

Minutes
Nottingham Selectmen's Meeting
October 22, 2012

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

Members Present: Mary Bonser, Hal Rafter and Mark Carpenter.

Others: Charles A. Brown Town Administrator, Dawn Wirkkala Secretary, Jaye Vilchock, David Cedarholm, Chris Albert, John Fernald, Janet Horvath

NON-PUBLIC SESSION: The Board entered non-public under RSA 91-A:3 II(a)

6:05 PM Motion: by Chair Bonser, Mr. Rafter seconded to enter non-public under RSA 91-A:3 II(a).

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

Motion: by Chair Bonser, second by Mr. Rafter, to seal the non-public minutes.

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

6:38 PM Motion: by Chair Bonser, Mr. Rafter second to exit non-public session.

Vote: 3 - 0 in favor.

General Business and Department Reports:

Fire Department: The Selectmen decided during non-public to hire Mr. Dan Brothwell on a per diem basis to assist in filling the empty positions at the Fire Department and the open position would be posted as well.

Chief Vilchock reviewed an issue with the portable radio's band frequencies needing correction by December 31, 2012. There is a problem with the specific brand of radios the department has of dropping communication and connection. Assistance has been sought to solve the issue, but if a solution can't be found there is the possibility of replacing the approximate 30 radios no later than the December 31st; migration previously started to a Motorola brand and continuing changeover was planned, it may be faster than originally planned. A meeting is taking place this Friday about the radios and more information will be known then.

Chief Vilchock reviewed his budget. Chief Vilchock stated the request for salary increase is based on the employee completing additional supervisor courses, receiving additional certifications and becoming more involved in the training aspect for the department.

Mr. Carpenter asked if there was still a need for a third full time fire fighter. Chief Vilchock reported two employees has been the situation for the past several years but having a third would allow for more and longer coverage during day and weekend shifts, also preventing personnel burnout. The three positions allow for two people on daily ten hour shifts during the week, providing a longer work/coverage day Monday through Friday, two people will overlap for a longer period of time during the week helping with early morning emergency calls and completing necessary paperwork at the station, it provides for one person always on staff during the weekend, when weekend shifts are easier to get volunteer coverage.

Chief Vilchock reviewed that emergency call counts and types aren't consistent from year to year, Nottingham is typically consistent with national call averages, however staffing methods are different now than years ago; volunteers have full time jobs elsewhere and are less able to commit to covering calls during their work week.

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Chief Vilchok reviewed the dues amount increase by approximately \$50. There is no increase for Training as the Chief would work with the budget available for the training that is required.

There is a decrease for payments of the Chevy vehicle.

The cost for Internet is up as it now includes a new smart phone for the Chief to achieve better, faster and easier telephone and data communication capabilities with department and Town staff. The laptops in the ambulance are holding up well and the internet covers both devices.

Mr. Carpenter asked that the Wireless contract be reviewed to make sure the town is on the best available plans for Town needs. Mr. Brown stated the Town has only a few phones, but a plan could be reviewed for possible savings.

Mr. Rafter asked to have additional information regarding the amount of increase or decrease on each budget line.

Chief Vilchok stated his overall savings for the Fire Department is approximately 6%, per the Chiefs calculations. However, some prior year budget and expense information was excluded and Ms. Wirkkala would correct the error.

Ambulance increases reflect an increase in the service contract. Mr. Carpenter asked if it was a regular increase in the contract or additional equipment. Chief Vilchok stated he would have to get back to the Board with the full answer.

Mr. Brown reported there has been discussion about needing to pay for ALS services and the additional funds would actually be in the Billing Services 01-4220.20-016 but it is yet to be actually determined. The actual amount needed is unknown, and while a portion is reimbursed, the amount needed is totally dependant on the number of calls. Services will be provided, payment will be sent to Exeter Hospital and Medicare will be billed for reimbursement. It was stated it is a Medicare law change. Chief Vilchok stated he requested a review of the 2011 calls in an attempt to get an average number of calls for budget planning purposes; 2011 is a more typical call year.

Chief Vilchok reviewed the proposed warrant articles for an estimated \$150,000.00 for a new ambulance from the revenue fund, \$35,000.00 for a new defibrillator from the revenue fund, \$20,000 for the Ambulance Fund, and a continued \$50,000.00 into the capital reserve fund. The RFP's should be received this week for the new ambulance, the trade in value for the older is yet to be determined, however the amount for the defibrillator is more firm.

Mr. Carpenter asked about delaying the purchase for a year or alternative options of a used purchase or leased ambulance. Chief Vilchok and Mr. Brown stated in the past, attempts to repair the vehicle versus a new purchase has been more expensive and the department looks at a new ambulance every four or five years. Purchasing a used vehicle hasn't been considered and might be subject to specific criteria. There was concern about purchasing something other than new, as the Town has only one ambulance and it is put in a difficult position if that one vehicle goes down for repairs. Chief Vilchok reviewed the vehicle options for new purchase, indicating vehicle construction changes mean going from a diesel to a gas engine; sticking with diesel could mean an additional \$14,000.00. Chair Bonser asked if the trade in value of the older vehicle, an estimated \$20,000.00, would be enough to cover the more expensive diesel version of the newer ambulance. It might be better to buy diesel if mileage is better in the diesel vehicle versus the regular gasoline vehicle. It was stated the diesel ambulance was significantly more than the

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gasoline ambulance and not worth the increase charge. Delivery of the new ambulance would probably not take place until later in 2013.

General discussion about payment and reimbursement of ambulance calls took place and the potential changes with the new ALS billing. Concern was expressed about the amount collected for ambulance calls versus the amount brought in to replenish the Ambulance Account. Chief Vilchoc stated the billing amount is reviewed annually from insurance and Medicare information but the amount collected should be reviewed annually as it is not a guarantee payment.

Lamprey River Inflow: Mr. Carpenter completed introductions of Mr. Cedarholm, who is a selectman for the Town of Lee and is also an engineer for the Town of Durham.

Mr. Cedarholm reviewed the water sources for the Town of Durham, with total gallons used in a 1/3 resident and 2/3 school ratio. The town has three water sources, a well in Lee use for more residential, the Lamprey River, and the Oyster River. The previous uses of the Lamprey River were during droughts in the Oyster River, but when the water was pulled from one to the other it cause problems with the water quality and was only used a handful of times between the 1970's and 2000's. In 2001 a new pump was put in that pumped water directly from the Lamprey to the water station, and only pumps the remaining amount for what the school needs. The Lamprey River water quality is better than the Oyster River which has higher level of natural contaminants and needs more chemical treatment; it's cheaper and easier to pump the water from the Lamprey. Durham has 3 water tanks: a 3 million, 1 million, and a newer .6 million gallon tank.

Chair Bonser asked about the total daily water removed from the Lamprey. Mr. Cedarholm reported on average, there are 600,000 to 700,000 gallons per day. The main water pipes are owned jointly between the Town and University, the University owns the water treatment plant, the Town owns the waste water treatment plant and the school pipes are owned solely by the University. Mr. Cedarholm reviewed the water pumping, filling and storage methods, stating the water system pump isn't run over the weekend, the tanks are filled completely on Friday and refilled on Monday.

Mr. Cedarholm reviewed the topographical aerial high resolution, LIDAR, digital map; USGS completed a new fly over the Lamprey corridor after the 100 year flood.

The University owns and operates the pump station and the Town owns and operates the dam on the Lamprey. The original plan was to pump out of the Lamprey into the Spruce Hole bog; which is considered a kettle hole bogs. The new third well is approximately 90% in Lee, and Durham recently received a great presentation on October 1 about the testing and set up of the new well. This well will back up the town water supply during river drought time and peak town and school times, middle of August and middle of October.

Chair Bonser stated she is concerned about the statement that Pawtuckaway will be used to supply the Lamprey for water for Durham. Mr. Cedarholm stated that isn't entirely accurate.

Mr. Cedarholm stated the new well is planned for use during the needed peak 60 day period; with a maximum of 61 million gallons per year, no matter how many days and how much water is used per day, typically 1/2 million gallons per day during the peak period.

There has been the statement that the water from the Lamprey will recharge the aquifer in the spring, however because there are so many studies of the bog area it actually shows the new aquifer well is actually within in a large bedrock bowl. A 1990's study by Dr. Ballesterio was

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completed with an 18 day pump test to estimate the capacity and determine if water levels would change in either the bog or aquifer. The 1990 test results indicated that pumping water out of the aquifer did not change the water level in the bog and only reduced the water level in the aquifer by approximately 5 feet, and a more recent study also show similar results. Chair Bonser asked if there was concern about lowering the level of water in the aquifer. Mr. Cedarholm didn't indicate there was concern about the change of levels withdrawals. There was a review of the testing that took place in the aquifer, including recharging it with water from the Lamprey, alternative processes for water withdrawal and processing into the Durham water plant.

Mr. Cedarholm reviewed that he has been very involved over the past eight years with the Lamprey In-stream flow being completed by NHDES, and having a number of issues and feels like one of the few asking hard questions. It appears the technical advisory committee and others have more concern for the critters around the Lamprey versus those individuals surrounding it. Durham responded to the In-stream Flow Report with 17 pages of comments along with 35 pages of attachments in March 2009. Mr. Cedarholm stated his concerns were never really addressed, was told by the state not to worry about it as the questions and concerns would eventually be addressed and/or answered. The information about the relief flows seemed to come out of the blue and he isn't sure how the water flow would be received in Durham; if the water is released, when it will arrive as it will do so slowly. Durham has been told the dam must operate with inflow and outflows at the same rate, without knowing the specifics about the releases. There is a very specific plan Durham must follow with pumping water, which determines how much can be removed based on the cubic square feet of the river, the changing of amounts when the river flows falls below the specified csf's, essentially stating there are lower amounts withdrawn the lower the river flows. Only the top six inches of the reservoir can be used, and Durham has had to monitor the withdrawal of water measuring the inflow and outflow to verify the quantity being removed. The minimal flow rate the water treatment plant can operate on is believed to be 250,000 gallons, but it has never been tested. Durham will not be able to pull any water out of the Lamprey if and when a relief pulse happens, and it doesn't know the specifics of how that will happen with all the other requirements.

Mr. Cedarholm reviewed steps taking in 2010 during a time of drought and the steps taken by Durham from using water from the Oyster River and Lamprey River, utilizing the water conservation plan for Durham at a stage 2.

Mr. Carpenter stated it appears Durham isn't sure how to run the Lamprey management plan as it is has been stated. Mr. Cedarholm stated he doesn't feel it is a bad plan.

Mr. Cedarholm recommended the Selectmen watch the presentation given on October 1 reviewing the new well system. There is some thought about letting the Lamprey River In-stream Flow plan play out prior to working on the new well. Mr. Cedarholm stressed his feeling that the in-stream flow plan really is about the critters when there is a true drought. When the flow drops very low in the Lamprey, it is important to not utilize the Lamprey. Chair Bonser stated she doesn't believe using Pawtuckaway is a good idea at all, because if there is a drought in the Lamprey it is the same condition for Pawtuckaway. Chair Bonser asked if Mr. Cedarholm would be attending the meeting with DES in Nottingham on October 30. Mr. Cedarholm stated he had a conflict and would not be able to attend.

Mr. Cedarholm stated the flows suggested by NHDES have very specific criteria. Mr. Carpenter stated they wanted to do pulses in different times of the year, specifically reviewing holding back

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water in the winter, and where much of the concern from Nottingham residents is coming from. Chair Bonser stated the questions and concerns about a lower winter draw down and a winter pulse haven't yet been answered. The study reviewed the Lamprey River but didn't review what would happen in Pawtuckaway. Mr. Cedarholm stated he doesn't understand the thought about the winter pulse.

Chair Bonser and others agreed the information received from Mr. Cedarholm was much clearer than what was received for information from NHDES.

Mr. Cedarholm stated the reservoir levels must be maintained, but not by utilizing any water from a relief pulse, but becomes a management issue with how and when to remove and replace the stop logs, including how the spillway has been created to address the needs of the fish; creating not one set of stop logs, but multiple levels and it is difficult to regulate the reservoir from the bottom.

There was agreement by the Selectmen about the Lamprey River In-stream Flow process not providing water for Durham residents, and while it appears it should be done for the river critters, there hasn't been enough of a study to the impact of the critters on Pawtuckaway Lake. Chair Bonser stated there is a better understanding of when and how Durham can take water. The Selectmen thanked Mr. Cedarholm from coming and reviewing the information.

SEWA Appointment: Mr. Albert stated he is the Town of Epping SEWA representative and is willing to help Nottingham with paperwork and information until an actual replacement can be found, but feels it is a little odd to represent two towns actively at the same time. Mr. Albert stated he has actively sought a possible replacement for Ms. Therese Thomson, and all parties will continue to do so.

Discussion took place about the drawdown of Pawtuckaway and what would happen during the change in winter draw down.

Mr. Brown stated he would appreciate an update from Mr. Albert about every three months about what is going on and if he needed any help to contact the town.

Motion: by Mr. Rafter, second by Mr. Carpenter to appoint Chris Albert as Nottingham SEWA representative.

Vote: 3 - 0 in favor.

Highway Department: Mr. Fernald reported he used a 2% COLA but only as an estimate until a decision is made by the Selectmen, there was no increase to overtime and only a small increase in the part time salary line. The warrant article for a new radio was removed as they were replaced this year. The initial thought was to zero the Engineering and Consulting line, but left it just in case any additional consultation for preparation is needed for the more complicated bridge project.

There is a 5% increase on shim and seal coat. Mr. Fernald reported there has been a reduction in the number of roads being repaired, but asphalt costs gradually increased every year. The estimate came in higher than the expected \$75 this year. Mr. Fernald stated the issue is trying to anticipate what the price will be for next summer and trying to get the work done within the contract/proposed time period to avoid an increase; prices are guaranteed for approximately 30 days, if the work isn't completed during that time frame the amount is based on the current market price at the time of the work.

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Mr. Carpenter asked if the number of roads being re-shimmed and sealcoat is falling behind the number that should be completed on an annual basis to keep the schedule on track. Mr. Fernald reviewed the work that has been taking place over the last couple of years, stating he is making changes in methods of road maintenance to try and increase the number of years until they need to be completed again, also trying to stretch out the materials to as many roads as he can. While it isn't enough, it is covering the roads for a hopeful 10 year period, gaining in the long run for the roads, and it is more than many other towns are completing.

There are approximately 40 to 45 miles of road in Nottingham, some roads are redone every 7 to 10 years, and the total amount of roads should be approximately 4.5 miles per year, but the number also depends on the amount of traffic on the road; the higher traffic level roads need repair sooner versus lower traffic level roads.

Mr. Carpenter asked how Mr. Fernald felt about the amount of work being completed; is enough being done? Mr. Fernald stated he is mostly comfortable, but is also aware of the economy; some experimenting is taking place about the amount being used on the road in an attempt to maintain a 10 year average. This includes using from one inch to one and a half inch of overlay.

Mr. Fernald reviewed the Construction and Reconstruction budget lines with recommendations for roads needing repair; per decision of the Selectmen. Either Lincoln Drive or Berry Roads are recommended along with the Bridge project.

Mr. Brown stated he is hoping for less than the \$215,000.00 for the bridge replacement. Mr. Fernald stated he is concerned about the actual structure needed. Mr. Brown stated he requested a new estimate for the bridge; engineering and permitting is being taken care of this year, including some funds for engineering. Mr. Fernald stated the bridge construction will be taken care of in-house but all the materials will need to be purchased, which total amounts are unknown yet.

Chair Bonser asked if there would be time to complete Lincoln and Berry, along with the bridge. Mr. Fernald stated there would not be the ability to do both, and the choice could be made to do neither. Mr. Fernald stated he didn't have a preference as both need to be worked on, but both could possibly wait until 2014.

The Selectmen agreed for construction and completion on the bridge. Determination or even selection of work on either of the other roads would wait until the pricing information was received on the bridge.

Mr. Fernald stated he added money into the capital reserve and would use funds from the capital reserve for 2013 budget items as well.

MANIFEST SIGNATURE:

Motion: by Mr. Rafter, Mr. Carpenter seconded to approve the 10/22/12 manifest.

Vote: 3 - 0 in favor.

Recreation Department: Ms. Horvath reviewed she calculated both a 1.5% and 2% COLA, for either amount per Selectmen recommendation. Mr. Brown recommended giving Ms. Horvath an actual 5% increase, as she is a department head, a hard worker, and it is well deserved.

Ms. Horvath stated the dues and conference in the past two years have been free, included with association dues, and they have been close to home. The one for January is at Attitash requiring a night over for both staff members. The second conference should be free attendance.

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Associations are a big benefit as it allows Recreation Directors talk to each other all the time to resolve issues found in running a recreation department.

Ms. Horvath is recommending replacement of the buoy's, which are extremely old, along with replacing the swim lines; typically second hand buoys are purchased. The equipment line includes replacement of the recreation assistant's PC, which is approximately 5 years old.

Ms. Horvath reported the budget hasn't changed much.

Mr. Carpenter asked about the revenue line being lower. It was stated the revenue line is only at 3rd quarter end, and year end results should be the same as last year. Mr. Carpenter asked about the revenue to expense comparison and Ms. Horvath reported some years have a surplus others don't.

Mr. Carpenter asked about the programs being self-funded, however the town spends approximately \$85,000.00 on Recreation Department operations to have a recreation department. It was stated the Recreation Salary line includes the director, assistant, town beach staff, and support staff needed throughout the year. Summer camp and staff are paid through the Recreation Revolving account. Ms. Horvath reviewed which expenses are paid through the regular Recreation budget versus the Recreation Revolving account.

Chair Bonser asked about the ski program. Ms. Horvath reported Gunstock increased their prices and with the additional bus increases the cost jumped \$300 to \$400, and it seemed too high. There has also been a change in how parents feel about their children leaving and being alone for a day. There are other available options for children if they want to participate in a ski program.

SIGNATURE FILE:

Motion: by Mr. Carpenter, second by Mr. Rafter to approve the Hazard Mitigation Plan.

Vote: 3 - 0 in favor.

Mr. Brown reported there is a value change on the MS-5 and the auditor was required to change his report. The Selectmen signed the new MS-5 for the NH DRA.

The Selectmen reviewed the posting for the warrant for voting for the general election. All three selectmen signed.

Motion: by Mr. Carpenter, second by Mr. Rafter to sign the warrant for the general election positions of President, Vice President, and others.

Vote: 3 - 0 in favor.

Planning Board Ordinances Review: Mr. Brown reported that that Mr. Teague had questions on an ordinance and will be contacting the Planning Board.

Budget Cycle: Mr. Carpenter asked about budget hearing process. Mr. Brown stated the Selectmen review and present to the Budget Committee, and then any additional changes are made as needed. Chair Bonser asked about revenues. Mr. Brown stated revenue amounts appear normal. Chair Bonser asked about creating the fund and putting in \$10,000.00 for the 300th Birthday, to include the ability of taking donation.

The Selectmen reviewed the potential changes to salaries using a 1.5% and 2% increase; changes were needed and further review would take place.

Mr. Rafter asked about the ability to put the tax impact on the warrant articles. Mr. Rafter stated it appears a warrant article should be created to vote to include the potential impact for the

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future. Mr. Brown stated some towns have been doing it already, not realizing they shouldn't have.

Mr. Carpenter stated he was happy to hear the reasoning for a third fire fighter. Every budget will have increases but the Selectmen have a fiduciary responsibility to find areas to reduce in budgets as well. Mr. Brown stated he will be refusing a COLA increase. Mr. Carpenter doesn't want to come across as insensitive, but there should be a challenge to find ways to help reduce the budget.

Mr. Brown stated the department heads have done a good job with trying to keep the budget lower.

Mr. Rafter asked to get an estimate from the Moderator, Supervisor, and Town Clerk about the additional costs for the Voter ID process. Mr. Rafter stated during the election training, the new requirements have the Supervisor of the Checklist requesting that two Selectmen be on hand at the same time during the entire day, instead of the regular schedule of one at a time.

ADJOURNMENT: Having no further business,

9:30 PM **Motion:** Rafter, second Carpenter to adjourn.

Vote: 3 - 0 in favor.

Respectfully Submitted,

Dawn Wirkkala