

Minutes
Nottingham Selectmen's Workshop
November 12, 2013

8:20 AM Mr. Carpenter opened the meeting and asked those present to stand for the Pledge of Allegiance.

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

Others: Charles A. Brown – Town Administrator, Dawn Wirkkala – Secretary, Gunnar Foss, Don Cinfo

Budget Workshops:

Police: Chief Foss reviewed the 2014 budget with a slight overall increase. Salaries are increased at the currently proposed 3% COLA, including merit pay and additional training, in an effort to keep existing staff; some of who performed extremely well in 2013. The Department currently does exceed the amount of required in-service training and it should continue, providing Nottingham with better officers.

Chief Foss stated he does not know how the current activities taking place within Rockingham County Attorney's Office will affect the department. Nottingham has had more felony indictments this year than before and the investigator working with the prosecutor has become more time consuming and important. Complaints have not been received by the public and the officers actively work in the community to present a positive presence. Mr. Brown stated he can testify to the work completed by the investigator signing needed complaints for all his investigations; his work does require him to leave the town and state.

Chief Foss reviewed his request for a new part-time patrol officer. The position would start after Town Meeting, and the budget funds the required background checks, necessary training, uniforms and equipment. The high volume of calls and current officer activity are key factors for needing the additional staff. The Selectmen requested Chief Foss to write a summary documenting the need for the new part-time officer.

The Selectmen and Chief Foss discussed security coverage and options available for the Nottingham Beach and agreed that additional security was needed. Chief Foss stated there has been an increase of attendance and activity at the Town Beach, especially with the state park over population. Annual stickers may help but additional security measures will be added. Nottingham Officers are unable to sit at the gate verifying only local citizen use, but could provide random visits to monitor users; the summer beach staff is young and he does not recommend their challenging out of state visitors.

Chief Foss stated he constantly reviews vehicle usage and the lowering price of gasoline added to the newer vehicles that have better miles per gallon is helping to keep his budget under control. Officers double up coverage using only one vehicle and the new Explorer has received a great response from all department officers. Support for the Explorer has been favorable, even across the nation by Police Departments, as it is a better patrol vehicle for officer to use when they are in the field. Chief Foss stated he is requesting purchase of a second Explorer instead of a sedan. The estimated cost for the Explorer is \$26,700.00 and the Taurus sedan is \$24,594.00, the difference is a slight increase of \$2,100.00.

The Selectmen thanked Chief Foss and his staff for the great job they do for the Town and citizens.

Emergency Management: Chief Foss stated the budget did not change; most people tend not to utilize the services and do stay home during storms and emergency situations. However,

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resources are available for use when needed. The Selectmen agree the Town should be prepared, but people should also be prepared if staying in their homes.

Recycle Center: Mr. Cinfo reviewed information in his budget.

Discussion took place about a possible need to increase staffing a few hours to balance the need to process the materials but help citizens. Mr. Brown reported he did calculate the suggested COLA into the wages.

It was stated the 2014 Solid Waste Disposal budget is level funded; current expenses are less than expected.

General discussion took place about the Recycle Center. Mr. Cinfo and Mr. Brown stated Nottingham is not the only community seeing decreases in recycling, many communities are seeing the same. Mr. Carpenter stated he believes the Recycle Committee will come up with some good ideas to increase recycling awareness and help make the processing system more efficient.

Mr. Cinfo and Mr. Brown reviewed that the budget includes a new cement pad and two new material storage trailers which will help increase storage and allow the town to send full loads of the more valuable recycle materials; being able to hold on to the material to get the maximum refund if prices drop. The decision was to have covered trailers on wheels for easier moving, when needed, and should include some type of covering to protect the wheels. Mr. Carpenter stated providing a Return on Investment (ROI) to determine how long it will take to earn back what is spent will help the Town in the future and highlight the eventual savings or earnings that will be seen.

Mr. Brown stated the amount for the new roof is accounted for within the building maintenance area but he is waiting for proposals.

Mr. Brown let the Selectmen know that Mr. Neff will be retiring from the Recycle Center and Ms. Bloom will be stepping into the position. The Selectmen stated the Center has a great group of employees.

Discussion took place about the possibility of expanding the facility at the current site or if it should be moved to another site. It was determined the CIP should include a plan for some type of new construction for the Recycle Center and a study to determine the center needs was proposed to take place in 2015. Mr. Cinfo stated he would prefer maintenance funds until specific plan for a new structure could be proposed. There was agreement if more citizens utilized the center and a measurable increase in recycling was seen, there would be a willingness to invest in a newer building and equipment to make the facility better.

Mr. Brown asked if funds should be added to the equipment capital reserve fund and Mr. Cinfo agreed, but stated current equipment is running fine. Discussion took place about what equipment might be needed and possible changes to the equipment might help efficiency at the center. It was determined work on the newer baler would take place to help make it work with additional materials; at an approximate cost of \$300.00.

The Selectmen thanked Mr. Cinfo for attending.

Next Meeting Agenda: Mr. Brown reported the Fire Department and Library would be attending the Selectmen Meeting on Monday, November 18 at 7:00 pm.

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Mr. Brown stated he is also requesting the Selectmen consider changing the Assessing Coordinator from a 38 hour part-time to a 40 hour full-time position, additional cross training is needed in the office and the Assessing work load indicates a need for the additional few hours. Ms. Serino willingly stepped in to help with the Planning and Zoning Secretary position, has typically been working over her proposed hours to complete the necessary work, is well liked by staff, received positive responses from others, and he would not like to risk losing a valuable employee; the budget includes the amounts as a full time position in the salary and health insurances lines. Mr. Brown reported he received high recommendations about Ms. Serino when she was discussed at the NHMA Annual Conference.

Ms. Bonser stated she supports the full time position. Mr. Carpenter stated the argument should be presented with supporting information to make the position full time to show the work load is there and the change has been recommended for years.

Mr. Brown stated tax bills will be mailed on Friday. The tax rate total is \$21.55 per \$1,000.00 of property valuation.

ADJOURNMENT: Having no further business,

10:02 AM **Motion**: by Mr. Carpenter, second by Ms. Bonser to adjourn.

Vote: 2 – 0 in favor.

Respectfully Submitted,

Dawn Wirkkala