

Minutes
Nottingham Selectmen's Meeting
April 8, 2013

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

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

Others: Charles A. Brown - Town Administrator, Dawn Wirkkala - Secretary, Peter Perron – School Board

OUTSTANDING MINUTES: Mr. Carpenter asked to postpone approval of minutes until the next meeting when all board members would be present.

MANIFEST SIGNATURE:

Motion: by Mr. Carpenter, Chair Rafter seconded to approve the 4/8/2013 manifest.

Vote: 2 – 0 in favor.

DEPARTMENT REPORTS and SIGN ITEMS:

Fire Department: Mr. Brown reported the department has had and will have training taking place at the Fire Department.

Sign Items: Mr. Brown asked the Selectmen to sign a pole license agreement, employee salary change forms for the budgeted increases, and an appointment form for Peter Bock to be a replacement member on the Board of Assessors for resigning member John McSorley.

Motion: by Mr. Carpenter, second by Chair Rafter to accept the Board of Assessor's recommendation to appoint Mr. Peter Bock to be a member of the Board of Assessors until March 2014.

Vote: 2 – 0 in favor.

Mr. Brown presented a 2% salary increase request for Jo-Ann MacInnis, the Planning/Zoning Secretary. Her position did not receive a COLA increase like other Town positions. This raise is deserved as she is a great worker and has received very positive reviews as the Planning and Zoning Board Clerk. Mr. Carpenter stated he has received very positive spontaneous comments about Ms. MacInnis. Chair Rafter stated she is getting the Planning Board organized and is doing a great job. Chair Rafter reported a decision was made to post Zoning Board minutes in draft form. The Zoning Board does not meet frequently and minutes are getting approved months after the fact, causing a delay of the distribution of information to the general public about board meetings and cases.

Mr. Brown stated Ms. MacInnis will also be working on correcting prior year Planning Board minutes making changes that had not been made in the past. This will prevent the need to keep multiple copies of minutes, reducing the amount of paperwork and possible confusion by having only Draft minutes. The Draft minutes will be corrected with the requested changes and become Approved minutes, which is the same process for other Town boards and committees.

Motion: by Mr. Carpenter, second by Chair Rafter to accept the recommendation from Mr. Brown for the 2% salary increase for JoAnn MacInnis.

Vote: 2 – 0 in favor.

Chair Rafter asked if a motion to accept the COLA salary increase was needed. Mr. Brown stated a motion wasn't needed as increases were passed during Town Meeting; forms only need initials.

Motion by Chair Rafter, second by Mr. Carpenter to approve the Public Services request for the pole license in Nottingham.

Vote: 2 – 0 in favor.

Minutes
Nottingham Selectmen's Meeting
April 8, 2013

Highway Department: Mr. Brown reported the Request for Proposal (RFP) for the Gravel Pit Bridge would be completed by the engineering firm, which he will review making sure pre-fabrication work timelines match up for the actual bridge construction timeline and process; the early RFP start could prevent having a late construction start and may help keep costs down.

Mr. Carpenter asked how the RFP would be distributed to the public. Mr. Brown reported it would be posted on the Town website, a hard copy on the Town bulletin boards at Town offices, posted in a trade publication, and mailed to companies used by the Town in the past and/or recommended by the engineering company. It will not be posted in the paper because of the significant cost to do so, \$500.00 or more.

Recreation Department: A request was received by the Nottingham Youth Association to paint the concession stand and they also requested permission to construct another building on the back field. Mr. Brown reported he approved the painting request but the new construction was denied because of the risk of flooding and loss of building that could take place.

Town Office: Mr. Brown reported information regarding the Lee Farm Property has been submitted to the Attorney General's (AG's) Office and he has requested a meeting with their attorney to answer questions to get the lien released. The attorneys have been told that the Town does not have specific plans for development of the property.

Mr. Carpenter asked about the building located on the property. Mr. Brown stated the building should be demolished; some material could be removed and recycled by a junk disposal company, although most of the material is considered solid waste and not re-usable.

Mr. Carpenter asked if revenue could be raised by selling the barn boards. Mr. Brown thought it was a good idea and would contact Heritage Foundation about the process of selling the wood.

Chair Rafter asked if the Town owns the buildings. Mr. Brown stated the Town owns the property and could start taking action; there is just the issue of the State of NH lien on the property. Nottingham has 25 years of investment in the property while the State of NH has minimal administrative costs associated with it.

Mr. Carpenter asked how quickly a resolution could be reached and Mr. Brown stated he didn't know; but hopes once he speaks with the attorneys it will move quickly.

Police Department: Mr. Brown reported Chief Foss would like to meet with Selectmen and discuss the possibility of hiring a part-time officer. This position would help cover existing shifts when full time officers are unavailable, such as during court attendance or absences. It is the expectation a part-time officer will cost less than the overtime budget for the same amount, or more, coverage.

Chair Rafter asked how this would affect the budget and Mr. Brown stated it would not do anything for the 2013 budget; the Chief is starting the prep work to start the position in 2014.

Power Option: Mr. Brown reported a contract has not been received from Mr. Lepine regarding the proposed group power contract with Nottingham, Northwood, Strafford, the three town schools, and SAU. However, information has been received that the SAU and schools may not sign a contract and Northwood has joined ENH Power, so it appears there is no longer an agreement.

Chair Rafter and Mr. Carpenter agreed that it would be a good idea to look into ENH Power for the possible savings. Mr. Brown would report the information he finds regarding the program and any possible savings via email.

Recycle Center: Mr. Carpenter stated he had made statements at Town Meeting, to explain that the decision to change the hours at the Recycle Center was a group effort decision. A decision made as a team between all parties, including the Selectmen, Town Department Heads, and Mr. Cinfo; all

Minutes
Nottingham Selectmen's Meeting
April 8, 2013

who were part of the team. However, those statements were misconstrued and it has been reported that Mr. Cinfo was solely responsible for making the decision to change the hours, which is not true.

Mr. Carpenter clarified that the decision to change the hours was a group decision, and apologized to Mr. Cinfo that the comments he has received regarding the statement have been misconstrued, as it wasn't the intent to cause conflict. Mr. Carpenter stated there is a plan to review how the change in hours is functioning and to decide if it is necessary to adjust the center schedule for employee workdays, how many people per day, especially with the return of the summer residents.

Mr. Carpenter stated the Selectmen work with Department Heads and applicable parties when making decisions about Town matters and decisions aren't made in a vacuum. Mr. Carpenter hoped that the individuals who believed something different are now getting the correct information. Anyone who is looking for information on this or any other matter should contact the Selectmen, or the Town, to make sure misinformation isn't spread around.

Mr. Carpenter encouraged everyone to participate in any or all Town meetings, to become part of the team and assist the decision making process for those things that impact the Town operations. It is wonderful to have participation with the work prior to a decision, being part of the decision, instead of complaints after decisions have been made.

Mr. Carpenter stated he is also available for anyone to come in and discuss Town business on Wednesday afternoons every week; please feel free to come down.

Committee Reports:

Budget Committee: Mr. Carpenter reported a meeting has been scheduled for May 23 to review the Town first quarter and School third quarter financials and have a committee member orientation.

Planning Board: Chair Rafter reported the board discussed ongoing cases, to include a routine lot line adjustment and a sub-division plan off Merry Hill Road and Route 4. The board also discussed the distribution of Implementation Items from the Master Plan. The Selectmen decided they would determine which of the Master Plan Implementation Items they could review, address and take action on at their May 20, 2013 meeting.

APPOINTMENTS: 7:00 pm: Peter Perron/School Board Update

7:00 pm Mr. Perron/School Board: Mr. Perron stated he was the School Board liaison to the BOS and he would like to attend every other BOS meetings to update the Selectmen on School Board activities and that the School Board looks forward to the combined quarterly board meetings.

Mr. Carpenter stated he wants to make sure the meetings have real meaning and for the boards to work on solutions together.

Mr. Perron stated areas the School Board wants to address were identified at the last quarterly meeting, in May 2012, but because no additional meetings were held, action on those issues was never taken. Mr. Perron stated the School Board plans to closely monitor the requested tasks to make sure the necessary actions are taken and responses provided.

Chair Rafter stated he agreed the boards should have one or two action items that could receive real action. Mr. Perron stated the same issues remain, as they were previously discussed; school storage issues and a plan for the Lee Farm property.

Mr. Brown reported the town owns the Lee Farm property, the survey has been completed, but there is a lien on the property by the State of NH which is waiting to be resolved, which will hopefully be taken care of soon.

Minutes
Nottingham Selectmen's Meeting
April 8, 2013

Mr. Perron stated the proposed agenda for the next combined meeting is similar to the agenda from last year. Mr. Carpenter asked the School Board to identify specific items that actually need attention, such as storage, such as the paper or furniture and those that could be kept in a non-climate controlled area.

Mr. Perron stated paper remains a big issue, but there is concern with humidity and storing paper, but there are other possible items that don't need a climate controlled space. The School Board will push to make sure action is taken to establish specific items. Chair Rafter stated a test with paper could take place if the school wants to bring down a couple of cases to determine if humidity will cause a problem.

Mr. Brown stated the school has discussed the issue of available storage for years and no work was made to establish a possible solution. General discussion continued about possible storage.

Mr. Perron asked to further discussion on plans for the Lee Farm Property and how the school could take action to utilize it. Mr. Carpenter stated he has a goal to turn the Lee Farm Property into a community project; where citizens act and work together for the school and community, creating a space for all residents. Mr. Brown stated he believes a community project will be the best method for developing the area for use as professional companies will cause any proposed plan to become too expensive to complete. Mr. Perron stated this could be a prime project for the Coe Brown students, who are required to complete 40 hours of community service. Students from the elementary and high schools could help in all aspects of the project, from planning, organizing, and up to actual construction, in completing this project for a sense of community.

Mr. Perron stated the new Superintendent will start in July and believes he will be a good move forward for the SAU. Dr. Robert Gadomski is currently the Assistant Superintendent for the Conway School District and he has a lot of experience with strategic planning and knowledge with running a multiple school districts.

General discussion took place about the work experience and possible plans of the new superintendent, his initial impression of the schools, and the plan to give him a couple of months to review what is currently taking place at each school and the time to establish a plan. Mr. Perron stated Dr. Gadomski is curriculum driven, and will help Nottingham move forward with their new Common Core plan. He should be a strong leader for the SAU, which should trickle down to school administrations, providing a way for the schools to work together to share positive methods of teaching students.

Chair Rafter asked to have the new superintendent attend a School Board/Selectmen meeting to review and discuss those areas where the school and Town should be working together. Mr. Perron stated the new Superintendent has already talked about methods to include the community and there was agreement to invite him to a future meeting.

Mr. Perron reported the School Board, in addition to regular meetings, will schedule additional work sessions to complete specific tasks that they would like to complete, including a Vision Statement. A Vision Statement will allow the School Board and school administration to plan their future actions better, specifically to meet the areas identified in the Vision Statement.

Mr. Perron discussed the School Board plan to gather information regarding their safety concerns with the proposed Rymes/Fernald propane distribution center construction. The School Board understands that the plan has moved through the Planning Board and Zoning Board processes and the only part they can respond to now is the safety issues. Research is taking place regarding the possible safety issues and once the information has been gathered the School Board will provide a

Minutes
Nottingham Selectmen's Meeting
April 8, 2013

written report documenting their concerns. Mr. Perron stated discussions will take place with multiple people, including the NH Fire Marshall, Town Fire Chief, and others. The intent of the School Board is not to take a side one way or the other regarding the plan, but to better understand it and how it might relate to the school. In addition to this issue, the School Board has also recently drafted a school policy that the school propane tank will not be filled when students are in school; the plan is effectively already taking place but now it is an actual policy.

Chair Rafter stated the Zoning Board granted the variance, the Planning Board granted approval for the site plan, and the review of the fire safety plan is pending. The Town has requested that Rymes provide an updated version of the fire safety plan to complete the fire safety engineer review. Mr. Perron stated the School Board would like to make sure that part of the safety plan includes information about a school with 500 students is within a half mile of the tanks and a description of the proposed safety response plan to keep them safe.

Mr. Carpenter stated the Selectmen have worked very hard to discuss this issue objectively; the town cannot afford any more innuendos or misinformation. The decision regarding the installation should be made on real facts and necessary supporting documentation and Mr. Perron agreed.

Chair Rafter stated the timeline for the fire safety plan submission from Rymes is an unknown, and it may be short amount of time, depending on Rymes. Mr. Perron asked to have the surrounding area emergency response also be included in the Fire Safety Plan, and not just the plan for the actual facility; what actions will need to be taken by all parties for the entire area and Chair Rafter stated the Fire Chief has the final say regarding the report and process.

Chair Rafter stated he brought forward a proposal to have the Chair of the Selectboard as a possible liaison to the School Board, which will be discussed when all Selectmen are in attendance. Chair Rafter let Mr. Perron know that the Selectmen meet periodically with the State Representatives and it might carry more weight with any concerns they have if the Selectmen and School Board present a united front. Mr. Perron stated he could see meeting with the Representatives a couple of times a year, believes it is a good idea and will discuss it further with the full School Board.

Discussion took place about a potential power savings contract and Mr. Perron stated the plan was presented to the School Board but without the ability to approve the exact contract language, it made it impossible to be able to sign any agreement. Mr. Carpenter and Chair Rafter agreed the possible contract with Mr. Lepine is no longer a possibility but that Mr. Brown has been asked to contact ENH Power for a possible power savings agreement; even \$0.02 per kWh savings is good.

The Selectmen thanked Mr. Perron for attending.

Selectmen Agenda: General discussion took place about the proposed changes to the format of the agenda, including possibly updating the agenda on the day of the meeting to include all possible topics that will be discussed during the meeting. It was stated while it may be nice to provide a complete list of topics it will not always be possible. There was concern about some people reviewing the agenda on a Friday and not realizing it has changed the following Monday. The topic would be discussed further.

Ms. Wirkkala reviewed upcoming agenda items: Tercentennial Birthday Committee on April 22, CIP Workshop/Discussion for May 6, and Master Plan Implementation for May 20. Chair Rafter wanted to add BOS Goals to the April 22 agenda.

Ms. Wirkkala stated the healthcare change meeting with the LGC was being planned for mid to late summer and Mr. Carpenter asked to hold it sooner. Mr. Brown would discuss the dates with the LGC.

**Minutes
Nottingham Selectmen's Meeting
April 8, 2013**

USA Springs: Mr. Carpenter asked if any new information has been received regarding the bankruptcy and Mr. Brown stated no new information has been received. Mr. Carpenter asked if further action is needed on the part of the Town to guarantee payment of the taxes or if there should be a stronger assertion to the court about taking the property by deed. Mr. Brown stated he didn't believe the Bankruptcy Court would allow that type of action. The Selectmen agreed that Mr. Brown would contact the town attorney to clarify any necessary steps the town should take.

ADJOURNMENT: Having no further business,

8:20 PM **Motion:** by Mr. Carpenter, second by Chair Rafter to adjourn.

Vote: 2 – 0 in favor.

Respectfully Submitted,

Dawn Wirkkala