

Minutes
Nottingham Selectmen's Meeting
January 27, 2014

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, Paul Colby – Building Inspector, Jaye Vilchok – Fire Chief, Jim Fernald, Nick Cricenti

MANIFEST SIGNATURE:

Motion: by Ms. Bonser, second by Mr. Carpenter to approve the January 27, 2014 manifest.

Vote: 3 – 0 in favor.

OUTSTANDING MINUTES:

Motion: Mr. Carpenter, second by Ms. Bonser to approve the Non-public minutes of the December 30, 2013 meeting as written.

Vote: 3 – 0 in favor.

Motion: Ms. Bonser, second by Mr. Carpenter to approve the minutes of the December 30, 2013 meeting as amended.

Vote: 3 – 0 in favor.

Motion: Mr. Carpenter, second by Ms. Bonser to approve the minutes of the January 13, 2014 meeting as amended.

Vote: 3 – 0 in favor.

Motion: Ms. Bonser, second by Mr. Carpenter to approve the Non-public minutes of the January 13, 2014 meeting as written.

Vote: 3 – 0 in favor.

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

6:15 PM Motion: Ms. Bonser, second by Mr. Carpenter to enter non-public under RSA 91-A:3 II(b).

Roll Call Vote: Bonser – Yea, Carpenter – Yea, Rafter – Yea. 3 – 0 in favor.

Motion: Ms. Bonser, second by Mr. Carpenter to exit the non-public session at 6:45 pm.

Vote: 3 – 0 in favor.

Motion: Ms. Bonser, second by Mr. Carpenter to seal the non-public minutes of January 27, 2014.

Roll Call Vote: Bonser – Yea, Carpenter – Yea, Rafter – Yea. 3 – 0 in favor.

The Selectmen reviewed the status of Fire Department staff during non-public session.

Town Administrator/Department Reports and Signature Items:

Fire Department: The Selectmen expressed congratulations to the Chief on his re-election as Fire Chief and re-confirmed the appointment of Chief Vilchok as Fire Chief.

Motion: by Mr. Carpenter, second by Ms. Bonser to appoint Jaye Vilchok as the Nottingham Fire Chief.

Vote: 3 – 0 in favor.

Recycle Center: Mr. Carpenter reviewed his day of volunteering at the Recycle Center, stated there is a significant amount of recyclable and other materials that people are throwing into the

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compactor that should not be. Chair Rafter suggested also writing an article for the Newsletter regarding what materials should be put where. Mr. Carpenter asked to post a large sign about what should and should not be put into the compactor on the outside rails next to the compactor. Mr. Carpenter also stated there were a couple of times where Saturday was busy and during that time it required a lot of attention to determine when the compactor should be operated. Running the solid waste compactor must be done manually, which is not very efficient.

Mr. Carpenter stated he has received a lot of feedback about the removal of the swap shop and hopes the people who want it to remain will attend the public hearing to determine alternative options. Ms. Bonser stated it might be that a separate group of non-staff people can agree to relocate the swap shop to a different location and manage the swap shop.

Mr. Carpenter stated that Mr. Cinfo clarified his request for additional help at the center is only temporary help. Also, the dogs on the second compactor have not been completed yet.

Town Office: Chair Rafter reviewed that people can sign up for open Town positions with the Town Clerk until Friday, January 31st. Chair Rafter also stated he will not be running for the Selectman position again but Ms. Donna Danis has signed up to run as Selectmen.

APPOINTMENTS:

7:00 pm - Jim Fernald – Rymes Building Permit: It was stated the amended Fire Safety Report, and answers to the four specific questions were received during the week of January 20th and additional documentation would be emailed, including an electronic version of the design plans.

Chief Vilchok will have the Fire Safety Engineer complete the review as soon as possible. Mr. Brown requested emailing the information to the Selectmen's Office as well as the Fire Safety Engineer.

Chief Vilchok stated the Fire Safety Engineer stated he is available to review the report, but a timeline for completion has not yet been determined. Chair Rafter stated he wanted to have the review completed as soon as possible.

Mr. Fernald asked about the steps after the report is approved. Chair Rafter stated the final engineer results will be reviewed by the Fire Chief and he will respond in a positive or negative fashion regarding the building permit.

The Selectmen thanked Mr. Fernald, Mr. Cricenti and Chief Vilchok for attending.

Code Officer: Mr. Colby stated information has been received by a developer that the Nottingham Post Office will not deliver mail within any new sub-division; either individual residential boxes or a group mail box. Further research indicates that the postal district Nottingham is part of, they will no longer deliver to new sub-divisions, however group mail box will be permitted.

The information will be given to the Planning Board at their next meeting. The developer will be given the specific USPS contact information so he can establish how and what steps are needed to solve the issue.

Board of Selectmen Department/Board/Committee Reports:

Recreation Department: Ms. Bonser reviewed the upcoming activities taking place with the Recreation Department. The annual Valentines Day Square dance is on Saturday, February 8 starting at 6:30 pm in the Community Center Gym. The next Senior Day luncheon is on

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Wednesday, February 19th at 12:00 pm. Ready Rides is hosting a comedy fundraiser, as well as a 50/50 Raffle, at the Northwood Congregational Church on Saturday, February 22nd.

Planning Board: Chair Rafter stated the hearing regarding the open space ordinance was held and after the public input and board member discussion the Planning Board voted 6 to 1 to remove the proposed ordinance for the ballot.

Mr. Carpenter stated he received follow up information about cluster home developments and the possible impact of chemical contamination; results show a higher amount of salt and fertilizer found in the water system because of the resident lifestyle; he is still waiting for delivery of the actual report. Ms. Bonser stated cluster developments may not be the answer.

Budget Committee: Ms. Wirkkala reminded everyone the Budget Committee Town Budget Public Hearing will take place on Thursday, February 6 at 7:00 pm. Ms. Bonser reminded everyone the School Budget Deliberative Session will take place on Wednesday, February 5 at 7:00 pm.

Recycle Center: Ms. Bonser reminded everyone the Recycle Center Fee Hearing will take place Monday, February 10 at 7:00 pm.

Historical Society: Mr. Brown stated the Historical Society applied for and received a monetary grant, and were asked to submit a certificate of insurance in order to receive the funding. It was determined the Historical Society isn't a Town entity and can't be a co-insured, despite working in Town owned buildings. The application will be re-submitted with the Town applying for the grant. Discussion with the NH Library indicates the requirements for insurance is coming from the NH Attorney General's Office.

Motion: by Chair Rafter, second by Ms. Bonser to authorize Mr. Brown to sign the contract with the NH Cultural Resources to apply for the Historical Society grant.

Vote: 3 – 0 in favor.

Mr. Brown stated there is minimal insurance placed on the contents of the Historical Society records, because they are irreplaceable. The Historical Society is working on digitizing their historical records, but it is a time consuming process.

Check Signatures: Mr. Brown stated Citizen Bank has instituted new multiple signature fees and requested the Selectmen to sign new signature cards; if there is more than one signature on checks the bank will charge each account a monthly fee, and changing to one signature per check will eliminate the fee. Discussion took place about the check signature process and requirements.

Ms. Bonser disagreed with the requirement, indicating she feels there is additional security when two signatures are required. Ms. Bonser stated she would like to write a strong letter to the bank expressing displeasure about the new fee and the Town might consider changing banks. Mr. Carpenter stated he agrees with the idea of a letter and does not like the idea of payments for an extra check signature fee.

After discussion the Selectmen determined they are not ready to sign the signature forms, will pay the fee at this time, and continue researching available options until a final decision about the process is made. The Selectmen agree that there is movement forward to change to electronic banking they are not yet ready to commit.

Animal Control: Mr. Brown stated the Animal Control Officer Tim Witham had a medical emergency and will be taking some time off. A temporary interim replacement has been found.

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Board of Assessors: Mr. Brown stated Mr. Reed's wife passed away and a request has been made to submit donations to either the Food Pantry or the Fire Department; the Selectmen decided to donate to both agencies.

Planet Aide Request: Mr. Brown stated a request has been received from Planet Aide to place a new box in town where used clothing can be donated. However, Nottingham had a box at the Recycle Center in the past and there were significant problems with pickups. The Selectmen requested additional information about the pickup schedule before they would give approval.

Large Ground Water Withdrawal Bill: Mr. Brown reported Mr. Jim Hadley is requesting Selectmen support on his supporting response to the legislature regarding HB1467.

Ms. Bonser reviewed the HB1467 language changes and the supporting information Mr. Hadley wanted to submit. Ms. Bonser offered support of the letter written by Mr. Hadley and requested the Selectmen also submit a supporting response to the bill as well. The Selectmen requested Ms. Wirkkala draft a simple supporting response which would be sent to the bill committee.

Conservation Commission: Ms. Bonser asked if the request has been made to the Conservation Commission to create a list of private and Town owned easements that require Town enforcement and legal responsibility. This should include the open space developments and management of the easements.

Discussion took place about easements, including inspections, enforcement requirements, and actual responsible parties for management of the open space developments and easements. It was stated there might need to be additional follow up on the privately owned open space requirements, whether or not a Homeowners Association is required or additional Town steps needed.

Town Beach Communication: Ms. Bonser asked about the status of increasing phone service at the Town Beach and it was stated no final answers have been established and research will continue.

Town Report: The Selectmen discussed options for Town Report dedication. Ms. Wirkkala presented her suggestion for the Town Report covers over the next eight to nine years; old and new photos of significantly important monuments and buildings in town, providing some historical information and photos about the chosen structure. The Selectmen will make a decision at their next meeting.

Budget Discussion: Chair Rafter indicated the Budget Committee had questions about the exemption and credit changes and how merit increases are documented and determined.

Mr. Brown stated he did have some information but an actual amount can't be established with the change as more people will qualify.

Mr. Brown stated questions were also received about possibly reducing the Fire Department Salary with the decrease in personnel, but after discussion the decision was made to leave the salary amounts as submitted. Ms. Bonser asked if a hiring committee has been selected and Chief Vilchok indicated he has not created one yet but would within the next 30 days.

Mr. Brown stated work will begin on gathering the revenue information, stating this is a very busy time for the bookkeeper. Information is needed not only for the budget process but also for the Town Audit and the regular end of the year documentation; Saturday's and work at home has been taking place.

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Channel 22: Chair Rafter stated he watched the Budget Committee meeting; the picture quality is very poor and asked if there was a way to improve it. Mr. Carpenter stated the camera is a good one, but it isn't high definition and recommended changes to the TV settings.

Ms. Wirkkala stated she met with two companies about installation of a second portable camera and connections in Conference Room #2 and the Gym.

ADJOURNMENT: Having no further business,

8:15 PM **Motion:** by Mr. Carpenter, second by Ms. Bonser to adjourn.

Vote: 3 – 0 in favor.

Respectfully Submitted,

Dawn Wirkkala