

Minutes
Nottingham Selectmen's Meeting
January 30, 2012

6:33 PM Chair Anderson opened the meeting and asked all those present to stand for the Pledge of Allegiance.

Members Present: Gary Anderson, Hal Rafter and Mary Bonser.

Others: Town Administrator Charles Brown, Mark Carpenter and Heidi Seaverns.

Regarding outstanding minutes,

Motion: Rafter, second Bonser to approve the minutes of the January 3 meeting as amended.

Members made several grammatical corrections to the minutes and relocated a heading to the correct paragraph. As an aside, Mr. Brown updated the members on the USA Springs bankruptcy case. The hearing in regard to the redaction of names in the order as well as the legal council payment hearing have been postponed to May 1st. There was no hearing on January 26th as originally scheduled.

Vote: 3-0 in favor.

Motion: Rafter, second Bonser to approve the minutes of the January 17 meeting as amended.

Members made a couple minor changes.

Vote: 3-0 in favor.

The only department update was from the Highway Department. Mr. Brown informed the members that the appraiser was coming to look at the highway truck that had been involved in an accident. There is already an estimate for the cost of repairs from Kustra's Auto Body (\$5000).

Members reviewed bills & signed the manifests.

Mr. Brown next asked the members to review the Safety Policy. He had changed the employee safety responsibilities to mirror the Personnel Policy. He had also changed the reference from Administrative Assistant to Town Administrator (pg 4 Line B4). During the discussion, Ms. Bonser suggested that Department Heads receive a memo to review the safety policy since this new policy ties it to the performance review process. Members added clarification to Page Item 2 by adding the phrase as soon as possible and notify the Police Department (if necessary).

Motion: Bonser, second Rafter to approve the Safety Policy as amended.

Vote: 3-0 in favor. Members signed the cover page of the document.

Members then reviewed a draft letter to a resident on Lincoln Drive. This individual had written a letter identifying an issue with tractor trailer trucks using Lincoln Drive as a turnaround on Route 4. He indicated that this happens several times a week, sometimes daily. After discussion, Mr. Brown will consult with Police Chief & Road Agent to see what can be done by posting the road for local truck traffic only.

Chair Anderson informed the Board that Sara Nichols is available to give a Pay As You Throw presentation at Town Meeting. Don Cinfo will contact Ms. Nichols as the date gets closer. Discussion turned to the Saturday before a Holiday Closure issue at the Recycling Center. There have been several complaints about the Saturday closures. Ms. Seaverns informed the members that there have been postings on the website, around Town and at the Recycling Center indicating the Saturday closures. The Board would like the staff to look into some type of

signage on the big sign down by the gate that indicates the Saturday closures. Ms. Bonser volunteered to put a notice in the upcoming newsletter outlining the Saturday Closure dates. Members briefly reviewed the proposed new fees. They wanted a list of current fees to compare the two lists before deciding if they wanted to pursue the new fees. There needs to be a public hearing before any fees can be changed or new ones adopted.

Members then considered a request from the Planning Board to release the construction bond for Gerrior Lane Trust in the amount of \$ 64,807.54. The work has been completed and Rockingham County Conservation District has signed off on the project signifying satisfactory completion.

Motion: Bonser, second Rafter to release the construction bond in the amount of \$64,807.54 to Gerrior Lane Trust, based on the Planning Board's recommendation.

Vote: 3-0 in favor.

The maintenance bond, in the amount of \$ 24,133.44, will stay in place for an additional 2 years. The Board will wait to release the escrow funds until they have received confirmation from the Planning Board that all third party invoices have been paid.

Chair Anderson announced that the School Deliberative Session will be held on Friday, February 10 at 6:30PM at the Elementary School with a snow date of Saturday, February 11. Chair Anderson indicated that several people have asked him about the Deliberative Session but he had not seen anything posted. Ms. Seaverns indicated she had received the notice by email earlier today & had posted it. Mr. Carpenter asked if it was going to be televised. The BOS did not know whether it was or not, this was up to the School Board. Mr. Brown informed the BOS that he had received an email from Brian McClelland asking if Town Meeting would be televised. He then informed members that the Town has received 3 petition warrant articles to date-an SB 2 petition, a petition to increase the membership of the BOS to 5 members and a petition to increase the polling hours to 8AM-8PM. Both the SB2 petition & the membership of the BOS petition require a public hearing. Mr. Brown would like the BOS to have these public hearings on an off night. Members agreed to have both public hearings on February 21, 2012. Ms. Bonser commented that election workers already have a very long day & to prolong it may discourage people from staffing the polls. These public hearings provide the public an opportunity to speak to these issues before voting. On a related note, Ms. Bonser informed the members that she had been contacted by the Nottingham PTA and they will not be sponsoring the Candidate's Night as they have in past years. She went on to tell the members that she had contacted LGC to see if the Town could sponsor such an event and spend funds on broadcasting it. She had been told that it was okay for the Town to do this. She had also contacted Brian Stucker to see if he would be interested in moderating this event. He is interested. Members requested that Mr. Stucker be invited to the next meeting (2/13) to discuss this issue. Mr. Brown will email Mr. Stucker to invite him to the meeting. The BOS hopes to schedule Candidate's night in early March. Discussion turned to the upgrade of the audio & video of the broadcasts. The BOS had requested that Brad Jett come to this meeting but Mr. Brown reported that Mr. Jett was on jury duty and unable to attend the meeting. Mr. Carpenter volunteered to review the quotes received from Access AV. He believes that there is room for negotiations in the prices provided. He went on to explain the BOS should ask for any discounts before the company comes back into discuss this with the Board. Ms. Bonser provided him with her package of information outlining the two options discussed at the BOS meeting on December 21, 2011. He will make recommendations to the BOS after his review.

The Board next voted on the 2012 warrant articles so the votes could be included on the warrant. The articles are identified by purpose rather than by Article number due to the fact that final numbers have not been assigned as of this date.

Motion: Rafter, second Bonser to endorse the article for the Highway Construction/Reconstruction project (\$192,690).

Vote: 3-0 in favor.

Motion: Anderson, second Bonser to endorse the article for the contribution to the Capital Reserve Fund for Highway trucks (\$50,000).

Vote: 3-0 in favor.

Motion: Bonser, Rafter second to endorse the article for the contribution to the Capital Reserve Fund for Fire/Rescue vehicles (\$50,000).

Vote: 3-0 in favor.

Motion: Rafter, second Bonser to endorse the Ambulance funding (Supplies & Maintenance in the amount of \$ 17,000) article.

Vote: 3-0 in favor.

Motion: Anderson, second Rafter to endorse the article involving 229 Mill Pond Road (\$14,200).

Vote: 3-0 in favor.

Motion: Bonser, second Rafter to endorse the article that establishes a Capital Reserve Fund for Revaluation and a contribution made into it (\$20,000).

Vote: 3-0 in favor.

Motion: Rafter, second Bonser to endorse the article for Social Services Agencies funding (\$25,251).

Vote: 3-0 in favor.

Motion: Anderson, second Bonser to endorse the article for the change in allocation of Land Use Change Tax.

Vote: 3-0 in favor.

Motion: Bonser, second Rafter to endorse the article for funding for checking boats to prevent invasive species from becoming established in Pawtuckaway Lake (\$4000).

Vote: 3-0 in favor.

The only remaining article is the operating budget. Mr. Brown has received two proposals for repair & painting of the steeple on the Dame School. At this time, Chair Anderson stepped down from the table and sat in the audience. The first proposal was from Wason Construction in the amount of \$ 14,225. They would remove the steeple and bring it back to their facility & rebuild and paint it there and bring back & put into place. The second proposal was from Anderson Home Improvement, LLC in the amount of \$8315. The work would be completed with the steeple in place. The repairs would be made with maintenance free materials. Wason Construction would be using wood. Mr. Rafter asked if there were any grants available for this type of work and also asked if maintenance free materials could be used. Since no one had the answers to these questions, it was decided to add the worst case scenario to the budget for the public hearing. It could always be amended on the floor of Town Meeting, if necessary. Chair Anderson returned to the table.

Motion: Bonser, second Anderson to endorse the article for the 2012 Operating Budget in the amount of \$ 3,391,171.

Vote: 3-0 in favor.

Members next reviewed the job description that Mr. Brown had developed for the full time position in the office. The position would be an Office Secretary II, with several additional responsibilities over and above what is performed by the current staff member. Mr. Rafter stated he thought there should be a reduction in the rate of pay given the overall lessening of responsibility. He requested that a survey of surrounding towns be done to determine similar positions with rates of pay.

The members next discussed Mr. Rafter's spreadsheet of the operating budget that he had created. Mr. Brown stated that there were incorrect numbers used and this spreadsheet indicates that the Town overspent the bottom line by \$250,000. This is not the case. The money spent to rebuild the Highway Garage should come out, the money from the insurance company paid for the building. There were other errors such as a warrant article that was not listed in prior years. Mr. Rafter stated he was trying to make it easier for the Budget Committee to review the budget. Ms. Seaverns said that the MS 7 will have all this information and it is pretty straight forward. After some discussion, members agreed that this spreadsheet would not be used this year and Mr. Rafter could use it for his own purposes.

Chair Anderson brought up the issue of the 2 community access channels, one for the Town and one for School. He would like to see all of the School notices on the Town website. Ms. Seaverns explained that the School website is linked from the Town website-it is just 2 clicks to be connected to the School's home page from the Town's home page. The BOS would like the School website to be just one click and also a link be provided to the School calendar from the Town home page. Ms. Seaverns will look into the feasibility of these requests. Chair Anderson reported to the members that Peter Gylfphe will be retiring from the Planning Board in March after 17 years of service. Mr. Anderson wants to acknowledge this accomplishment in some way, either a letter thanking him or recognition at Town Meeting.

Mr. Rafter brought up the redistricting plan. It appears that the House has approved the plan that does not give Nottingham its own representative. He believes this should be challenged but will gather more information and report back to the Board. Both Mr. Rafter & Ms. Bonser remarked that there was not a lot of information available about this issue. Ms. Bonser then spoke to the legislation that would reduce the interest rates for delinquent taxes. She feels that the rates charged currently are unfair.

Mr. Brown indicated that Ms. Chauvey had asked about the Dedication in the Town Report. Chair Anderson thought he had already done this but will look into it tomorrow. The Regional meeting of the area Boards of Selectmen is going to be held in Chester on February 16th. Both Chair Anderson and Ms. Bonser will attend. Mr. Brown will RSVP for them.

8:55 PM **Motion:** Rafter, second Bonser to enter non-public under RSA 91-A: 3 II (a).

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

9:10 PM **Motion:** Bonser, second Rafter to exit non-public.

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

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

Vote: 3-0 in favor.

Having no further business,

9:11 PM **Motion:** Rafter, second Bonser to adjourn.

Vote: 3-0 in favor.

Respectfully Submitted,

Heidi Seaverns

Approved as amended
2/13/12