

**Minutes
Nottingham Selectmen's Meeting
December 28, 2015**

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

Members Present: Donna Danis, Mark Carpenter

Absent: Mary Bonser

Others: Town Administrator Chris Sterndale, Secretary Dawn Calley-Murdough, Susan Mooney, Charlie Brown, Sam Demeritt, Krystal Costa, Kristen Lamb, Liz Kotowski, P Miliotis, Skip Seaverns, Bill Garnett, Dee Decker, Brian Dobson,

Ms. Danis reported she would be filling in as Chair, as Ms. Bonser was not able to attend the meeting.

MANIFEST SIGNATURE:

Motion: by Mr. Carpenter, second by Ms. Danis to approve the December 21, 2015 accounts payable and December 22, 2015 payroll manifests.

Vote: 2 – 0 in favor.

OUTSTANDING MINUTES:

Motion: by Mr. Carpenter, second by Ms. Danis to approve the minutes of the November 30, 2015, December 8, 2015 and December 14, 2015 meeting as amended.

Vote: 2 – 0 in favor.

Motion: by Mr. Carpenter, second by Ms. Danis to approve the non-public minutes of the December 14, 2015 meeting as amended.

Vote: 2 – 0 in favor.

SELECTMEN BOARD/COMMITTEE/LIASON REPORTS:

Budget: Mr. Carpenter reviewed the upcoming Budget Committee meetings: January 7th for the final presentation of the school budget, January 14th for the school budget public hearing, and January 21st for the final presentation of the town budget.

CIP: Mr. Carpenter stated he met with Chief Vilchuck to help put together the information regarding the Quint in order to answer the questions of the CIP committee. The Chief already has a lot of the material, it is just a matter of putting in together to provide the needed details; with the difficult part being the comparison between the Quint and another Fire Engine.

The Selectmen asked to have the Chief come back to see the CIP committee on January 11, 2016 for an additional meeting of the CIP to wrap up their information to present final information to the Budget Committee.

Ms. Danis thanked Mr. Carpenter for working with Chief Vilchuck in putting the information together. Both Selectmen requested to have the minutes for the CIP committee meetings appear as a separate set of minutes, and not combined with the Board of Selectmen minutes.

MPEC: Ms. Danis reported the committee has had additional meetings with Ironwood to work on the design plan for the Marston Property. The next meeting will be Wednesday, December 30th.

Mr. Carpenter expressed that he felt a step in the process was missing and thought that the committee would come in and talk with the Selectmen about the proposed recommendations, prior to hiring a development company; asking to have a group meeting to review the list of priorities and proposed wish list for items. Ms. Danis stated she would summarize that

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information for the Selectmen, from the prior committee meetings notes to provide the requested information and should be able to provide some documentation.

TOWN ADMINISTRATOR/DEPARTMENT REPORTS, MAIL & SIGN ITEMS:

Building: The Building Inspector should be back to work on Monday, January 4, 2016.

Police: The Police Chief is back to work as well.

Highway: The Highway Department staff is planning to be out on the road during the after midnight hours to address any issues from the first snow storm of the season.

Encumbrances: Mr. Sterndale reported there are no encumbrances proposed, some smaller additional and/or proposed 2016 purchases have been purchased and if needed removed from the proposed 2016 budget.

GENERAL BUSINESS:

School Request for Cable Franchise Fee Funds: The Selectmen approved the request for the school to spend funds from the Cable Franchise Fund account for repairs to wiring and equipment at the Elementary School in order to air meetings live in the school gym.

Motion: by Mr. Carpenter, second by Ms. Danis to approve the Nottingham School request to use cable franchise funds dated December 22, 2015.

Vote: 2 – 0 in favor.

Encumbrances: Mr. Brown asked about the decision of the Selectmen to not encumber funds. He has been concerned about the repairs needed for the Community Center building roof for a long while and it could be repaired sooner if a contract can be received before December 31st.

Mr. Sterndale reported the front section was budgeted for 2015 and the remaining roof is planned for 2016. If it were completed for 2015, the Selectmen will need to decide if they want to spend an approximate \$20,000.00 more than what they budgeted for in the year.

The Selectmen and Mr. Sterndale reviewed if they would consider encumbering that amount of funds to repair the roof. It was stated the Selectmen haven't really encumbered that high of an amount in the past, without seeking public approval.

Newsletter Deadline: It was reviewed the deadline for newsletter submission is January 4th. It was suggested to include information about the proposed changes to the municipal facility stickers.

APPOINTMENTS:

6:45 pm: Deputy Treasurer: The Selectmen welcomed Ms. Sheila Foss as the proposed new Deputy Treasurer.

Ms. Foss stated she is the twin sister of the current Treasurer and will soon be retiring. She is an insurance agent, with some bookkeeping experience, and would be the back up individual responsible for verifying received checks for deposit, signing town payment checks, and basic bookkeeping duties. Mr. Sterndale stated the Deputy Treasurer typically will fill in for the Treasurer when she is unavailable.

Motion: by Mr. Carpenter, second by Ms. Danis to approve the appointment of Ms. Sheila A. Foss as Deputy Treasurer effectively immediately.

Vote: 2 – 0 in favor.

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7:00 pm: Conservation Commission 4th Quarter Review Meeting: The Selectmen asked for the spreadsheet of updated proposed easement information, stating this is a repeated request and something they have asked for at every meeting in the past. The Selectmen again requested to have the data available at least one week before the meeting. Mr. Carpenter also asked to make sure the additional information about housing lots was also included, as previously asked.

Mr. Demeritt stated there were minimal changes to the spreadsheet; mainly changes in the dates for easement closings and the removal of the proposed easement plans with the Falzone/Maple Ridge project that is no longer being considered due to lack of funding. It was stated the loss of the Maple Ridge easement could mean an additional/approximate 30 homes to the subdivision plans. The Commission will continue working toward completion of the proposed easements based on the presented order in the list. It was stated the Sweetser easement and the Harvey easements are physically located next to each other providing a continuation of lands previously put into an easement and are a big priority.

Ms. Danis requested to have the spreadsheet updated and returned to the Selectmen within the next week or two.

Discussion took place about Epping approving a bond in March 2015 to fund an easement in Epping, which will connect easement property in both towns.

The Selectmen reviewed the application and Commission recommendation to appoint Elizabeth Kotowski and Krystal Costa.

Motion: by Mr. Carpenter, second by Ms. Danis to approves the appointments of Elizabeth Kotowski and Krystal Costa as alternate members to the Conservation Commission from January 1, 2016 to April 1, 2019.

Vote: 2 – 0 in favor.

Ms. Lamb reported on the additional work being completed by the Commission, to include updates to the Strategic Plan, creation of bylaws, regular road side cleanups, adding new alternates will help the Commission to work on future easement planning, in addition to a conservation easement pamphlet, updated conservation maps utilizing Ms. Costas experience, work on new bylaws, school outreach, and continuing education and workshops.

Ms. Mooney reviewed the recently completed water testing program, which included 20 to 24 participants. The process involves participants picking up test kit; the tester would get a sample of water from their home and then return it to the Commission. The Commission provided the test kits to NHDES and the results were mailed to each individual participant. Pricing varied depending on the type of testing desired. The Commission will offer the program again in 2016.

Mr. Demeritt stated three members of the Commission attended the NHACC Convention in November. Ms. Lamb reported information was provided about trending weather patterns and the problems it can cause. Information was also provided about the other ways easements can provide benefits to the community, such as community gardens and fire wood for needy residents. Mr. Demeritt stated information was also provided about permaculture; a system of agricultural and social design principles centered on simulating or directly utilizing the patterns and features observed in natural ecosystems.

Ms. Lamb reported the Commission will attempt to hold a winter natural history walk during February, on an easement or parcel they haven't had a walk on yet.

Mr. Demeritt reported on the Bear Paw Annual Meeting will be held at the end of January.

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The Selectmen thanked the Conservation Commission members for attending.

7:30 pm: Recreation Revolving Ad hoc Committee Report: Mr. Seaverns reviewed the steps that were completed by the sub-committee and the recommended results were based specifically on the tasks they were asked to complete. Mr. Seaverns reported assistance was provided by the Recreation Director Janet Horvath and Town Administrator Chris Sterndale.

The Selectmen had asked the committee to establish a methodology to determine which Recreation Department related revenues and expenses should be allocated to the RRF and which should apply to the general fund; should the Selectmen set a target amount needed in the RRF and if so how; are there other policies or internal controls not currently in place that are recommended relative to the RRF?

Discussion took place and committee members stated they strictly looked at those current activities that were fee based and did not discuss the other services and programs offered by or worked on by the Recreation Department. The committee looked at each program to determine if a fee was generated for the Town. There are social service programs such as Ready Rides and Senior Lunch, the self funding program that are run by the Recreation Department but were not included in their review as it does not generate revenue for the RRF, contracted services that have fees collected by Recreation with a percentage kept by the RRF to buy supplies specifically for that activity but the remaining amount returned to the vendor, and programs that are no longer run by Recreation.

Mr. Seaverns stated the committee is providing the following recommendations:

1. What methodology should the Selectmen use to determine which Recreation Department, related revenues and expenses should be allocated to the RRF and which to the General Fund?
 - a. Revenues from fee-based recreation programs shall be deposited into the RRF, not the General Fund.
 - b. Expenses directly related to fee-based recreation programs shall come from the RRF not the General Fund.
 - c. Any expense that could be seen as a cost associated with the general good or usage by the Town, not a fee-based recreation program, shall be taken from the General Fund.
 - d. Recognizing the Recreation Department created and managed programs/events that might be considered services or outreach to members of the community and
 - i. Events, such as Senior Luncheons, Concert Series, Ready Rides, Holiday Parade, Flu Shot Clinic, Nottingham Day, etc shall have no impact (revenue or expenses) on the RRF.
 - ii. Programs, such as the Theatre Project and the Playground, have their own funding mechanisms and, therefore, shall have no impact (revenue or expense) on the RRF.
 - e. Recognizing there will be times when certain expenditures might be clearly based in a recreation domain, but do not support a specific recreation program and those expenditures may come from the RRF or some other fund created to support recreation activities.

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- i. Examples are: Recreation 10 year Plan development to support recreation impact fees, or conceptual and development designs associated with a recreation facility.
2. Should the Selectmen set a target amount needed in the RRF, and if so, how?
 - a. It is the belief of the committee that capping the total amount within the RRF is a matter of good practice rather than necessity. The recreation director shall:
 - b. Propose funding mechanism(s), such as Capital Reserve Fund, Special Revenue Fund, etc. to be used for any expenditure that requires a substantial outlay of funds by the Recreation Department. Establishing these funds would require a vote of the legislative body.
 - c. Set the target amount of the RRF at 25% of the average of the previous 5 year expenditures. For example, the target amount based on the last five years is \$16,500.00.
 - d. All money in excess of the target amount set by the determined percentage shall be moved to the specially created fund(s).
 - e. The target amount shall be calculated and the excess transferred every five years to the fund(s) created.
3. Are there other policies or internal controls not currently in place that are recommended relative to the RRF?
 - a. The committee reaffirms the internal controls and policies provided in the language of Article 22 of the 1994 Town Meeting (establishing) the RRF which states, in part, that funds shall be expended out of the RRF "only upon order of the Recreation Director with approval from the BOS". In addition, the following are possible additional policies and controls:
 - b. Creation of a Recreation Commission (NH RSA 35-B:4) or Recreation Trust as oversight/advocacy activities for programs and funding.
 - c. The creation of one or more of the following funds: Capital Reserve Fund, Recreation Trust Fund, and/or Special Revenue Fund.
4. In conclusion, the committee believes their recommended courses of action fall within the bounds of RSA 35:B and meet the intent of Town Warrant Article 22: 1994 while maintaining a fully functioning fee based recreation program schedule and creating a pathway for recreation opportunities.

Discussion and clarification took place between the Selectmen and the committee members about the proposal, possible process and percentage that could be used to determine a maximum amount of money that should be held in the RRF. It was stated the fund should hold enough to support existing program, as well as the introduction of new and additional programs. Program expenditures should be periodically reviewed to determine the needed amount.

The Selectmen and Mr. Sterndale reviewed possible steps they could take for the review of programs, for even further shift of programs that might be considered more of a program that should be funded by the town, such as Nottingham Day, and possible programs that could be considered RRF programs such as vacation camp.

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The Selectmen reviewed the timeline and how they would proceed with possible changes to the programs and RRF. Mr. Sterndale stated something the Selectmen might want to also consider for possible change is the fee amount being charged for some of the programs, to make sure the amount being collected is enough to support the programs.

Mr. Sterndale would discuss and review the programs with the Recreation Director to present possible changes to the Recreation budget, including changes to the salary budget.

The Selectmen stated they were concerned that the proposed 25% to establish a cap to the RRF might not be enough and it should be a higher percentage. Mr. Sterndale stated the Selectmen should plan for the worst case scenarios for recreation programs and to make sure there can be an introduction of new program.

The Selectmen thanked the committee members for their work, providing such a well thought answers in such a short period of time; it is one of the better reports they have received.

ADJOURNMENT: Having no further business,

8:22 PM Motion: by Mr. Carpenter, second by Ms. Danis to adjourn.

Vote: 2 – 0 in favor.

Respectfully Submitted,

Dawn Calley-Murdough