

TOWN OF NOTTINGHAM
Selectmen's Meeting
March 19, 2012

6:30PM, Ms. Bonser called the meeting to order and asked all those present to stand for the Pledge of Allegiance.

Members Present: Mary Bonser, Hal Rafter, Mark Carpenter

Members Absent:

Guest:

Others: Charles Brown, Town Administrator; Traci Chauvey, Recording Secretary; Gail Mills, Chris Mills,

Motion: Carpenter, second Rafter to nominate Mary Bonser as Chairman.

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

There were no department reports. Selectmen addressed signature requirements on the MS-2, bank cards, and other legal documents

Mr. Brown informed the new selectman, Mark Carpenter, he would need to come to the office for a set of keys. Chair Bonser explained the manifest signature process to Mr. Carpenter. Mr. Carpenter inquired about time sheets and exempt status. Mr. Brown informed him all employees fill out a timesheet and only Mr. Brown and Chief Foss are exempt.

Mr. Brown inquired about moving the dumpster, which is located at the end of the parking lot, to the new parking lot, explaining that the custodian has to load stuff into her truck to take it down to the dumpster and there is a lot of illegal dumping because it is convenient to the road. Mr. Carpenter suggested getting rid of the dumpster and having the custodian take the rubbish to the recycling center, since her truck was already loaded. Mr. Brown explained the custodian is gone before the recycling center opens. There was a brief discussion around how trash and recyclables are handled at the office. Mr. Brown will speak with Jeana; in the meantime, the dumpster will be moved to the new parking area.

At Chair Bonser's inquiry, Mr. Brown indicated he is working on a proposal for the new position in the town office.

Mr. Brown informed the selectmen he had the opportunity to speak with Brian McClelland regarding the audio/video equipment in the meeting room. There was a brief discussion around changing the set-up of the room, as well as the equipment. Mr. McClelland had some ideas and would like to be involved in the process.

MINUTES

MARCH 12, 2012 (Meeting)

Line 27: Change *members* to *selectmen*

Discussion: There was a brief discussion around the closing of the Recycling Center for Town Meeting. It was a general consensus this was not successful. It will be reconsidered next year.

Motion: Bonser, second Rafter to accept the minutes of the March 12, 2012 meeting as amended.

Vote: Bonser in favor, Carpenter and Rafter abstained. Motion passed: 3-0-2

OTHER BUSINESS

Mr. Brown announced the recycling center will be on summer hours, Tuesday 11:00AM - 7:00PM, Wednesday – Saturday 9:00AM – 5:00PM, from April 3rd thru November 4th.

Mr. Brown informed the selectmen Strafford Regional Planning has received funding to update the Hazard Mitigation Plan. There will be a meeting Friday, March 23, at 10:00AM in Conference Room #2. At Mr. Rafter's inquiry, Mr. Brown explained the mitigation plan is for potential problem areas should a disaster occur. There was a brief discussion around who would be attending. Chair Bonser requested Mr. Brown report back to the fire chief, as Chief Vilchok will not be able to make the meeting. Mr. Carpenter asked to have a copy. Mr. Rafter asked to have it put on the website. Mr. Brown wasn't sure it was something they really wanted to put on the website. Acknowledged by Chair Bonser, Ms. Mills informed the selectmen that she feels they should put it on the website. She feels people should know what the plan is before the disaster happens. Mr. Brown agreed that if the plan is geared toward that type of information, as opposed to an operations manual. He will review the plan.

The selectmen divided board/committee/department liaison assignments, as follows:

Budget Committee	Mark Carpenter
Building Committee	Mary Bonser
Building Department/Code Enforcement Liaison	Mary Bonser
Capital Improvement Committee	Mark Carpenter
Fire/Rescue Dept. Liaison	Mark Carpenter
Highway Dept. Liaison	Hal Rafter
Nottingham Conservation Commission	Hal Rafter
Nottingham Day Committee	Mary Bonser
Pawtuckaway Lake Advisory Committee	Mary Bonser
Planning Board	Hal Rafter
Police Dept. Liaison	Mary Bonser
Recreation Dept. Liaison	Mary Bonser
School Building Committee	Hal Rafter
Recycling Center Liaison	Mark Carpenter

Mr. Carpenter addressed the idea of building a working relationship with the school, either by having quarterly meetings or by assigning a liaison. He is interested in sharing resources and bulk purchasing. There was discussion over past meetings, how to proceed, and possibly forming a subcommittee. Mr. Brown will draft a letter requesting their attendance at either the April 23rd or May 7th Selectmen's Meeting and detailing specific topics the selectmen wish to discuss with the school board. The letter will request the school board to, also, come with specific ideas.

Mr. Rafter raised the issue of a tech committee. He feels the town should be digitally archiving their records. Mr. Brown informed him that people are moving away from that because after a certain amount of time, the data can no longer be accessed due to technological progress. He has

discs from his predecessor, but no way to read them. Mr. Rafter informed Mr. Brown that everything at his work is scanned and shredded. He believes having both paper and digital is a good safeguard for situations such as the missing 1995 emergency lane public hearing minutes. Ms. Mills noted it would also be good to have digital copies of the cemetery deeds. The selectmen agreed to look at this again in six months. Chair Bonser put it on her calendar for September 10th. Mr. Carpenter would like the tech committee to review and revamp the website, as well.

Mr. Rafter addressed the issue of having a consistent update from the Board of Selectmen in the Nottingham Community Newsletter. He feels it is the responsibility of the Chair, given the spokesperson position. Chair Bonser has requested the other two selectmen provide her with ideas throughout the month. She will then put something together for them to review prior to submission. They will begin with the June issue.

Mr. Carpenter asked the other selectmen to think about a meeting with all subject matter experts on the water issue. He feels the parties need to come together and figure this out. There was a brief discussion around the status of the bankruptcy; next scheduled hearing for May 1 has been rescheduled to May 7. There was discussion around documentation Mr. Carpenter could read to get caught up on the case and the issues. Chair Bonser suggested he speak with the building inspector, Paul Colby. Mr. Carpenter feels that each one of the subject experts has resources; everyone needs to be objective and open and educated in each others areas. This will be revisited after Mr. Carpenter has some time to settle in and review some of the material.

Acknowledged by Chair Bonser, Mr. Mills inquired about surplus funds, funds appropriated through warrant articles but not used, and the cable franchise fees that were not used to purchase equipment last year. Chair Bonser and Mr. Brown explained that monies for items accounted for within the budget do not have to be spent on what they were budgeted for, and may be spent on other needs, as long as the bottom line is not overspent. If there is a surplus, it goes into the unreserved fund balance. If there is a contract, the funds are encumbered. In the case of the cable fees, a separate fund was created and the money does not need to be encumbered. Mr. Rafter explained that monies raised for specific warrant articles at Town Meeting cannot be spent for anything other than what they were voted on, adding that should the purchase not be made, the money then goes into the unreserved fund balance.

Acknowledged by Chair Bonser, Ms. Mills voiced concern over confusion around the USA Springs permits should the meeting Mr. Carpenter was speaking about not include all parties. She believes representatives from CELDF and Nottingham Water Alliance, as well as Paul Colby should be invited to the meeting. Mr. Carpenter agreed.

8:00PM Motion: Bonser, second Rafter to enter non-public under RSA 91-A:3 II (a).

Vote: Rafter – yea, Carpenter – yea, Bonser – yea. Yes, 3-0 in favor

Ms. Chauvey was excused at this time. Below minutes are from the notes of Mr. Brown.

8:25PM Motion: Bonser, second Rafter to come out of non-public session and return to regular session.

Vote: 3-0 in favor.

146 **Motion:** Bonser, second Rafter to keep all non-public discussion sealed.

147 **Vote:** 3-0 in favor.

148 During non-public session, the Board took no action.

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150 Having no further business,

151 8:27PM **Motion:** Bonser, second Rafter to adjourn the meeting.

152 **Vote:** 3-0 in favor

153 Meeting adjourned at 7:15 PM.

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155 Respectfully submitted,

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159 Traci Chauvey

160 Recording Secretary

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Approved as written
4/23/12