

**Minutes
Nottingham Selectmen's Meeting
November 4, 2013**

6:30 PM Chair Rafter opened the meeting and asked 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, Charlie Reid, Lynn Crowell, Tom Sweeney, Gary Anderson

MANIFEST SIGNATURE:

Motion: by Ms. Bonser, second by Mr. Carpenter to approve the 11/04/2013 manifest.

Vote: 3 – 0 in favor.

OUTSTANDING MINUTES: Chair Rafter postponed approval of minutes to the next meeting.

Town Administrator Reports, Signature Items:

Fire Department: Mr. Brown reported he met with Chief Vilchok who reported the department is operating normally.

Police Department: Chief Foss will be completing the last few areas of his budget tomorrow and the 2014 vehicle purchase and trade in information should be available.

Recycle Center: Compactor repairs are needed and will be taking place soon.

Highway Department: Vehicles are being prepared for the winter season and the smaller F-350 truck had warranty repair work completed.

Town Office: Mr. Brown reported a spending freeze has been implemented and expenses will be watched closely. A tax rate setting appointment has not been scheduled by the DRA. Mr. Brown stated he will notify the Selectmen as soon as the appointment is set. The Selectmen will need to consider use of the any fund balance to off-set the tax rate. Mr. Brown reported the overlay amount will be smaller this year, but that amount could change.

The Selectmen expressed concern about the delay in setting the tax rate and payment obligations, in addition to increased work dealing with possible delays and assessed penalties for late payments.

Discussion took place about the quantity of new building lots and possibility of increased revenue.

Mr. Brown stated PSNH will start upgrades to the lights in Town buildings next month.

Board of Selectmen Department/Board/Committee Reports:

Ms. Bonser reported there are no reports from the Building and Police Departments.

Recreation: Ms. Bonser stated the Recreation Department reported the playground received new surface wood chips and appreciation was expressed to all those who helped with delivery, moving and spreading the chips; the purchase came from the Playground Fund. The Annual Craft Fair, which is the primary playground fundraiser, is taking place on November 16th from 9 am to 2 pm at the Nottingham School. The Theater Project is hosting a community concert at 7 pm on November 16th at the Nottingham Community Church.

Recycle Center: Mr. Carpenter requested the Recycle Center NH Electric Co-op account information be provided to Center staff for faster reporting in case of another power outage.

Recycle Committee: Mr. Carpenter stated committee members visited the BCEP Recycle Center in Pittsfield, which is independently run and operated for the towns of Barnstead, Chichester, Epsom and Pittsfield. It is a much larger and different center than Nottingham but has methods and processes that might be incorporated for better efficiency. This includes types of equipment used, relocating material storage, composting ideas, and prices of pay to throw materials.

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Budget Committee: Mr. Carpenter reported the committee would meet this Thursday to discuss the first draft of the School budget.

Planning Board: Chair Rafter stated the Planning Board decided they would continue work with Mr. Mettee, providing further direction for the new and changed language to existing ordinances and approved the \$5,700.00 estimate for Mr. Mettee to continue the work, which could include updating the hallway land use maps located in the Town Office Hallway.

APPOINTMENTS:

7:00 pm: Charlie Reid / Culvert Request – Mr. Reid requested permission to have the old and unused culverts located the Town Gravel Pit for a chicken coop and animal shelters. Mr. Reid stated a culvert was given to a citizen in the past.

Mr. Brown stated previously a culvert was replaced by a private contractor who gave it to a citizen, but did so without permission of the Town. Mr. Brown and the Selectmen discussed a possible alternate use of the culverts by the Highway Department, consideration of salvage value income of the town property and would discuss the matter with the Road Agent getting his opinion.

It was stated the culverts have been sitting at the pit for a few years and the Selectmen decided if they will not be used by the Highway Department they should be removed for scrap or sold.

Chair Rafter asked Mr. Reid if he would put in a bid or just wanted to take the units. Mr. Reid stated he probably wouldn't pay for them, would have to pay to move them, and considered recycling them because they have just been sitting there.

The Selectmen thanked Mr. Reid for attending and would get back to him soon.

7:15 pm: Lynn Crowell Easement Right of Way Status – Ms. Crowell stated the sale of her property has not closed, but correcting the issue has been started and should continue to prevent future trouble.

It was determined Mr. Brown would provide the Crowell's with a letter indicating the Selectmen will submit a 2014 warrant article granting an easement for the garage to be on Town property. Ms. Crowell request wording that the easement is applicable to the Crowell's and any future owner.

Motion: by Ms. Bonser, second by Mr. Carpenter to allow Mr. Brown to sign a letter explaining the proposed warrant article and Town Meeting vote for the easement on behalf of the Selectmen.

Vote: 3 – 0 in favor.

The Selectmen recommended that the Crowell's should attend Town Meeting to speak in favor of the warrant article and if needed provide additional explanations. Ms. Crowell agreed to attend.

General Business:

Mr. Brown reported the co-sponsored Hazardous Waste Day invoice was received from the Town of Raymond and included an authorization request for Nottingham to participate again in 2014. Nottingham receives a grant to help pay for the disposal costs, reducing the Nottingham portion of the bill from \$1,783.00 to \$752.00.

Motion: by Mr. Carpenter, second by Ms. Bonser authorizing Mr. Brown to sign the 2014 Household Hazardous Waste Contract with the Town of Raymond.

Vote: 3 – 0 in favor.

Town Budget: Ms. Bonser reminded Mr. Carpenter about providing the Budget Committee with information on the Land Use Change Tax and when the Rooms and Meals funds will be received.

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It was stated committee members asked about the Conservation Commission expenses and are trying to understand where the funds come from. Mr. Carpenter asked for the Selectmen to continue discussion with the Conservation Commission about capping the amount being placed into the fund. The prior discussion with the Conservation Committee included a possible \$1.2 million dollars in upcoming expenses, without a real explanation of what the projects will be and there should be a review of the goal of how much land should be conserved and when it might happen. Discussion took place about proposing a possible warrant article capping the total amount of funds that could be available in the fund. Chair Rafter stated there is less current use land coming out of the program and fewer funds are available. Ms. Bonser and Mr. Carpenter requested for the next meeting a report on the Town total of Current Use acres available to review what might be available, estimate a possible maximum amount for the Conservation Fund to help purchase land and/or easements.

7:30 pm: Building Committee – Mr. Sweeney and Mr. Anderson presented the received information from the engineer, Mr. Greenlaw. Mr. Sweeney and Mr. Anderson recommend completing Phase 2 of the plan to determine what structural repair work is needed in order to plan for the funds that will be needed to complete the work. It was stated it is important to repair the building area to meet current building codes; specifically snow loads on the roof and repair known roof problems. Making these corrections will prevent future damage and give the Town time to determine exactly what the space should be used for. If repair action is not taken now the space will either become too expensive to consider repairs or the space may be lost.

Discussion took place about how the space might be used, possible studies to determine actual town needs, the current need for town storage which is environmentally safe and secured, establishing access to the space from the outside, parking and a long term planning process, consideration of commercial rental space. Ms. Bonser stated she wants to prevent continued deterioration of space that might be needed in the future; it will cost the Town more money to build a new structure than trying to save what is currently available.

Mr. Sweeney stated the building is structurally sound, is in relatively good shape but needs repairs and maintenance to the roof and now is the time to take action and prevent wasting the space. Ms. Bonser stated as the Marston Farm property development progresses there is the possibility of moving the ball fields and using the field space for access and possible parking.

Discussion took place about phase two of the engineering review and the Selectmen decided to move forward, including drafting an RFP for the recommended repairs to determine actual costs. Mr. Sweeney asked if funds are available now to move forward with Phase 2 and Mr. Brown believed they were. It was stated if the planning phase can move forward quickly, it might be possible to include a request for repair funds in the 2014 budget cycle, but timing will be tight.

Motion: by Ms. Bonser, second by Mr. Carpenter to move forward on the second phase, if the funds are available.

Vote: 3 – 0 in favor.

Planning Board 2014 New/Changed Ordinance Review – Mr. Carpenter commented that the Selectmen should understand enough about the topic to be objective regarding proposed changes. He has researched Open Space program information, discussed the matter with a Planning Board member and feels there is not an indication of many negatives but conversation should continue.

Ms. Bonser stated she does not object to Open Space, but it is objectionable to have a mandatory, or dictatorial, requirement. Mr. Carpenter stated he also objects to a mandatory requirement, but it is

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the role of the Selectmen to determine what is in the best interest of the Town. Mr. Carpenter stated he wants the Chair to feel supported, despite the appearance of jumping to conclusions.

Chair Rafter stated all Selectmen are welcome to attend a Planning Board meeting and members of the Planning Board are welcomed to attend a BOS meeting to discuss the matter further.

Budget Workshops: After discussion it was determined the Selectmen would meet Tuesday, November 12 at 8 am with the Recycle Center and Police Department. The Fire Department and Library would meet with the Selectmen on Monday, November 18 at 7 pm

Rymes Meeting: Mr. Brown stated the meeting with Rymes will take place at 7 pm on November 25. The Selectmen will meet with Town counsel to review the situation before meeting with Rymes. The Selectmen asked to have the Fire Chief clarify what type of meeting he wants with the Selectmen and/or Town counsel and if it should be a public or non-public meeting.

Insurance Contract: Mr. Brown requested that the Selectmen authorize him to sign the Property Liability Trust (PLT) agreement for July 2014 through June 2015 for property liability insurance. The new contract is more expensive due to a change in how they calculate the cost, and includes a new experience factor. Mr. Carpenter asked for the number of submitted claims.

The Selectmen expressed concern over the increase and asked if explanations were provided for the new rating method, were bothered by the short time frame to sign and requested Mr. Brown to seek additional quotes for coverage. Mr. Brown stated he would send out an RFP to determine the cost of another provider.

Motion: by Chair Rafter, second by Ms. Bonser to authorize Mr. Brown to sign the PLT contract if he is unable to receive any RFP's for alternative coverage.

Vote: 3 – 0 in favor.

ADJOURNMENT: Having no further business,

8:23 PM **Motion:** by Mr. Carpenter, second by Ms. Bonser to adjourn.

Vote: 3 – 0 in favor.

Respectfully Submitted,

Dawn Wirkkala