

Minutes
Nottingham Selectmen's Meeting
January 14, 2013

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, Senator Reagan, Marge Carlson, Janet Horvath, Representative Mann

APPOINTMENTS: 7:00 pm: Nottingham Representatives and Senator, 7:15 pm: None, 7:30 pm: None

7:00 pm: Chair Bonser started the meeting with Senator Reagan at 6:30 pm. Senator Reagan presented information about the bill he requested establishing water agreements to create water districts; the intent is to get cooperation between municipalities and towns about controlling ground water. Chair Bonser stated Nottingham would like to see municipalities have more say into commercial large ground water withdrawal.

Mr. Carpenter asked if there would be a hearing regarding the ground water issue and Senator Reagan stated there would be a hearing. Senator Reagan reviewed the process for changing law with legislation. Scheduling for distribution of Committee review and hearings will start to take place starting Friday, January 18, and once the bill has been received by a committee, the committee has the ability to make any changes to the language.

Mr. Carpenter asked if there were co-signers on the ground water bill and Senator Reagan stated he requested signature from all the Nottingham Representatives.

Chair Bonser asked about any type of homeopathic medical bills, something she has requested changes for, and Senator Reagan stated he didn't have an answer.

Chair Bonser asked what committees the Senator was on and Senator Reagan stated he is on the Health/Education and Human Services committee and a member of Executive Department and Administration committee, and he has also been asked to be a member of the JLCAR committee.

Chair Bonser asked if there was a method the Senator could use to notify the towns in his district subjects that might have local interest. Senator Reagan stated he had an email list and would add Nottingham to it.

Mr. Rafter asked about a possible review and consideration of state re-funding pension funds. Senator Reagan stated he did not expect any return of funding, and after some information hearings, there appears to be a retirement fund balance shortage; the shortage will need to come from somewhere, probably the employer side.

Mr. Carpenter asked if the Senator was familiar with the Pawtuckaway drawdown issues and Senator Reagan stated he was aware and participated in the meetings given by DES.

Mr. Rafter asked about the Voter ID law and the cost impact; the town has incurred additional charges to training and mileage. Senator Reagan stated the State is under the federal HAVA requirements and additional changes may be coming to the law. Mr. Carpenter stated a concern he has is the elections being called by the media when the counting of ballots hadn't been completed.

Chair Bonser stated the Selectmen would like to hear and meet with Senator Reagan about issues quarterly, if possible, and review legislative activities.

The Selectmen thanked Senator Reagan for coming.

Representative Mann came at 7:00 pm and Chair Bonser reviewed the bill presented by Senator Reagan to address large ground water withdrawals. Representative Mann stated the requested

Minutes
Nottingham Selectmen's Meeting
January 14, 2013

language for large ground water withdrawals was attempted to be removed prior and it didn't pass. Chair Bonser stated the Town wanted to be involved in the process, not to fight with surrounding communities for water or even small companies, but for the large commercial ground water withdrawal process.

Chair Bonser asked to have Representative Mann notify the Town of any up coming hearings.

Mr. Carpenter stated the Town wants to address only the commercial withdrawal of water and not another situation. Representative Mann stated there could be an amendment to include withdrawal over a specific number of gallons per day, which may prevent harming smaller businesses or residents.

Mr. Rafter asked about restoration of funding for pensions. Representative Mann stated there are bills in the House for restoring education funding and buildings fund, but isn't sure how far they are going to go. Representative Mann felt there probably won't be pension funding, education is possible. The first step is to establish revenues in order to determine possible available amounts but initial reports are that revenues are falling short of what is expected.

Representative Mann stated the Highway Committee will look to eliminate any new diversion of funds, preventing similar actions of the past. Chair Bonser stated there appear to be fewer gallons of gasoline being purchased; therefore the tax amount is lower. Changes in gasoline taxes, road tolls or other methods may be considered for repairing roads and bridges, despite not wanting to see them but are becoming necessary to prevent road and bridge closures.

Chair Bonser asked about the Voter ID changes and Representative Mann stated changes were already requested by the Supervisors of the Checklist and Moderators to help with the process. Mr. Rafter stated he believes it is an unfunded mandate, training and mileage and extra hours on election days; there may not be a move to challenge the actions but might be considered. Representative Mann stated changes should be coming, because some of the requirements may be too hard for the elderly.

Chair Bonser stated she previously requested natural homeopathic medication and methods to be covered by insurance and wanted to know the status in legislature. Representative Mann stated she would look into the information.

Mr. Carpenter asked if the Representative was familiar with the Pawtuckaway drawdown and the concern about the changes without scientific data to support those changes; a review was completed on the river for what is needed, but without looking at the potential consequences to where they will take the water from. Representative Mann stated she asked about the issue and what she has heard hasn't been a lot negative. Mr. Carpenter stated information hasn't been provided to document why the actual changes are needed, with their proposed actions and now even opposing views to the DES stated need.

The Selectmen thanked Representative Mann for coming. Representative Mann stated she would get back to the Selectmen about the questions they raised.

General Business and Department Reports:

Highway Department: Mr. Brown reported the warrant article for Highway would increase to include the plow and accoutrements for the new truck. The 2012 Highway budget may be overspent to account for needed vehicle maintenance during the last storm.

Chair Bonser asked about the repairs to existing trucks and the budget and Mr. Brown stated they were repaired and money was available elsewhere in the budget.

**Minutes
Nottingham Selectmen's Meeting
January 14, 2013**

Fire Department: It was stated previous discussion took place between the Fire Chief and Ms. Carlson reviewing the new ALS billing process and work will need to continue. Nottingham is the only town to yet sign the contract, and it will be signed by the Fire Chief but Selectmen will decide. Rates will be set annually for ALS services; Nottingham will now bill for three different types of ambulance calls to include all the needed billing requirements.

Mr. Carpenter asked if the Town would receive less money by billing Medicare on their own. Ms. Carlson stated the loss, if any, should be minimal and it appears to be accounted for with the hospital billing. Ms. Carlson stated the Fire Chief believes one budget line may need to be increased, or there should be a shift in others to account for what might be needed for the new billing and may mean the funds are going to be broken out differently. The Fire Department and billing company feel with the same formulas it should still be the same amount of funds going into the special revenue account; the first year will be a learning experience.

OUTSTANDING MINUTES: The Selectmen postponed the approval of the minutes.

MANIFEST SIGNATURE:

Motion: Motion by Mr. Rafter, second by Mr. Carpenter to approve the 1/14/13 manifest.

Vote: 3 - 0 in favor.

SIGNATURE FILE:

The Selectmen signed the notice of transfer of funds that will take place between the general fund and trust accounts.

Motion: by Mr. Rafter, second by Mr. Carpenter to sign the fund transfer.

Vote: 3 - 0 in favor.

Recreation Department: The Selectmen reviewed the request from the Nottingham School to have the Recreation Department take over the operating of the school Afterschool Program.

Ms. Horvath presented possible budget impact information to the Selectmen and stated the letter received from Ms. Carvalho included information about student attendance and therefore the previously suggested budget is too low but the possible revenue higher. The suggested budget does include an increased amount for a higher salary to the Recreation Assistant.

Ms. Horvath stated she has many reasons to support the change, despite realizing it is a bad time considering the other cuts the Town has made in other departments. This change would be good for the working relationship between the Recreation Department and the school. The funds raised from the afterschool program can be used to offset the funds needed for other recreation activities.

Chair Bonser stated information was delivered during the prior Recreation Budget review about some administrative costs needed to run the existing recreation program actually come from the town general fund and not the revolving fund. Ms. Horvath stated there are programs, Line Dancing, Soccer, and Karate that wouldn't run without the income received from some of the recreation programs, specifically the salary amounts for the Director and Assistant. Chair Bonser stated if all costs associated with the running of a program are not providing revenue, there shouldn't be that program as they are not making money; they are not self supporting.

Mr. Brown and Mr. Carpenter both stated the Recreation Department isn't meant to be a source of revenue.

Chair Bonser stated she isn't in favor of the change. Given the cuts the Town has already made, specifically with the Recycle Center hours, in addition to the increases for other Town services, the

Minutes
Nottingham Selectmen's Meeting
January 14, 2013

government should do only what it has to do. The school should draft a request for proposal specifying what they need for the program and the private sector is capable of providing them with what they need. The proposal may indicate a lack of sensitivity to the citizens from the tax perspective and the school should attempt to find a private contractor.

Mr. Rafter asked about the proposed 2013 budget columns. Ms. Horvath reviewed the proposed budget amounts indicating the salary amounts include an increase for the Assistant starting in the summer with the Summer Camp and then continuing into the Fall with the after school program.

Mr. Carpenter stated the calculations don't appear to be correct. Discussion took place about the potential actual versus proposed budgeted amounts and it was determined the information provided had some incorrect calculations.

Mr. Carpenter stated the increases don't include the cost for health insurance and in order to establish the true cost of hiring the assistant as full time staff all areas should be included. Chair Bonser stated there is the possibility of including part-time staff in the health insurance offerings with Federal health insurance changes; and given those changes doesn't feel this is the time to add another employee. Mr. Brown stated there could be the additional cost of \$12k to \$20k for health insurance.

Mr. Rafter stated he understands the comments about the private sector, but feels the current needs for afterschool program are not being met. The Recreation Department would do a good job and thinks from a community service purpose it makes sense to do; other towns already do the task. While other areas have been cut, the decision to cut hours at the Recycle Center weren't solely based on financial savings; and the Town has also seen savings this year with the LGC payment holiday.

Ms. Carlson asked if the SAU was involved in the process of changing service providers and what Northwood and Strafford have Afterschool programs; what are the vendor's costs to run the program and what fees does the school have; how many employees would be needed to run the program; and how many students attend the program.

Ms. Horvath responded each schools bid for a program independently, the SAU isn't involved, and the school wasn't sure who they should contact about finding a new provider; she could ask the vendor about their operating costs, the school has no payment to run the program and actually charge the vendor a fee for the company to use the space, and it would take probably three employees to run the program and salary payments would come from the Recreation Revolving fund; the school has indicated a possible total number of students who would attend and costs are based for each student with family discounts.

Ms. Carlson stated the program might run to support part time staff, but adding the full time staff member adds other costs to the Towns General budget.

Mr. Brown stated it would provide a service to the community and a better quality service to the students, but in order to consider it an analysis should be done to calculate the true actual cost to run the program to prevent the taxpayers from paying the additional costs; the program will need to absorb the cost of program.

Ms. Horvath stated the full time staff would be to run the after school program but almost half their hours will continue towards the regular Recreation tasks; the current part time assistant already works 25 hours a week.

Chair Bonser stated she feels this subject deserves more investigation about the actual costs of the program, in addition to the school seeking possible replacement of the vendor.

Minutes
Nottingham Selectmen's Meeting
January 14, 2013

172 Mr. Rafter asked about participation and fee schedule and Ms. Horvath stated the prices are the
173 existing prices charged, and the estimated amounts are based on an estimate number of students
174 who might attend. Mr. Rafter stated he agreed more information was needed.

175 Mr. Carpenter stated there is a report of receiving income, but without enough supporting
176 documentation. Mr. Rafter stated the worksheet indicates revenue of \$17,000.00, possibly enough
177 to cover the part-time salary of two people but it isn't documented enough. Ms. Horvath stated
178 other recreation departments indicate they are making a profit on the program.

179 Mr. Carpenter stated if the Recreation Department were entirely self supported, without town funds,
180 the discussion wouldn't be taking place, and if this were a similar request to any other department
181 the discussion wouldn't even be held. There are costs to running this program and they need to be
182 established.

183 Mr. Carpenter stated the original budget proposed by the Recreation Department and the amounts
184 provided to include the program are too close. He does agree that the Recreation Department would
185 give the kids a great after school program, but not with town funds. The school has a responsibility
186 to put a bid package together to seek who would be the best provider. Realistic numbers are
187 attempted, but all information isn't available, and if a decision is needed tonight the answer is no.

188 Chair Bonser stated the school has to prepare information about what is needed for the program.

189 Mr. Carpenter stated he wanted to respond to Ms. Carvalho with the Selectmen concerns and
190 request program specifics. Mr. Rafter stated it isn't a school service, just a program held at the
191 school. Mr. Carpenter stated there appears to be an attempt to make a program that isn't required of
192 the school to become a town function.

193 Mr. Carpenter stated this is the best compliment the Recreation Department can receive.

194 Chair Bonser and Mr. Carpenter agreed the school must put together a bid package establishing the
195 specifics of what they want for the after school program.

196 Mr. Carpenter stated the school has decided to keep the summer educational program and eliminate
197 the summer institute in an effort to address their budget and review of this program should be no
198 different.

199 Ms. Carlson asked about the percentage of students attending the program and it was stated
200 approximately 8%.

201 Ms. Horvath stated the Recreation Department has the ability to provide ideas in running a program,
202 similar to the summer camp program and it has the knowledge base for children safety. Mr.
203 Carpenter stated the school does have an expectation of what is needed or wanted from the after
204 school program and it should be shared.

205 Mr. Rafter asked about terminating the existing company. Mr. Carpenter asked about getting
206 students from UNH. Ms. Horvath stated she has sought assistance through UNH and they have a
207 half price work study program.

208 **Deed Waivers:** Mr. Brown brought the remaining deed waivers for approval.

209 **Motion:** by Mr. Rafter, second by Mr. Carpenter to waive the deed for property located at 71
210 Lakeview Drive, M71 L35.

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

212 **Motion:** by Mr. Rafter, second by Mr. Carpenter to waive the deed for property located at 16 Beach
213 Head Road, M71 L134.

Minutes
Nottingham Selectmen's Meeting
January 14, 2013

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

215 **Motion:** by Mr. Rafter, second by Mr. Carpenter to waive the deed for property located at 30
216 Barderry Lane, M63 L5.

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

218 **Motion:** by Mr. Rafter, second by Mr. Carpenter to waive the deed for property located on Smoke
219 Street, M23 L7.

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

221 Mr. Carpenter asked about the deed process and if this is a normal year in comparison to prior
222 years. Mr. Brown stated the quantity appears to be normal.

223 **Budget:** Mr. Brown reported the budget will be delivered to the Budget Committee this Friday. Ms.
224 Carlson stated the expenses are closed and she is processing final revenues. Mr. Brown reported the
225 2013 proposed operating budget is slightly over the previous year budget. Discussion took place
226 about the budget changes to reflect the increase change.

227 Mr. Carpenter asked about staffing at the Recycle Center and Mr. Brown reported the original
228 staffing intent but reported he has calculated fund requirements for more staff if found to be needed.

229 Chair Bonser stated renovations may be needed at the Recycle Center building for 2014 budget
230 cycle and Mr. Carpenter stated he didn't believe there could be any physical changes to the building.

231 Mr. Brown reported he received an estimate to spray for the bug infestation at the Grange which can
232 take place when the weather warms up and is still expecting the quote for the Steeple repair.

233 Mr. Brown reported it was his intent to return the weather vane to the Van Dame building, with
234 possible assistance from the Van Dame trust. Chair Bonser stated it would be better to replace the
235 weather vane at the same time as the return of the steeple. Mr. Brown suggested repairing both
236 weather vanes at the same time and Chair Bonser would email a contact for those repairs.

237 **Town Report:** Discussion took place about the options for printing companies for the Town Report,
238 reviewing the proposed costs and printing options.

239 **Motion:** by Mr. Rafter, second by Mr. Carpenter to accept the bid from Hannaford and Dumas for
240 \$2340.00 for the 2012 Town Report.

241 **Vote:** 3 – 0 in favor

242 **Warrant Article:** Mr. Rafter asked about the language used in the discontinuance of the roads. It
243 was stated the language is very specific to prevent confusion.

244 Mr. Rafter asked about the 300th Birthday fund and it was stated it would be a capital reserve fund.

245 Mr. Brown stated the warrant articles will be submitted to the attorney and DRA for review after the
246 last day for submission, and the Zoning articles will be included.

247 Mr. Brown stated he has some information about the tax impact available, which does include the
248 warrant articles.

249 Mr. Carpenter stated the school tax rate may increase from approximately \$12.00 to \$14.00 with
250 their budget increases, and the change doesn't include the warrant articles. The school board did a
251 phenomenal job in getting the original budget down and the proposed budget is very close to the
252 proposed default budget. There is a warrant article that allows for the purchase of math books.

253 **Rymes/Fernald Information:** Mr. Rafter asked if the requested information and responses from
254 Rymes has been received. Mr. Brown reported a response from Rymes has been received and
255 delivered to the Fire Department, but he doesn't know if Mr. Sherman has been contacted by the

Minutes
Nottingham Selectmen's Meeting
January 14, 2013

256 Fire Chief. Chair Bonser stated the cost for review will need to be approved by the Fernalds and
257 there is only two weeks left before the next meeting on the matter.

258 **ADJOURNMENT**: Having no further business,

259 8:48 PM **Motion**: by Mr. Carpenter, second by Mr. Rafter to adjourn.

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

261 Respectfully Submitted,

262 Dawn Wirkkala