

**Minutes  
Nottingham Selectmen's Meeting  
May 6, 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, Mark Carpenter and Mary Bonser

Others: Charles A. Brown, Town Administrator, Dawn Wirkkala, Secretary, Dan DeButts, Heath DeButts, Chelli Tennis, Charlene Anderson, Cheryl Smith, Mike Russo, Celia Abrams, Raelene Shipee-Rice

**MANIFEST SIGNATURE:**

**Motion:** by Mr. Carpenter, second by Ms. Bonser to approve the 5/6/2013 manifest.

**Vote:** 3 – 0 in favor.

**OUTSTANDING MINUTES:**

**Motion:** by Ms. Bonser, second by Mr. Carpenter to approve the minutes of the April 22, 2013 meeting as amended.

**Vote:** 3 – 0 in favor.

**Highway Department:** Mr. Brown reviewed the received Pit Bridge Concrete bid summaries and recommendation. White Mountain Precast, LLC from Henniker bid \$68,062.00 and Concrete Systems Inc. from Hudson bid \$82,265.00. Mr. Brown stated he was initially concerned because he did not receive any bids. However, after he contacted the engineer it was determined the bids had been sent to another company despite the request to submit them to the town.

White Mountain Precast, LLC did not include bond information in their bid, but the Town could waive the requirement if they so desire. After discussion the Selectmen and Mr. Brown agreed the contract with White Mountain Precast, LLC would be signed contingent on receiving the bond.

Mr. Brown stated although NH DES had previously given approval on the wetland permit application for the bridge, notice was received requesting additional information. Some information was accidentally omitted during the original submission and other information would be gathered and returned per the request; hopefully this will not hold up the bridge project.

**Recreation Department:** Mr. Brown reported NH DES has also requested additional information regarding the wetland permit application, to remove rocks at the Town Beach. Mr. Mark West, who completed the original application, has been contacted to provide the needed information.

**Town Office:** Mr. Brown reported on actions and activities for the Marston Farm/Homestead. He walked portions of the property with members of the Conservation Commission and another walk would take place at a later date, the company contacted to remove trash from the property will be able to start work soon, and other parties have been contacted to determine which buildings, if any, are worth saving or salvaging. Mr. Brown requested waiting to take action on the property until decisions regarding the buildings are made, in the next couple of months.

Ms. Bonser suggested contacting the company who demolished the old police station for a demolition quote if it is determined the Marston Farm/Homestead buildings aren't worth saving.

**Fire Department:** Mr. Carpenter reviewed his participation in the 3rd full time fire fighter interviews. The candidates had been pre-selected by the officers and interview questions drafted. Mr. Carpenter stated he, along with Chief Vilchuck and Ms. Cassie Chamberlain completed the interviews.

Mr. Carpenter stated two very strong candidates were selected from the four interviewed and background and references checks for those two are now being completed.

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**Planning Board:** Chair Rafter reported the Planning Board cancelled their April 24 meeting, but was scheduled to meet on May 8 to continue their review process regarding two proposed applications for development. Chair Rafter asked Mr. Brown if the requested communication between an applicant and department heads had taken place. Mr. Brown reported he did not believe the parties have connected.

Mr. Brown reported that Ms. MacInnis is back to work on a tentative schedule. She will be taking her time coming back to work and the office schedule will be adjusted.

**Pawtuckaway Lake Advisory Committee:** Ms. Bonser reported a May 21 meeting has been scheduled with Ted Diers and NH DES to discuss the prior winter test pulse releases at Pawtuckaway Lake. Ms. Bonser asked to send a letter requesting the meeting location be moved from the NH DES Concord offices to Nottingham offices, allowing more of the interested people to attend. The Selectmen agreed to send a letter.

**Recreation:** Ms. Bonser reported on upcoming activities with the Recreation Department and asked that notice of the events also be posted on Channel 22.

The annual fishing derby is on Saturday, May 11 and pre-registration is required. The summer concert series will have music at the bandstand 6:30 pm on Tuesday nights during July and August.

The Nottingham Free-cycle Event is on Saturday, May 18. For a \$5.00 fee people can bring unwanted items in good condition and working order to the Community Center for a community yard sale. The fees collected will pay to remove/dispose of any remaining items and any excess money will be for the Playground Maintenance Fund. Items can be dropped off between 8:00 and 9:00 am on May 18th and the public can come between 10:00 am and 12:00 pm.

**Sign Items:** Mr. Brown reported there were no items needing signature this week.

**APPOINTMENTS:** 7:00 pm: Chelli Tennis/Food Pantry, 7:15 pm: Mike Russo/LRAC

**7:00 pm:** Ms. Tennis introduced Heath DeButts who wants to continue renovations to a section of the Food Pantry.

Mr. DeButts thanked the Selectmen for letting him attend their meeting and presented his proposal for renovations to the Food Pantry. He is proposing the renovations as his Eagle Scout Project to gain his Eagle Scout designation. Mr. DeButts provided a list of his proposed work plan for electrical, HVAC, construction, security and storage work and an estimate for material costs.

Chair Rafter asked if a start date for the renovation has been determined and Mr. DeButts stated he must receive Boy Scout Council approval before work can start.

Ms. Bonser asked if the Building Inspector had been contacted and Mr. DeButts stated he has been contacted and has reviewed the plans.

Discussion took place about the area needing renovation, including its existing condition, current uses, and the proposed changes for future use of cold storage.

Mr. DeButts reported he has an electrician and his uncle with construction experience who will help complete the project; members from his Boy Scout Troup will also help with construction. Mr. DeButts will be responsible for completing 20% of the physical work but the majority of his time will be documenting and journaling the experience from planning start to physical finish. Once the renovations and a series of detailed tasks are completed Mr. DeButts is required to give a presentation to a Boy Scout Review Board regarding the renovation project, a story about what took place, before he receives his Eagle Scout designation.

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Mr. Brown asked who would pay for the renovations and Ms. Tennis stated the Food Pantry will pay for anything not donated. Ms. Bonser stated donations for this project are welcome and can be made to the Food Pantry.

Chair Rafter asked to have Mr. DeButts back for another meeting when his project receives approval from the Boy Scout Council and Mr. DeButts agreed.

The Selectmen thanked Mr. DeButts for coming before the Board.

Ms. Tennis encouraged the Selectmen to keep the General Assistance Budget level funded. This concern is based on the Town Meeting suggestion to reduce the General Assistance Budget.

Ms. Tennis reviewed the Food Pantry supports an approximate 28 families every month. If the Food Pantry stopped operating, or a serious situation was to come up, the obligation would fall to the town. At an approximate \$80.00 per month per family it would take very little time to use what money is available in the town budget.

Ms. Tennis stated she discussed her concerns regarding the matter with the Town Welfare Director and to determine if the amount budgeted is an appropriate amount. The Welfare Director offered her support for continued level funding.

Ms. Bonser asked if the number of families needing help in Nottingham appeared to be at a higher or lower level than what could be considered normal. Ms. Tennis stated there are currently fewer families needing assistance at the moment, as the warmer weather allows for seasonal workers to find more work, but the need is still great.

Ms. Tennis reported the Food Pantry offers more than food to help those who might be in need; including heating assistance with oil or cord wood, and the Food Pantry Board is looking into electric and other assistance to be provided.

Ms. Bonser offered her support for the services provided by the Food Pantry and the amount funded in the General Welfare line. Ms. Tennis stated the Welfare Director does a great job in finding many methods to help those who need it, and they communicate very well together.

The Selectmen did not discuss or make any decision regarding changes to the General Assistance Budget. The Selectmen thanked Ms. Tennis for coming.

Ms. Bonser stated she believed the May Day Basket project went very well. The project is hosted by public citizens, on a volunteer and donation basis, to provide individuals with a caring thought when times may be hard.

**7:15 pm:** Mr. Russo presented the draft LRAC Lamprey Rivers Management Plan.

Ms. Bonser praised the plan, as it was well thought out, had a conservative approach and she distributed it to those involved with Pawtuckaway Lake.

Mr. Russo stated the plan was distributed to all membership towns and other interested parties for review and commentary. Comments and response forms are available and due by June 15, 2013. Once responses are reviewed, the plan will receive changes and a final plan proposed.

Mr. Russo stated there are few management changes from the prior 2007 proposal, formatting was changed, the number of towns in the membership increased, and extending the time to complete plan action to ten years.

Ms. Bonser stated she supported the length of time, which allows the ability to see the effect of changes made. Ms. Bonser asked if the plan has been presented to NHDES Watershed Management Bureau, for a way to incorporate this plan with their proposed Instream Flow

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Protection plan for the Lamprey River. Mr. Russo stated the LRAC is an advisory committee only, with an NH DES employee participant, but would specifically request the plan be provided.

Chair Rafter asked if the report was for local use and Mr. Russo indicated it does include possible actions all towns could take action on.

Mr. Russo stated the plan is fairly self explanatory and concise and he will present it to other membership towns for their review and comment.

Mr. Russo stated awareness is building with the other advisory committees, which eventually feed up to the state regulatory level for possible change; it is a strange conundrum where the state manages the control of ground water.

The Town will put the draft report on the Town website: Boards and Committee section and under the LRAC section.

Mr. Russo asked about prime wetlands identification on the digitized tax maps. Mr. Brown stated the first phase for digital tax maps has been completed and additional layers can be purchased.

Discussion took place about Nottingham adding a consumptive water plan. It was stated the plan may be expensive and could be hard for a town to create as it is a constantly moving target. Mr. Russo stated the plan may be easier to establish when water is tracked by public metering.

General discussion took place about designating prime wetlands in an effort to protect municipal water sources and land conservation. Prime wetlands can be identified through the Town Tax Maps or provide information to work with the UNH GRANIT mapping database. However, the Prime Wetlands designation may no longer provide the water protection it once had, and the designation will also need a passing vote during Town Meeting.

It was stated Strafford Regional Planning Commission (SRPC) may be able to help with the wetlands designations and funds could come from that budget. Mr. Brown stated the Town is no longer a voting member of the SRPC and the reduced amount budgeted will be pay for needed services on a per hour basis.

Ms. Smith, Ms. Anderson and Ms. Abrams from the Conservation Commission spoke about actions that have been discussed to include wetlands information, from possible grants, assistance through UNH GRANIT, but it may be worth considering the designation and other steps. Discussion took place about a meeting with the Selectmen and knowledgeable parties to discuss the matter further.

Chair Rafter asked if it was the intention to present the prime wetland proposal at town meeting.

Ms. Abrams stated more information was needed before a decision was made. Mr. Russo stated he would gather information from members of the LRAC about the Prime Wetlands benefits and draw backs to help determine if it is something that Nottingham should consider.

The Selectmen requested further information from the Conservation Commission regarding the wetlands designations and thanked everyone for attending.

**Zoning Board of Adjustment:** Chair Rafter stated the Selectmen wanted to make sure the ZBA knew that they are welcome to use the services and knowledge of town counsel to review received applications. The intent is to determine if there is any indication that possible aspects of a project may not have been thoroughly documented on the application, specifically with commercial applications.

Ms. Bonser stated the Selectmen were especially concerned with the commercial application because applicants typically have their own attorney and as knowledgeable and talented the ZBA members are many legal issues are not necessarily a daily issue for them.

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Town counsel may be able to clarify or provide additional comments regarding information provided on the application, which might not spell out all pertinent details to a project.

Mr. Russo stated he would review the issue and present the offer to the full ZBA.

**DARE:** Ms. Bonser stated she would be in attendance at the DARE graduation being held at the Nottingham School, but requested Mr. Carpenter to be the speaker. Mr. Carpenter agreed.

**CIP Task List Review:** Ms. Bonser presented the list of tasks in the CIP through years 2013 up to 2019.

Mr. Carpenter asked about bond information and why specific items were listed on the report, such as the 10-wheel truck being purchased this year.

Ms. Bonser stated bonded items indicate the total bond amount, the ending year of the bond and the total yearly payments due for each of the year on the report. Bonded items remain on the list until the final year.

The Town has decided to be proactive and annually raise funds, a more balanced funding method, to pay the high cost of items like highway vehicles. The truck is listed on the plan because it is and should be part of the CIP process, even though funds to pay for the truck have already been raised. The CIP provides and saves information about money raised by a Capital Reserve Fund to document what the proposed tax impact would be for all requested items, bonded or not.

Projects are submitted by departments, documented based on considered urgency, type of request, funding method and any special notes regarding an item; like the note for the highway truck being funded with the Capital Reserve account.

General discussion took place about the proposed projects suggested for 2014, from existing bond payments and new projects. It was stated if all 2014 tasks are considered there could be a significant increase in the tax rate where the Town projects total approximately \$100,000.00 and the School projects total an approximate \$600,000.00.

Ms. Anderson asked about the amounts listed for the proposed New Recreation Center. Ms. Bonser stated she believed it was the proposed total bond amount and the estimated annual bond repayment amounts, with a project start year of 2017. Ms. Anderson asked for a better method to identify items that are actually bonded versus those items that are proposed to be bonded.

Ms. Anderson stated there may be enough data to analyze to establish more accurate projections for future bond payments for proposed items and could provide information about what has been planned for and what has actually been completed. Mr. Carpenter stated information has been provided regarding proposed bonds, but the length of bond terms isn't indicated.

Ms. Bonser stated suggestions for improving how the CIP information is presented are always welcome and she would bring the suggestions to the committee.

Mr. Carpenter asked what the Selectmen specifically tasked to do regarding the list; was it only a review of the list or were they to take action on specific items. Chair Rafter stated the Selectmen can assess each item to determine which item should receive actual consideration for action.

Discussion took place about proposed heating system for the Town Office building, both front and back sections. Mr. Brown stated he has discussed replacement option for the 1980 boiler with contractors, but no decision was ever made. Ms. Bonser stated costs are updated when data becomes available.

The Selectmen determined they would review the list closer to the budget cycle to determine what projects might actually be considered for completion. Ms. Bonser stated sub-committees could help

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establish more accurate estimates on the cost of completing suggested projects to better determine a possible tax impact. The Selectmen would also consider working with the School Board to review all projects considered for completion in an effort to help reduce the total tax impact.

Chair Rafter asked if shim and seal coat is considered annual maintenance and should it be excluded from the CIP. Ms. Bonser and Mr. Brown stated roads are considered a capital improvement, but it was unknown if the maintenance of the roads should be included.

The Selectmen agreed to have the chair of the CIP in attendance when the Selectmen complete their line by line review later in the year.

Ms. Anderson stated the CIP isn't only a budget tool, but it is also a planning tool. Mr. Carpenter agreed, however some of the proposed 2014 items will become a budget item.

**Grange Steeple:** Mr. Brown stated he received only one bid for repairs to the Grange Steeple, which came from the company originally selected, despite the specific request to request more bids. Mr. Brown recommended approval for Wason Construction to complete the work for \$16,225.00.

**Motion:** by Ms. Bonser, second by Mr. Carpenter to accept Mr. Brown's recommendation of Wason Construction to repair the Grange Steeple.

**Vote:** 3 – 0 in favor.

Mr. Carpenter asked if there might be ways to utilize older Town buildings more. Mr. Brown stated the old Town Hall is utilized more, but if the plan to use the Grange as a museum continues there is limited ability for use. The Grange isn't heated, has no bathrooms and limited winter use.

Mr. Carpenter suggested having a harvest dinner at the grange for the Town's 300th Birthday.

**Building Committee:** Mr. Brown reported he will provide Mr. Sweeney with information for possible renovations to the back rooms at the Community Center. This includes storage, bathrooms, possible movable room partitions, HVAC, exit doors and consideration of exterior access.

Mr. Carpenter asked for the Building Committee to include the increase in utilities with the upgrades and not just the construction costs. Mr. Brown stated the committee will include all the information and present any proposal to the Selectmen.

Ms. Bonser stated it is better to consider renovating existing owned space versus new construction.

Mr. Brown stated he will request a current proposal for upgrading the boiler. A commercial pellet furnace was suggested as a possible alternative to a traditional furnace.

**Subjects for Discussion with Board of Assessors:** Selectmen stated the assessing work summary memo from Ms. Seaverns was very helpful and if the Selectmen didn't have any specific questions the meeting might not be needed.

Mr. Carpenter stated the face to face meeting allows the Board of Assessors (BOA), Avitar, Office Staff and Selectmen to review all the comments that have been received together as a group and to review how the assessing work is being completed and perceived by the tax payers. Mr. Carpenter stated the intent was for the groups to work as a team keeping communication open given the dispute at the last contract signing.

Ms. Bonser stated she had questions about the abatement process and increased participation by the BOA.

Ms. Smith asked about the policy for entering posted property and giving advanced notice. Mr. Carpenter stated the prior meeting between the Selectmen, BOA and Assessor established that some type of pre-notification would be provided but he would ask about the posted property policy.

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**Marston Homestead Committee:** Mr. Brown stated he wanted to have some type of recommendation about the needed action for the buildings on the property, prior to allowing actual use of the property. Ms. Bonser stated a committee could be established to discuss project plans. Ms. Smith suggested contacting a UNH Co-operative specialist, Mr. John Porter to assess the condition of the barn to determine if it should or could be saved. Mr. Porter has experience and has written a book about old barns and helped people who have already or want to restore old barns.

Mr. Carpenter presented his proposal for the proposed project committee; keeping to the suggestion that it should be a community project and involve students. The committee should get input from members from all possible groups, including all the schools, senior citizens, conservation, Recreation, Nottingham Youth Association, and any other interested parties.

The committee would be comprised of junior/senior high school students. It would assign students to work with each of the constituent groups, providing them with adult mentors helping them through the process, coming up with individual and then one final merged plan for proposal to the Selectmen and Town. The intent is to engage the students in all aspects of the process, from working with permitting boards, funding and possible fundraising efforts, looking for grants, establish sweat equity from citizens, and other possible methods for project completion. The committee proposal is different, but if everyone is serious about it being a community project and involving the students, it should help to provide a sense of ownership to all groups of the town.

Ms. Bonser stated it was a good idea but it should include some type of head facilitator to make sure each group completes all individual tasks, consistently moving the project forward to completion.

Ms. Smith stated she emailed Mr. Rafter information about a prior project, the Community Profiles. This type of project can help establish who and what groups and individuals will be interested in participating in the project and provide starting suggestions for the kids to consider. The UNH Co-operative Extension can provide help to the Town in planning projects; providing a trained facilitator to work with the group. Ms. Smith stated she would contact the UNH Co-operative to provide more information for the Selectmen. Mr. Carpenter stated that type of information is something he is looking for; a method to include everyone at any age to become part of the project.

Ms. Bonser asked if the Conservation Commission would make a proposal for a possible easement.

Ms. Abrams stated the group would like to take another walk through the property and suggestions were made for possible use, including a community garden.

Mr. Brown reported he is in the process of finding someone to take care of some needed clearing and leveling of the overgrown fields.

Mr. Carpenter stated he wanted the project to go well, have all the applicable groups to have a sense of ownership and participation to provide an opportunity to work together and create an awesome place for the entire community. Ms. Smith stated one goal is to pull in those who might not be associated with a specific group but who are willing to give help from their personal experience.

Ms. Smith stated the Vermont group Grass Roots might be able to help with funding.

Chair Rafter asked Ms. Smith to follow up with Mr. Carpenter about possible contacts and help from the UNH Co-operative Extension and Grass Roots.

**Future Agenda:** Ms. Smith requested to have a meeting with the Selectmen on either May 20 or June 3 to discuss road side mowing and weed control, because she has seen some clearing already taking place. The Selectmen agreed and the Road Agent would be asked to attend.

Ms. Bonser asked if anyone from the Planning Board or Master Plan Committee would be attending the May 20 meeting to discuss the BOS tasks regarding the Master Plan Implementation Guide list.

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Discussion took place about the how and who should review the list with the Selectmen. It was decided the Selectmen would review and discuss the list on their own before presenting or assigning any specific tasks to departments.

**Office Closing:** Mr. Brown presented a request to close the town office on Friday, July 5 and the Selectmen agreed. It was stated July 5 will not be a paid Holiday; employees can choose to work, use available vacation time for the day off, or take the day unpaid. The Selectmen asked about the Recycle Center being closed for July 4 and that it can not also close July 5. It was decided the Recycle Center would be open on July 5 and be staffed with 4 employees on both July 5 and 6. Mr. Brown reported he did start the Friday three staff schedule at the Recycle Center the prior week and how it is working will be presented to the Selectmen at a future meeting.

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

**9:05 PM Motion:** by Chair Rafter, second by Ms. Bonser to enter non-public under RSA 91-A:3 II(a).

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

**Motion:** by Ms. Bonser, second by Mr. Carpenter to approve the non-public minutes of the April 22, 2013 meeting as amended.

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

**Motion:** by Ms. Bonser, second by Mr. Carpenter, to seal the non-public minutes.

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

**9:25 PM Motion:** by Chair Rafter, second by Mr. Carpenter to exit non-public session.

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

The Selectmen agreed with the plan of action proposed by Mr. Brown regarding a personnel matter.

**ADJOURNMENT:** Having no further business,

**9:26 PM Motion:** by Mr. Carpenter, second by Ms. Bonser to adjourn.

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

Respectfully Submitted,

Dawn Wirkkala