

**Minutes
Nottingham Select Board Meeting
December 19, 2016**

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

Members Present: Tiler Eaton and Charlene Andersen. Absent: Donna Danis

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

Approval of Manifest:

Motion: by Mr. Eaton, second by Ms. Andersen to approve the December 19, 2016 accounts payable and December 20, 2016 payroll manifests.

Vote: 2 – 0 in favor.

Approval of Minutes:

Motion: by Mr. Eaton, second by Ms. Andersen to approve the non-public minutes of the October 3, October 17, October 31, November 2, November 3, November 21, and December 5, 2016 meetings as amended.

Vote: 2 – 0 in favor.

Motion: by Mr. Eaton, second by Ms. Andersen to approve the public minutes of the December 5, 2016 meeting as amended.

Vote: 2 – 0 in favor.

Select Board Department/Board/Committee Reports:

Budget: Mr. Eaton stated the Town Clerk, Library, Recreation, and Police department heads came into to review their budgets. The next meeting will be on Thursday, December 29, 2016 at 7:00 pm and will continue review with town department heads.

Planning: Ms. Andersen reported Bruce Mayberry reviewed the proposed changes to the impact fees. Mr. Mayberry will contact the Town Administrator for updated information about the Marston property, and he is also seeking information from the school. The board requested correction to some of the calculations listed within the impact fee report. Once the information is received and information corrected a final report will be submitted to the Planning Board.

Town Administrator Reports, Mail, Signature Items:

Highway: The department is seeking a full time seasonal plow driver. Interested individuals with plowing experience should contact the town offices as soon as possible. The department is down one driver and delays with some plowing should be expected.

Recreation: The department is looking for a new recreation assistant for the mostly part time position. Interested individuals should submit their resume to the Recreation Director Kortney Dorow.

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Police: The newly hired officers are completing testing and are expected to attend the next Police Academy starting in January 2017.

Harvey Easement: The easement research work is expected to be completed and should finish closing by Friday, December 23, 2016, with final paperwork finally ready.

Public Access Request: A request has been received asking to make budget documents available in an Excel spreadsheet format and not just PDF's. This request is also being presented to the school for school budget documents. The town data transition should be fairly easy because working documents are already in Excel.

Ms. Andersen requested the documents be specifically marked as draft when put out to the public and to track how often the data is accessed on the website.

Signatures: Updated letter of authorization permitting specific staff members, department heads, and the chair of each board/committee to contact the New Hampshire Municipal Association for legal advice.

Lot Un-mergers: Mr. Sterndale reviewed the requests for restoration of involuntarily merged lots, also known as a un-merger, per RSA 674:39-aa.

Ms. Andersen expressed her concern about the size of one of the lots being un-merged because it is very small and according to the law the un-merger does not solve any non-conforming issues. Mr. Sterndale reported a physical review of the property was completed by Sue Serino, and the law addresses any issues regarding non-conformity; lots are not "grandfathered" to permit any specific usage.

It was stated the law for owners to request restoration of involuntarily merged lots was December 2016 deadline, but the statute was changed and the deadline changed/extended to December 31, 2021.

Motion: by Mr. Eaton, second by Ms. Andersen that the Nottingham Board of Selectmen approve the Restoration of Involuntarily Merged Lots request from Richard & Maureen Morrissey owners of 19 Cove Road and agree to unmerge the lots currently known as Map 68 Lot 80.

Vote: 2 – 0 in favor.

Motion: by Mr. Eaton, second by Ms. Andersen that the Nottingham Board of Selectmen approve the Restoration of Involuntarily Merged Lots request from Caroline Szafran owner of a vacant parcel on Raymond Road and agree to unmerge the lots currently known as Map 68 Lot 10.

Vote: 2 – 0 in favor.

Motion: by Mr. Eaton, second by Ms. Andersen that the Nottingham Board of Selectmen approve the Restoration of Involuntarily Merged Lots request from John & Virginia Mills

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owners of 30 Tuckaway Shores Road and agree to unmerge the lots currently known as Map 70 Lot 53.

Vote: 2 – 0 in favor.

General Business:

FY2016 Encumbrances: Discussion took place about the two encumbrances.

Motion: by Mr. Eaton, second by Ms. Andersen to encumber a total of \$10,500.00 in 2016 funds for contracts and agreements already executed; including \$5,000.00 to Strafford Planning Commission for the Hazard Mitigation Plan Update; and \$5,500.00 to BCM Planning for work on impact fees.

Vote: 2 - 0 in favor.

Town Official Election Preview: The Select Board reviewed the current number of vacancies that would be listed on the March 2017 Town Ballot; 20 positions are available. It was stated information about the positions and filing deadlines couldn't be printed in the January/February Nottingham Newsletter because the issue isn't sent until February, after the deadline. Mr. Sterndale asked if the Board wanted to send out a bulk mail notice to all local residents about the number of vacancies. It was stated the vacancies would be posted on paper in multiple locations around town, on the town website, and a request was submitted to The Forum to see if can be published for free.

Discussion took place about a possible bulk mailing to let all citizens know of the positions, including the deadlines to sign up. There was agreement to send a mailing to try and increase the number of people who might be willing to sign up to run for the vacancies.

Discussion took place about other available options of the Select Board to filling positions, reducing the size of some boards/committees, eliminating other boards/committees. Any of these options will be brought to the voters at the March 2017 Town Meeting. It was stated there is a small amount of time available to the Select Board to write any needed warrant articles, if there aren't enough people running for the vacant positions.

This shortage of people is seen across the board for all areas of government, including the fire department and the members were concerned that individuals could be elected for a position as a write-in candidate when they don't really want the position.

Solar Proposal: The review of the proposal would take place at the next meeting.

Ms. Andersen asked to clarify information about the position on the mortgage, the warranties are guaranteed with any company transition, and the bond work for the Fire Department panels.

Mr. Eaton stated he has questions about life cycle of solar panels and how long they will last for the town and would like to see other town sites have solar installations as well.

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USA Springs Bankruptcy: Mr. Sterndale reviewed the town has received an order from the court about the sale of the USA Springs property on Route 4; additional information is available on the town website. The current sale agreement for the USA Springs property has been ordered; the buyer has an additional 30 days to complete his due diligence property research for the purchase agreement and if he wants to complete the sale, the closing will take place soon. As a current creditor that is owed money, the Town is in a position they are unable to discuss matters of the sale or the property without causing additional legal issues. The Town can start to discuss matter when the sale is final and the closing is complete.

Discussion took place about options available to the Select Board for possible uses of the funds that will become available to the town once the closing is complete and payment is received. All options require citizen approval at Town Meeting in March 2017 and included adding the funds to the General Fund, paying off current debt to Mulligan Forest, using funds to catch up on some needed road improvements/upgrades, and/or any combination of suggestions.

The Select Board agreed to continue looking into available options, including a trust fund for future legal expenses.

ADJOURNMENT: Having no further business,

7:36 **PM Motion:** by Mr. Eaton, second by Ms. Andersen to adjourn.

Vote: 2 – 0 in favor.

Respectfully Submitted,

Dawn Calley-Murdough