

Minutes
Nottingham Select Board Meeting
July 17, 2017

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

Members Present: Charlene Andersen, Charles Brown, Anthony Dumas

Absent: Donna Danis, Tiler Eaton

Others: Town Administrator Chris Sterndale, Secretary Dawn Calley-Murdough, School Board Chair Jackie Snow,

Approval of Manifest:

Motion: by Mr. Dumas to approve the July 17, 2017 accounts payable and July 18, 2017 payroll manifests. Second by Mr. Brown.

Vote: 3 – 0 in favor.

Approval of Minutes:

Motion: by Mr. Brown, to approve the minutes of the July 10, 2017 meeting, as amended.
Second by Mr. Dumas.

Vote: 3 – 0 in favor.

Select Board Department/Board/Committee Reports:

Budget: Next meeting will be September 14, 2017 at 7:00 pm.

CIP: Mr. Brown stated Mr. Sterndale provided him with some information, the questionnaires will go to department heads soon, and the committee hasn't met yet but will meet soon. Ms. Snow answered that she is the School Board CIP Representative.

Planning: Two conditional approvals were given for minor sub-divisions, and the impact fees study discussion continued. The Planning Board is recommending adding new impact fees for Recreation, would revise the Fire Department impact fees, and are making no changes to the school impact fees. There will be a public hearing for the new recreation impact fees in September. There may be adjustments to the school impact fee after the March 2018 elections, after some of their future plans are decided on.

Town Administrator Reports, Mail, Signature Items:

Community Center: The Police Department siding work is almost complete, but wood rot was found in a section of the wall and some supportive repairs were made. The current repairs should last about five +/- years, but additional interior repairs will need to take place at some point. The Select Board will need to talk about building repairs in the next couple of years. A complication with that future repair work will include moving a significant portion of the electrical wires, as that is area where they are stored. Also, after a request from the Food Pantry, this project also included a new overhang/roof at the back exit for the Nottingham Food Pantry, which they helped pay for.

Ms. Andersen asked if there are specific reasons for the rot and if any additional work that can take place to possibly extend the life or secure the area. Mr. Sterndale reported he believes a lot of the problem is snow resting alongside the building, and is looking into some interior work to try and further shore up the building.

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Recreation: The Summer Concert Series will run for the next four Tuesdays, information is available on the town website. Staff is going to make changes to the Nottingham Day, which is now cancelled for September 2017 and will now take place in the spring of 2018. The hope is to generate renewed interest in the program by bringing back the road race, add additional themes to add additional activities, and invite additional vendors.

Check Signing: Attending members reviewed and signed up for a check signing schedule for the upcoming months.

Town Owned Property: Mr. Sterndale reported interest has been expressed about buying a recently taken property located on Merry Hill. This is property the Select Board hasn't discussed regarding public sale, and Mr. Sterndale asked for member consideration.

Highway: The grader is currently out of commission, with major repairs expected for the engine, and an estimate repair cost in the tens of thousands of dollars. It is a machine the town uses constantly and can't really do without. The grader has a significant amount of prior repairs, and the board will need to make a decision about how they might want to proceed; repair, replace, and/or temporary and/or long term leasing options.

Mr. Dumas asked about the life span. Mr. Sterndale reported the town estimated 15000 hours. Mr. Brown reported the town typically gets their money out of purchased machines.

Ms. Andersen asked about a lease program. Mr. Sterndale reported a lease might typically be a better option, but a lease is just money flowing out without a return on the money, other than the use of a machine. The lease type will determine how the board can move forward, a current year lease with 2018 renegotiation might be possible, but a multi-year lease will need town meeting approval. Daily rentals are not practical for the town as they are too expensive.

Appointments: NONE

General Business:

School Impact Fee Requests: Ms. Snow reviewed history of the work the School Board has taken to maximize the available use of school spaces, changes in the number of students and introduction of additional classes over the years, proposed introduction of full day kindergarten. The School Board is asking for up to \$9,000.00 for a demographic study and space assessment to determine how space changes should be implemented for currently known education needs. Once that study is complete the School Board expects to request an addition study for architectural needs.

The School Board does expect to submit a request for funding at the March 2018 election, addressing proposed needs such as full day kindergarten, and other additional programming.

Mr. Brown stated he felt the request for funds for this type of study was an appropriate use of impact fees and would provide good information before completing more expensive space studies.

Mr. Dumas agreed with Mr. Brown, and felt the School Board needed to complete the fact finding study in order to determine how best to move forward.

Ms. Andersen reported the fees could be used for this type of study and supported the request.

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Motion: by Mr. Dumas to approve the expenditure of \$10,441.80 in fire department impact fees for principal payments on the fire station bond; and up to \$9,000.00 in school impact fees for a demographic study and building space use analysis.

Vote: 3 – 0 in favor.

Q2 Budget Update: Mr. Sterndale reviewed the second quarter town revenues and expenditures stating the town is within mostly acceptable percentages for it being mid-year, and the town is in a similar financial position to the prior year. It was stated Social Service Payments have been made and Mr. Sterndale recommended splitting those payments to agencies 50/50, with payments issued in July and December for future budgets; the idea was too late to implement for 2017. The biggest areas of concern is the Highway Department with the prior winter plowing and expected future winter activity, a 10% overage on the Lakeview road work, and the listed expenses do not reflect the amounts for grader repairs. However, to help try and offset these overages, funds have been held back from the road overlay program.

Legal is also over budget because of the extra work that took place with the former USA Springs property, expected negotiations with the lease agreements, and negotiations with abatement appeals. The board knew the account was going to be an unknown, but didn't want to over budget the account in case scenarios played out differently.

Some savings will be seen in the cancellation of Nottingham Day, the Highway road projects are completed early, the Police Cruiser is almost ready for pick up.

Revenues are tough to determine changes for the remaining 6 months of the year. Newly provided highway revenue, approved by the Governor the past week, was unexpected and may help out with the expenses for the grader.

Mr. Brown stated he agrees it is hard to anticipate revenues.

Ms. Andersen asked if highway road work/overlay funds can be used to help repair the grader. Mr. Sterndale reported some shifting between accounts appropriately is expected, and it might be possible to use funds from the operating budget Shim/Sealcoat account but not from the road construction/reconstruction, which is from a specific warrant article.

General discussion took place about where the town might be able to find the money to repair and or replace the broken grader, but no specific solutions were determined. It was stated the town may see personnel savings as the Fire Department and Police Department are both short employees again.

Recycle Center Swap Shop: Mr. Sterndale stated the board reviewed the swap shop at their meeting last week, center staff provided additional information about the status of the swap shop, and stated with the recent retirement of Don Cinfo, the swap shop will be difficult to maintain.

Ms. Joan Carpenter has been the biggest volunteer at the Swap Shop, putting in a significant amount of time, but it has been difficult getting consistent volunteers, add in troubles getting dumpsters emptied may mean the board considers closing the swap shop temporarily.

The board will need to consider future changes to the full container shipping at a later date, as the current contractor has subbed out work with a lesser quality and consistency. This may mean paying a higher prices.

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Mr. Dumas stated while he would love to get a team of students to help, there isn't the staff to help monitor students to make sure they complete what work is needed, he also doesn't feel it is appropriate to give a new Public Works director a problem right off the bat, and therefore it might be best to close the shop for a specific period of time.

Mr. Sterndale reported it might be good to close the swap shop for 60 to 90 days.

There was agreement that once it is closed for a period of time, people might begin to use the shop in a more responsible manner if it reopens.

Ms. Andersen agreed that the lack of staff, lack of volunteer, and health safety concerns are valid reasons for closing the swap shop. The posting of the closing should include alternatives to methods to share their recyclable materials and items. This includes Facebook pages,

Other: Mr. Brown reported he has put out the word about the Public Works position but has had little response, but will keep trying.

Mr. Sterndale reported the position has been published in many places, including Public Works Association; there are about two positive applicants.

Mr. Dumas asked for the public posting to post in places he works at, and it would be provided.

ADJOURNMENT: Having no further business,

7:22 **PM Motion:** by Mr. Brown, second by Mr. Dumas to adjourn.

Vote: 3 – 0 in favor.

Respectfully Submitted,

Dawn Calley-Murdough