

**TOWN OF NOTTINGHAM  
Selectmen's Meeting  
November 21, 2011**

6:31 PM, Chair Anderson asked all those present to stand for the Pledge of Allegiance.

Members Present: Gary Anderson, Mary Bonser, Hal Rafter

Members Absent:

Guest: Rhoda Capron, Library Director/Head Librarian; Laurie Legard, Library Trustee, Chair;  
Sarah Nichols, RCAP Solutions;

Others: Charles Brown, Town Administrator; Traci Chauvey, Recording Secretary; Sue  
Mooney, Deb Fernald Stevens, and Celia Abrams, Nottingham Conservation  
Commission; Jim Ovens, resident;

**MINUTES**

Postponed

**ADMINISTRATIVE BUSINESS**

Ms. Bonser inquired about holding a workshop to discuss employee health insurance and to address outstanding minutes. The selectmen agreed upon November 28<sup>th</sup> at 6:30 PM. Chair Anderson noted it was a scheduling conflict with the Building Committee.

Chair Anderson acknowledged members of the Conservation Commission and invited them to the table. Sue Mooney, Celia Abrams, and Deb Fernald Stevens took a seat and addressed the selectmen. Ms. Abrams provided the selectmen with a copy of the restoration plan. Ms. Bonser informed Ms. Abrams she was missing attachments B & C from the Tasker easement deed and noted they were mentioned within the easement itself. She would like to have a copy. She inquired about an electronic copy. The members of the commission informed her they had not received it electronically; however, they would get the missing attachments to the selectmen. Ms. Abrams informed the selectmen they had received the Merriam-Daggett plan but nothing for Tasker. They had also received the easement deeds from Attorney Vachon and an e-mail from NRCS regarding the invasive species. The easement requires that we follow the laws regarding the invasive species; however, there are no federal or state laws with the exception of not being able to sell them (invasive species). Ms. Bonser asked for another copy of the Compatible Use Authorization Addendum. Ms. Chauvey will provide her with a copy. There was a brief discussion around all the documents, the plan, and the missing documents. Ms. Bonser asked the commission members to send an e-mail to Mr. Brown that lists all the documents related to these two properties and the public hearing.

Ms. Abrams asked if there were any further concerns. Chair Anderson indicated he did not have any other concerns. Ms. Bonser still has concerns over the liability. Ms. Abrams asked to receive a written statement of her concerns so they could prepare. There was a brief discussion around Ms. Bonser's concerns. She feels there is no compelling reason to purchase the property. Chair Anderson feels the issue of liability has been addressed with regards to the invasive plants. The only other liability he can foresee is maintenance of trails and paths. Ms. Abrams feels it would be much easier for the commission to address Ms. Bonser's concerns if they could understand them and get answers prior to the hearing. Ms. Bonser will try to get something to the commission prior to the public hearing.

Ms. Stevens asked if the selectmen had received anything in writing from the attorney. Mr. Brown did not bring his subject folder with him and did not know if anything had been received. Ms. Bonser indicated the discussion with the attorney was simply a consultation and the selectmen did not request anything in writing from him.

Mr. Rafter inquired about the public hearing. After a brief discussion, it was decided the public hearing would take place at the next Selectmen's Meeting scheduled for Monday, December 5. It would begin at 7:00 PM. Mr. Brown indicated we would need at least seven days to notice the meeting.

There were thanks all around. The commission members will follow up with the requested materials and e-mail the selectmen shortly. Commission members stepped down.

Chair Anderson reminded all the Christmas Parade would take place Saturday, December 3, at 1:00 PM.

Mr. Brown informed all that USA Springs has asked for an extension date of the effective date of the plan. They are looking to get funding without the bridge loan. The effective date was extended to December 5. There is a hearing scheduled for the same date. The loan is supposed to close December 2, 2011. Mr. Brown informed all Save Our Groundwater has filed a motion to open documents filed by Malom, which contained redaction of names of investors. Ms. Bonser hypothesized as to whether a newspaper may be interested in the names if SOG was denied their motion.

Mr. Brown informed the selectmen he was going to do an RFP for steeple repair of the Dame building. He has done an RFP for the river crossing and has sent it off to Hoyle, Tanner, & Associates to make sure he has not missed anything in the specs. Initial costs estimates are coming in higher than expected. Mr. Brown does not believe we will be able to get the entire project done in 2012 due to the length of time to complete the permitting process. He believes we will be doing design and permitting in 2012, with actual construction in 2013. Ms. Bonser asked about cost for 2012. Mr. Brown estimated it would be slightly below \$50K. Costs for construction are estimated at around \$100K; however, Mr. Fernald believes he can do it for less. Chair Anderson recalled a figure of \$180K, noting it was for design, engineering, and construction.

Mr. Brown informed the selectmen he has received a request from the assessors for strand maps from Comcast for assessing purposes. He does not know what the outcome will be. He has not made contact with Comcast's representative, Jay Somers, yet.

Chair Anderson informed all that Comcast had been in recently to work on our sound issue. He has not had any feedback but asks that people tune in to see if it has improved. Mr. Rafter reported there is an improvement. Chair Anderson noted that with that issue out of the way, the selectmen could move on to address the equipment itself. Ms. Bonser feels they need to make a decision on what piece of equipment should be replaced first, indicating it would probably be the character generator. Mr. Brown feels the whole of the pieces of equipment in the Selectmen's Office needs to be replaced. Ms. Bonser noted that Mr. Stucker had ideas for replacement. Mr. Brown feels that Mr. Stucker's recommendations are on the high side. Ms. Bonser inquired as to whether a warrant article should be written or something put in the budget for next year. Mr. Brown suggested they keep it as it is for now. The town has received its third quarter payment

from Comcast as agreed to in the new contract. It was for \$33K, half of which will go into the cable equipment fund created by town meeting last year. There was some discussion around encumbering funds. Chair Anderson indicated the decision seems to be whether to go high end or low end. Mr. Rafter would like another opinion. Referring to comments made by Mr. Stucker when he had attended a previous meeting, Ms. Chauvey suggested contacting Access A/V. The selectmen agreed. Access A/V will be contacted and asked to provide a recommendation for updating the town's equipment.

## APPOINTMENTS

### 7:00 PM – LIBRARY BUDGET

At 7:02 PM, Chair Anderson acknowledged Rhoda Capron, Library Director/Head Librarian and Laurie Legard, Chair, Library Trustees.

Ms. Legard informed the selectmen the library trustees had attempted to follow Mr. Brown's recommended guidelines for the budget process this year. They reduced where they could; increases are mostly for maintenance and replacement of carpet. The following lines have changed:

Continuing Education	-75.
Furniture	-200.
Landscaping	+500.
Library Automation	+100.
Maintenance	+2,000.
Mileage	-100.
Movies	+100.
Postage	+75.
Supplies	-300.
Technology Support	-100.

Ms. Legard informed the selectmen the trustees are also looking at a two-percent across the board salary increase. Total proposed budget for the library is \$135,256, a four-percent increase.

There was discussion around the future direction of the library, the ability to download e-books with your library card and a password, and use of the library building itself for things other than book borrowing.

There were thanks all around. Ms. Capron and Ms. Legard confirmed with Mr. Brown they will meet with the Budget Committee on December 1. Ms. Capron and Ms. Legard stepped down and left the meeting.

### 7:30 PM – SARA NICHOLS – PAY AS YOU THROW (PAYT) PRESENTATION

At 7:35 PM, Chair Anderson acknowledged Ms. Nichols and asked her to sign in.

Ms. Nichols provided handouts and a brief outline of her background. She works for RCAP Solutions in a position funded by a grant to provide education, training, and technical assistance to rural towns in New Hampshire who wish to increase recycling efforts. She noted that work under her grant is aimed at low income (median income of \$55,000) rural towns (population

under 10,000), adding that Nottingham does not meet the qualifications for her grant work and, although she would speak with the selectmen and provide whatever assistance they need, she would not bill RCAP Solutions for her time.

Ms. Nichols stated she was here to discuss the benefits and challenges of instituting a PAYT program. Referring to her handouts (see official file), she indicated she would go through one side of the paper with the selectmen tonight and they could use the other for future guidelines.

Ms. Nichols explained a PAYT program is any method by which households pay for each unit of waste they generate. It creates a direct financial incentive for households to recycle and generate less waste. Ms. Nichols explained that people will be against it, however, they need to be educated to understand that, in the end, it will cost them less. Their taxes will not be reduced, but the money that is currently being spent on the solid waste removal budget can be spent on something else for which funds need to be raised and appropriated. She talked about the different types of PAYT programs (i.e., bags, tags, bins, punch cards, pay-for-your-excess, and PAYT Option). Ms. Nichols informed the selectmen that towns that have adopted a PAYT program typically report a decrease of 25-45% in total waste, and significantly decrease their solid waste budget. Mr. Brown reported that Raymond is saving hundreds of thousands with their PAYT program.

Ms. Bonser inquired as to how to move forward with a program. Ms. Nichols indicated analysis of the situation with and without PAYT is the place to begin. They need to look at costs and whether or not this is a program that will sell. Educating and getting people on board is key to the success of initiating such a program. Mr. Rafter feels the benefits of this can be twofold; increased recycling and increased revenue from the recycled materials. He voiced concern that people may not see this program as a savings to them personally because we are a small community with no curbside pick-up, and where many residents tend to have their own dumpsters, noting that, in effect, they support the recycling center with no benefit to themselves. Chair Anderson feels that those who do use it will, essentially, be saving money for those who do not by freeing up the funds currently spent on trash removal for other town expenditures.

There was a brief discussion around Ms. Nichols ability to help guide the selectmen through this process. As Ms. Nichols mentioned earlier, Nottingham is above the income level for towns served by her grant; however, she is willing to provide a quote for independent consulting work. Ms. Nichols also provided names of two contacts she feels would be helpful to the selectmen; Bags, Tags, & Containers (Paul Betters) and Waste Zero. She informed the selectmen that Waste Zero is a good company to work with administratively as they will keep track and store the bags where all other companies require you to store up to a year's supply of bags.

Acknowledged by Chair Anderson, Mr. Cinfo, Recycling Center Supervisor, reported there are many residents who do not recycle and many more who do not use clear bags so it is not known if they recycle or not. There are also summer residents who drive up from Massachusetts because it is free to get rid of their trash. This appears to be a more fair way to distribute the costs. If people are paying for the bags, they may consider what goes into them.

Mr. Rafter inquired about statistics for the decrease in waste. Ms. Nichols informed him that it varies and that the decrease in waste will not equal the increase in recycling revenue. Waste Zero reports a 43% decrease in waste when a town goes to a PAYT program. There was a brief discussion around this and Ms. Nichols indicated she usually gives a range of 25%-45%.

196  
197 Lastly, Ms. Nichols suggested the selectmen put some educational materials together such as a  
198 flyer or pamphlet for distribution at the recycling center.  
199

200 At Ms. Bonser's inquiry, Ms. Nichols agreed to forward a sample warrant.  
201

202 There were thanks all around. Ms. Nichols stepped down and left the meeting at 8:25 PM.  
203  
204

### 205 **GENERAL BUSINESS**

206

207 Mr. Brown reminded the selectmen that Mr. Soreff had approached them at the end of the last  
208 meeting to inquire about the emergency lane status request from residents on Dolloff Dam Road.  
209 Mr. Brown indicated he is not sure how the board wants to handle this. He did not want it to get  
210 forgotten so he passed the selectmen copies of a letter he drafted on their behalf stating the  
211 selectmen are not considering any more roads for emergency lane status. Chair Anderson  
212 acknowledged the selectmen did not need to take any action, and wondered if, based on the  
213 policy they just created, the residents should be provided the opportunity to present their request  
214 to the selectmen. Mr. Brown noted there is a reason in the request, however, he does not feel it is  
215 relevant. Mr. Rafter suggested Mr. Brown include an opportunity in the letter for the residents to  
216 meet with the selectmen for further discussion, if they so chose. Mr. Brown will contact the  
217 residents on Dolloff Dam to schedule an appointment with the selectmen.  
218

219 Mr. Brown provided the selectmen with a memo regarding performance awards. The selectmen  
220 will take the memo under consideration.  
221

222 Mr. Ovens addressed the selectmen to say he was pleased with his recent tax bill. This generated  
223 a brief discussion over tax rates, debt pay-offs, monies used from the unrestricted fund balance to  
224 off-set the tax rate, and so forth.  
225

226 Mr. Rafter briefed the selectmen on a budget spreadsheet he is working on. He finds the reports  
227 that come from the finance software hard to read. His spreadsheet is a summary, which provides  
228 a percentage rate of the budget for each category and provides bottom line numbers. He will  
229 provide the selectmen a copy when complete.  
230

231 Mr. Rafter asked Mr. Brown to provide him with the total cost for the attorneys in the ZBA  
232 appeal case, noting the case has been settled on the side of the ZBA. Mr. Brown informed Mr.  
233 Rafter he has received that request from another and will not have the information available until  
234 after the first week of December. Ms. Bonser inquired about meeting with Attorney Donovan to  
235 see if he has any advice or suggestions in response to the court's decision. Mr. Brown indicated  
236 Attorney Donovan will file a motion to reconsider and noted this verdict was not a surprise based  
237 on the judge that was drawn. Attorney Donovan was planning to submit something in writing to  
238 the selectmen.  
239

240 Ms. Bonser inquired as to whether Mr. Brown has received any information from the attorney  
241 regarding the recent changes to 485-C. Mr. Brown reported he had not addressed that, yet.

**NON-PUBLIC**

**Motion:** Bonser, second Rafter to enter non-public under RSA 91-A:3 II (c).

**Vote:** Anderson – yea, Bonser – yea, Rafter – yea. Passed by roll call: 3-0

The Selectmen entered non-public at 8:57 PM.

**Motion:** Bonser, second Rafter to exit non-public.

**Vote:** Rafter – yea, Anderson – yea, Bonser – yea. Passed by roll call: 3-0

The Selectmen exited the non-public session at 9:10 PM.

**Motion:** Bonser, second Rafter to seal the minutes of the non-public session.

**Vote:** All in favor. Motion passed: 3-0

Having no further business,

**Motion:** Rafter, second Bonser to adjourn the meeting.

**Vote:** All in favor. Motion passed 3-0

Meeting adjourned at 9:13 PM.

Respectfully submitted,

Traci Chauvey  
Recording Secretary

**Approved as amended at the January 3, 2012 meeting.**