. Information about services is published on The Forum website. The Select Board asked to acknowledge his passing with a card or flowers.

Board of Assessors: Mr. Sterndale reported the board approved the Fairpoint settlement offer. A parallel case with the New Hampshire Electric Co-Op has not yet settled.

Budget Comm: The committee has two vacancies and is having a hard time finding replacements. Anyone interested in participating with the budget committee between now and March 2017 should contact the town offices.

Recreation: The Nottingham Holiday Parade will be on Saturday, December 3rd and the Selectmen are invited to participate to walk in the parade and handed out candy. Mr. Eaton and Chair Danis stated they would be available to participate.

Signature Items: The Selectmen signed the updated contract with CAI for the online tax maps and Property Record Cards, a Pole/Petition License form from Fair Point, as well as personnel documents.

Mr. Sterndale reviewed the preliminary Deed Waiver provided by the Tax Collector; the final list will be reviewed and voted on at a January Select Board meeting.

Appointments: NONE

General Business:

Harvey Easement: The Select Board reviewed the draft Conservation Easement Deed for a parcel of land owned by Applehurst Farm, LLC (Harvey family). The deed was an agreement between the property owner, Southeast Land Trust (SELT), and Nottingham as a right of third party enforcement. The property is located in both Nottingham and Epping, and the easement plan was previously approved by a prior Nottingham Select Board. Mr. Sterndale asked if the Select Board wanted to attend the closing to sign final paperwork or if they wanted to authorize him to do so.

Ms. Andersen asked to make sure any issues with the deed language are corrected prior to signing. Mr. Sterndale reported the Conservation Commission was meeting with SELT for the corrections.

Motion: by Ms. Andersen, second by Mr. Eaton to approve the draft Conservation Easement Deed granting the Town of Nottingham a Right of Third Party Enforcement, related to the parcel owned by Applehurst Farm, LLC and to further authorize the Town Administrator, Chris Sterndale, to sign final deeds and all closing documents related to the transaction.

Vote: 3 - 0 in favor.

Mr. Demeritt reviewed the Conservation Commission meeting with SELT on the Harvey Easement, which helped the Commission clarify and correct needed information in the deed and on the maps.

CIP Report: Chair Danis reviewed the CIP Report, including the new format. The new report format is to try and provide a clearer breakdown of the item cost, the amount raised by taxation versus funds from a reserve fund, and reserve fund balances; making the report more useful.

Mr. Sterndale asked if the Select Board wanted any additional changes to the CIP Report, as it must be included in the annual town report.

General discussion took place about some of the items listed in the report, including the possible transition of purchasing a new highway truck with the replacement contracted personnel.

After discussion Chair Danis asked to include a very detailed narrative about the new format for the Town Report to make sure it can be understood and more helpful. Mr. Eaton suggested including an example written out to explain all the sections. Ms. Andersen asked to include a notation about the final amounts being applicable if the reserve funds are approved and appropriated.

General discussion took place about the format of the report and some of the information being presented, including school information, the presented estimated costs, reserve fund amounts, and other financial amounts (impact fees).

2017 Budget, cont.: Mr. Sterndale reported he had only a few changes to the draft budget since the first draft review by the Select Board. Property/Liability Insurance has been updated with a more final amount. The Police Department was authorized to purchase newer equipment to help reduce some of the 2017 budget amounts. It was stated the largest part of the 3.7% overall town budget increase is the rate increases for insurances and the new police officer.

Mr. Sterndale asked the Select Board to review for a future decision the proposed warrant articles. Mr. Sterndale reported the Fire Chief has indicated he will not seek to purchase a Quint in 2017, and the Ambulance will be purchased from the ambulance reserve funds, with no tax impact to the town. The Trustees of the Trust Fund may seek town meeting approval to use trust monies to hire a financial advisor to try and earn more money on the trust funds. The town can seek approval on the solar panel installation. Also, a citizen petition may be submitted to accept Strawberry Lane as a town road.

Mr. Sterndale reported a recent change for warrant articles was approved by the NH Legislature, to allow towns to vote on multi-year appropriation warrant articles, and it might work for articles such as the Revaluation Capital Reserve Funds to reduce the number of annual repeat warrant articles, and reduce discussion/meeting time during Town Meeting. The Select Board agreed that there are definitely instances that would be great for a multi-year appropriation, but there anything that fluctuates shouldn't be considered, such as Fire Vehicle Capital Reserve Fund.

Mr. Sterndale asked if the Select Board wanted to meet with department heads. Ms. Andersen stated she is comfortable with the budget as submitted and doesn't see that they need to meet with the majority of department heads; others have already met with the Select Board previously. Chair Danis agreed. It was decided that any department head or group could come before the Select Board if they wanted, but the board would not schedule any appointments.

Mr. Sterndale reported the Recreation Director will come before the board at their next meeting to review changes in the recreation department.

Ms. Andersen asked to include the new optional Veterans Tax Exemption warrant article on the agenda for the next Select Board meeting for discussion.

Other Items:

Noise Ordinance: Mr. Sterndale reported Chief Foss will follow up for a report to the Select board. Ms. Andersen would also bring it to the Planning Board.

Election: Chair Danis thanked everyone for a positive and successful voting day.

Mr. Eaton and Ms. Andersen expressed concern and comments they received about the need for additional personnel for Election Day equipment set up and break down. It was stated additional thought should be given to the break down process and having staff or volunteers available at the end of the night.

NON-PUBLIC SESSION: The Board entered non-public under RSA 91-A:3 II (a) / (b) / (c) / (d) / (e) / (l).

7:34 PM Motion: Motion by Mr. Eaton, second by Ms. Andersen to enter non-public under RSA 91-A:3 II(l).

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

8:04 PM Motion: by Ms. Andersen, second by Mr. Eaton to exit the non-public session.

Vote: 3 – 0 in favor.

Motion: by Ms. Andersen, second by Mr. Eaton to seal the non-public minutes of November 21, 2016.

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

The Selectmen made no decisions during their nonpublic session.

ADJOURNMENT: Having no further business,

8:05 PM Motion: by Mr. Eaton, second by Ms. Anderson to adjourn.

Vote: 3 – 0 in favor.

Respectfully Submitted,

Dawn Calley-Murdough