

**Minutes
Nottingham Selectmen's Meeting
June 17, 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

MANIFEST SIGNATURE:

Motion: by Mr. Carpenter, second by Ms. Bonser to approve the 6/17/2013 manifest for payment on 6/26/2013.

Vote: 3 - 0 in favor.

OUTSTANDING MINUTES:

Motion: by Ms. Bonser, second by Mr. Carpenter to approve the minutes of the May 20, 2013 meeting as amended.

Vote: 3 - 0 in favor.

Motion: by Ms. Bonser, second by Mr. Carpenter to approve the non-public minutes of the May 20, 2013 meeting as amended.

Vote: 3 - 0 in favor.

Motion: by Ms. Bonser, second by Mr. Carpenter to approve the minutes of the June 3, 2013 meeting as amended.

Vote: 2 in favor. Mr. Carpenter abstained.

General Business and Department Reports:

Fire Department: Mr. Brown stated information has been received about a proposal to charge user fees for Rockingham County Dispatch services. It is unknown when, or if, increases will be charged, and when they will need to be paid. Mr. Brown stated the increase is to pay for equipment upgrades, but it seems the cost of the new equipment is less than the proposed charges to repay the bond; where will the additional money go? It was stated dispatch fees are typically charged through the county portion of real estate taxes.

The Selectmen stated they were not in support of the increase of fees. The County should have a plan and propose equipment upgrades and increases in the normal budget cycle, like municipalities, and it should not appear to be seeking last minute requests, or demands, for more money.

Mr. Brown will attend a meeting that will discuss and provide more details about the proposed fees and will express the Selectmen opposing opinion.

Planning Board: Mr. Brown reported the Planning Board decided an applicant could submit partial payments for a required escrow account used to hold money needed for engineering fees. The applicant has not yet delivered the agreed upon amount and the Town has two engineering bills needing to be paid. Payment plans are not a good idea and should not be allowed. Chair Rafter reported this was supposed to be a one-time situation, and the Planning Board had been advised that payment plans are not a good idea.

Town Office: Mr. Brown stated he has made the decision to change landscaping companies. Complaints have been received regarding the quality of service; there has been a lack of mowing and follow up cleaning, and poor quality at the cemeteries. The Selectmen supported the change.

Mr. Brown stated the Assessing Coordinator position has been posted with a notation that applications will be accepted until the position is filled. He asked if the Selectmen have any

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preferences for starting interviews. The Selectmen stated interviews can start taking place now, and continue to accept applications until the position is filled.

Mr. Brown reported he has requested an appointment with the Town Attorney to meet with the Rymes attorney, at Town Offices. The Selectmen stated the letter to Rymes was clear and specific about what is needed and what items need to be addressed; these things are required and are not negotiable. The Selectmen requested meeting on June 24th or June 26th with the attorney.

Building Committee: Mr. Brown stated the committee expressed concern and asked if funds were available to hire an engineer to look at the back section roof, the area considered for renovation; they were told no funds are available. The back roof was inspected during the original building renovations and the engineer indicated at that time the roof was safe as built. The Selectmen requested the Building Inspector to complete his own safety inspection of the roof.

Ms. Wirkkala stated the committee has also asked questions about what type of storage would be needed; secured versus open accessibility, open shelving or filing cabinets, or all types. Mr. Brown stated he may have some answer about what will be needed.

Mr. Brown reported he met with an HVAC company to establish a regular maintenance program for municipal furnaces and A/C systems. They also discussed the Community Center boiler for possible upgrade to the heating and ventilation with the proposed renovation to the back section of the building. The current furnace is working well, but they suggested starting a savings plan for future furnace repair or replacement; it could cost approximately \$20,000.00 for a new furnace. The Selectmen recommended starting a capital reserve account for repairs and or replacement for building equipment or maintenance items.

300th Birthday Committee: Mr. Brown stated he has started a list of people who might be on the committee but more information is needed.

DVD Cost: Mr. Brown reported a request for a copy of a town meeting DVD has been received. The Selectmen requested a trial run to calculate the length of time needed to complete the task and suggested a fee of \$20.00 to \$40.00 for materials and time needed. Mr. Carpenter stated the current system has the ability to post meeting recordings online, similar to You Tube, for a fee and the Selectmen requested information on the process and cost to host videos.

Gasoline Company: Mr. Brown reported the Town has been charged new fees and taxes for gasoline with the change in ownership of the fuel supplier. The charges include state and federal taxes, which the Town has never paid for before. The company is reviewing what taxes should be paid by a municipality but getting answers has been difficult. In response a search for a new gasoline company is taking place, and one quote has already been received.

Selectmen Reports:

Recreation: Ms. Bonser reported on the upcoming events and activities taking place and/or being held with the Recreation Department, including summer camps, specialty camps, the free summer concert series, and town beach hours. Mr. Brown reported Ms. Horvath will be taking the summer staff, ages 17 and over, to Concord for required finger printing and background checks.

Mr. Brown presented a memo from Ms. Horvath summarizing the proposed summer camp staff salaries, stating individual salary forms for Selectmen signature will come soon. Ms. Horvath also indicated she will hire a temporary person as Summer Camp Director for the vacant Recreation Assistant position and will post for a permanent employee after the summer camp sessions.

Police Department: Ms. Bonser stated the Police Chief mentioned the increase in fees for county dispatch calls.

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Recycle Center: Mr. Carpenter reported the center is busy but staff has been able to keep up with tasks.

Fire Department: Mr. Carpenter reported the new full-time employee will start June 24th.

Planning Board: Chair Rafter reported there is an issue regarding the partial funding of an escrow account. The new Ledge Farm Road development will increase the amount of road being paved. Paving will start at the Town Square, does not remove any trees or stone walls and will be done with no expense to the Town. The paving will increase the selling price of the lots for the developer. Mr. Brown reminded Chair Rafter if the road is a scenic road a public hearing would be needed and would verify the steps involved in the process.

The proposed development application for the sub-division near Friar Tuck will include a total of 42 lots. Federal funds are being requested by the developer to retain some of the land for conservation, and if received fewer lots will be developed. The proposed cul-de-sac developments have been presented to the Road Agent and Fire Department. The Road Agent requested a specific diameter for the road, and while the Fire Chief has some objections with emergency vehicle access within the cul-de-sacs, the final decision for approval will be made by the Planning Board. Mr. Brown stated an emergency access lane between the two cul-de-sacs was proposed to address emergency concerns, but there are too many unknowns with the road plan.

Ms. Bonser requested the Planning Board keep road safety in mind when approving new developments, stating new statistics show New Hampshire is third in the nation with the oldest average median age population. Mr. Carpenter asked if a local survey could be completed to establish a median age of those living in Nottingham, instead of using generic state and federal statistics. Chair Rafter stated seeking actual ages of residents is an expensive proposition. There have always been projections of increases to the school population, and it hasn't actually occurred. Mr. Carpenter stated the total Nottingham population has increased, even if the school hasn't; increased Town services reflect a higher population and possible unintended consequences.

School Board Meeting: The Selectmen requested the School Board be contacted for their next quarterly meeting date and asked to include the new Superintendent.

Future Agenda:

Mr. Carpenter requested the Selectmen continue their discussion on the BOS Master Plan task list.

ADJOURNMENT: Having no further business,

7:49 PM **Motion:** by Ms. Bonser, second by Mr. Carpenter to adjourn.

Vote: 3 - 0 in favor.

Respectfully Submitted,

Dawn Wirkkala