

Minutes
Nottingham Selectmen's Meeting
March 10, 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, Jaye Vilchok – Fire Chief, Betsey Saunders, Bonnie Winona-MacKinnon – Moderator, Cheryl Smith

MANIFEST SIGNATURE:

Motion: by Ms. Bonser, second by Mr. Carpenter to approve the March 10, 2014 manifest.

Vote: 3 – 0 in favor.

OUTSTANDING MINUTES:

Motion: Ms. Bonser, second by Mr. Carpenter to approve the minutes of the February 24, 2014 meeting as amended.

Vote: 3 – 0 in favor.

Town Administrator and Department Reports, Mail/Correspondence and Signature Items:

Highway: Mr. Brown stated staff is staying busy with keeping roads clear from the many snow storms. The Road Agent will put up the parking barriers for elections on Tuesday.

Town Administration: Mr. Carpenter requested that the Selectmen receive notice about when and why a town employee has given or will give a televised or public statement. Mr. Brown stated Police Chief Foss responded to a news story regarding incarcerated individuals receiving welfare payments, prompted by a prior case interview completed by the Detective. The news story resulted in the Department of Corrections making sure inmates don't receive welfare payments.

June Chase submitted a thank you letter regarding her dedication in the Town Report.

Mr. Brown requested a non-public meeting with the Selectmen to discuss the recommendation for the Bookkeeper position. Ms. Bonser stated there was an article in the NHMA Town and City publication, indicating towns should not use the internet and social media accounts in the hiring process until a job offer is made.

Board of Selectmen Reports:

Recreation: Ms. Bonser reported the March Senior Lunch will be on March 19th at the Library. There will be a Spring Fling Vendor Fair on March 29th with bake sale and fundraising to support the Food Pantry. Contact the Recreation Department for more information.

Recycling Center: Mr. Carpenter reported Mr. Cinfo is working on additional ideas for changes at the center.

Elections and Town Meeting: Ms. Bonser stated she would attend elections from 8 am to 1 pm and Mr. Carpenter stated he would be there at 1 pm. Chair Rafter will attend when he can.

Mr. Carpenter stated Ms. Emily Buchanan has been invited to speak about her Playground Fundraiser at Town Meeting.

The Selectmen reviewed who would make the motion and second for each of the warrant articles during Town Meeting.

Mr. Brown stated the Moderator expressed concern about budget changes being proposed during Town Meeting, and making sure that the change isn't allowed if it wasn't discussed during the Public Hearing. Mr. Brown stated that isn't a totally correct statement, any budget lines can be discussed, but no new budget lines or expenses can be included; changes could include up to a 10% difference of the current total.

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Mr. Brown stated secret ballots are not needed for the exemption and credit warrant articles.

APPOINTMENTS:

7:00 pm: Betsey Saunders/Seth Peter Driveway Permit: Mr. Brown stated Mr. Colby submitted a request to the Selectmen to suspend the driveway permit until further details about property boundaries can be established.

Ms. Saunders requested that the Selectmen revoke the permit. Ms. Bonser stated the requested information should be reviewed prior to a final decision being made.

Motion: by Ms. Bonser, second by Mr. Carpenter to suspend the driveway permit issued by the Building Inspector to Mr. Seth Peters.

General discussion took place about driveway permits, applications and installation requirements.

Chair Rafter called the motion.

Vote: 3 – 0 in favor.

Ms. Bonser asked for Mr. Peters to be notified of the need for additional information and the suspension of the driveway permit.

Ms. Saunders asked if she would also need to get the ZBA to appeal the administrative decision and when she would need to file an appeal, if needed. Mr. Brown stated he believed it would only be if the Building Inspector doesn't approve of the requested suspension/revocation and there is 30 days after the refusal. The Selectmen and Mr. Brown stated Ms. Saunders should speak directly to the Planning and Zoning Office to determine the appeal process and filing deadlines.

The Selectmen thanked Ms. Saunders for attending.

7:15 pm: Fire Chief – Hiring Process Update & Rymes Info: Chief Vilchok reviewed he has received a total of 19 resumes, which have been narrowed down to 5 for further review. He hopes to have a final selection of 3 people to interview, but hiring probably won't take place until May. Chief Vilchok stated members are doing what they can to make sure the department is staffed with two people.

Discussion took place about whether or not to change the 2014 Full-time Salary budget account during Town meeting. It was determined there could be a \$9,000.00 salary reduction and Chief Vilchok stated he would be willing to make the motion during Town Meeting. Discussion took place about insurance costs and the Selectmen requested Mr. Brown to review if any possible changes to the insurance budget lines would also be needed.

Chief Vilchok stated the review of the Fire Safety plan has been completed. Chief Vilchok stated he submitted a letter to Mr. Brown recommending the Building Permit not be approved due to missing supporting documentation.

Mr. Carpenter stated the report from the independent engineer indicates it is not the final review and asked if that is enough to deny the permit. Chief Vilchok indicated he does have enough information to make a decision, stating Rymes did not supply enough information about the specific concerns; the recently submitted information was the same as the original report. Mr. Brown stated additional information regarding the four specific concerns was submitted by Mr. Cricenti via letter but the information was never included in the fire safety plan.

Ms. Bonser stated the denial of the permit is based on the indication of missing information from the fire safety plan and asked about the next steps, will they have more time to submit the missing information? Chief Vilchok stated he isn't positive about the next steps. Mr. Brown stated the Building Inspector will make the final determination about the permit.

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Mr. Carpenter stated the Fire Marshall previously indicated that any appeal to a denied building permit should be submitted to the Fire Marshall.

Chair Rafter asked if the memo would be mailed to Rymes and Mr. Fernald. Mr. Brown stated the denial will come from the Building Inspector but the response can be included with the letter from the Building Inspector.

7:30 pm: Moderator – Town Meeting Info: Ms. MacKinnon stated Cheryl Smith would be serving as Deputy Moderator during elections on Tuesday and might also serve as moderator for Town Meeting due to a possible family emergency.

Mr. Brown stated the Moderator would receive a copy of the Move and Second list, indicating which of the Selectmen would take the action on each of the warrant articles. It was stated if a motion and second isn't made for any of the warrant articles, the motion goes away. While new warrant articles can't be brought forward, anything regarding the material presented during the public hearing can be discussed.

Mr. Carpenter stated Emily Buchanan will give a presentation regarding her fund raising efforts to get new playground equipment at the elementary school. Ms. MacKinnon asked to have an introduction for Emily.

Ms. MacKinnon indicated a few announcements will be made at the beginning; information about Ready Rides, Pledge of Allegiance, reading of the rules, a reading regarding a history of Town Meetings by Coe-Brown students, in addition to a couple of other notices, and the Ladies Fire Auxiliary will be selling lunch.

Ms. MacKinnon asked to have the original petition warrant articles incase there are any problems with the wording between the original and the final warrant.

General Business:

Mr. Brown stated a Pole License needs signing.

Motion: by Mr. Carpenter, second by Ms. Bonser to approve the Petition and Pole License #459 located on Kennard Road.

Vote: 3 – 0 in favor.

Recycle Center: Ms Bonser suggested having the school kids get involved in the recycling process and have the school put together some simple videos about how to recycle; she would be willing to work with the students on the project.

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

8:04 PM Motion: by Chair Rafter, second by Ms. Bonser to enter non-public under RSA 91-A:3 II(b)

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

The Selectmen reviewed the Town Administrator hiring recommendation for the Bookkeeper position.

Motion: by Ms. Bonser, second by Mr. Carpenter to accept Mr. Brown's recommendation to hire Ms. Elizabeth Warrington as the Bookkeeper.

Vote: 2 in favor. Chair Rafter recused himself

The Selectmen confirmed the process they would use to complete the annual performance evaluation of the Town Administrator and Chair Rafter and the Selectmen agreed to sign the final evaluation after Town Meeting.

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Motion: Ms. Bonser, second by Mr. Carpenter to exit the non-public session at 8:27 pm.

Vote: 3 – 0 in favor.

ADJOURNMENT: Having no further business,

8:28 PM **Motion:** by Mr. Carpenter, second by Ms. Bonser to adjourn.

Vote: 3 – 0 in favor.

Respectfully Submitted,

Dawn Wirkkala