

Minutes
Nottingham Selectmen's Meeting
April 7, 2014

6:30 PM Chair Carpenter opened the meeting and asked all those present to stand for the Pledge of Allegiance.

Members Present: Mark Carpenter, Mary Bonser and Donna Danis

Others: Charles A. Brown – Town Administrator, Dawn Wirkkala – Secretary, Gunnar Foss, Carl Nadeau, Heidi Carlson, Marge Carlson, Betsy Warrington, Don Horvath, Lori Wiberg, Janet Horvath, Gary Cowan

Chair Carpenter thanked those for attending and introductions of new employees were completed.

6:30 pm Introductions: Chief Foss introduced Carl Nadeau the new part-time Police Officer and provided information about his background and where he is in the hiring process. Chief Foss also stated Officer Mike Drake will be continuing his training to be certified as a Drug Recognition Expert (DRE). This training will give the department a better understanding of new illegal substances and will provide for better assessment of individuals believed to be under the influence.

Ms. Bonser asked about the new Town Prosecutor. Chief Foss stated he feels the department is in a great position with expectations of getting better results and she is communicating and working very well with the officers.

Mr. Brown introduced Ms. Betsy Warrington, the new Bookkeeper, stating she was the prior Nottingham Deputy Tax Collector. Ms. Warrington will train with Mrs. Carlson during the month of April and things are going very well.

The Selectmen thanked Mr. Nadeau and Ms. Warrington for coming in.

Retirements: Ms. Heidi Carlson stated there will be an Open House Retirement Event on Monday, April 21st from 3:00 pm to 6:00 pm to celebrate the retirement of Marge Carlson and Charles Brown. All boards and committees members and department employee have been invited and all those in the community are also welcome to attend.

Ms. Bonser asked if there was anything the Selectmen could do. Ms. Heidi Carlson stated they could bring in any foods they would like; some food and drinks will be available, for the event.

MANIFEST SIGNATURE:

Motion: by Ms. Bonser, second by Ms. Danis to approve the April 7, 2014 manifest.

Vote: 3 – 0 in favor.

Mail/Correspondence and Signature Items:

The Selectmen signed documents, including the agreement for the Nottingham Police Department to provide security details at Pawtuckaway State Park, a letter to the NHMA indicating who from Town is authorized to contact the NHMA for information and advice, a memo providing the Tax Collector authority to waive interest in the amount of \$5.00 or less, and the form MS-2 Report of Appropriations Actually Voted, at Town Meeting.

Motion: by Ms. Bonser, second by Ms. Danis to sign the form MS-2 Report of Appropriations Actually Voted on.

Vote: 3 – 0 in favor.

Mr. Brown suggested the Selectmen consider using a standard Consent Agenda, which includes many items being approved with an explanation and allows the Selectmen to vote one time while

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approving a group of specific listed items. Many towns are currently using this type of authorization form that can help speed up meetings.

Mr. Brown stated consideration of member appointments for the Library Trustees and the Conservation Commission were submitted.

The Selectmen requested more information about the quantity of and term lengths for Conservation Commission members prior to approving the recommendations, as interest has been expressed by other members in the community.

Motion: by Ms. Bonser, second by Ms. Danis to approve the recommendation of the Library Trustees to approve Melanie Metz as the alternate Library Trustee.

Vote: 3 – 0 in favor.

Mr. Brown stated the Tax Collector submitted a request to waive minor amounts of interest according to RSA 76:13.

Motion: by Ms. Bonser, second by Ms. Danis to extend the Tax Collector authorization to waive interest according to RSA 76:13

Vote: 3 – 0 in favor.

Mr. Brown stated the salary histories for every employee must be initialed by the Selectmen for the 2014 raises.

APPOINTMENTS:

7:00 pm: Janet Horvath/10 Year Recreation Plan: Chair Carpenter welcomed those who came to discuss the recreation plan.

The Selectmen, Ms. Horvath, and Ms. Wiberg and Mr. Cowan from the Nottingham Youth Association (NYA) met to review the 10-Year Recreation Plan, discuss current priorities for the Recreation Department and the NYA for indoor and outside activities, as well as coordination with the Marston Farm and future development plans.

Ms. Bonser reviewed that the Recreation Plan was created in 2011 and asked for documentation about the currently offered Recreation Department activities and the number of participants, to try and better determine what might actually be needed for space and facilities, including possible plans for the back portion of the Community Center.

Ms. Horvath stated she has been told Recreation would not have access to the back portion of the building and the existing plan can be modified as needed. Many citizens approach her with suggestions and/or requests for activities and space needed for the Recreation Department; some suggestions have been completed by volunteers, others have not been considered because of the scale or expense, and others have been added to the list while balancing the cost of the plans.

Ms. Bonser stated space is needed and there is plenty within the back areas of the building.

Mr. Brown asked the Selectmen to provide feedback to the Recreation Department about what they would like to see from her in order for Ms. Horvath to move forward with planning improvements.

Chair Carpenter stated this is a beginning for the Selectmen, Recreation Department and residents to review what steps should be taken to identify and then move forward. Initial steps have been taken to determine the back portion of the community center is sound, steps are being taken to move work forward at the Marston Farm and it is time to get organized.

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Ms. Danis asked what specifically the Recreation needs; a starting point or direction of where to start.

Ms. Horvath stated the focus should be taken away from the plan as a whole and move toward the ball fields as the current priority; Ms. Wiberg is NYA Softball Director and Mr. Cowan is the Facilities Manager and ball field expert.

Ms. Danis stated she is concerned about being short sighted for what Recreation needs and doesn't want to consider only the ball fields; what else is needed and there should be a plan for fields at the Marston Farm property.

Mr. Brown reviewed the Marston Farm property information, stating he believes there is also a lot of good gravel that could be used by the Town with the planned improvements.

Chair Carpenter stated the Selectmen and School Board have spoken in the past about the planning process for the Marston Farm, making sure it is developed for all the different possible users of the facility.

Ms. Danis asked to meet with Ms. Horvath and review the 10-Year Recreation plan and discuss what should be considered and might be needed.

Ms. Horvath stated she believes when work is ready to start on new ball fields there will be plenty of volunteers and donations provided. There was a lot of participation in the past when repairs and/or maintenance were needed on the existing fields, specifically after the floods

Discussion took place about the number of fields that might be needed, the size and type of field each sport will need and the possible ability of crossover on the fields between the different sports. It was stated there could be two soccer fields, two baseball fields, one softball, and one T-Ball field. The Selectmen asked to receive information regarding each field type, including the size, type of field ground cover, measurements, fencing, etc.

Ms. Bonser stated starting the discussion now will ensure the Town has time to determine what should be proposed for the 2015 budget. Chair Carpenter asked if other sports should be considered in developing a plan for the fields. Mr. Cowan stated he does not expect everything to happen at once or in one year; it has taken Little River three years to move forward with their plans.

The Selectmen discussed possible methods they might move plans forward for the Marston Farm planning phase. Ms. Danis stated it could be compared to a mini CIP.

Ms. Danis asked if the back area needs a new roof, if it made sense to consider a higher roof and have it also possibly used for a basketball court.

Chair Carpenter asked to create a small group to review the Recreation 10 year plan and establish an action list and an estimate on the amount of money that might be needed. Chair Carpenter asked for clear list of objectives within the next four to six weeks for what Recreation might need, with a possible intent to start some work this year, consider fund raising and planning for the 2015 budget.

Ms. Danis volunteered to be the Selectmen's Representative on the group and would meet with Ms. Horvath later in the week.

The Selectmen asked Ms. Horvath to provide demographics of Recreation activities as well as the number of participants, for both indoor and outside activities.

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Ms. Bonser stated UNH has many sports activities and could Nottingham consider some type of possible agreement preventing a duplication of services?

Ms. Horvath stated the Town could consider offering paid membership for use of the facilities to raise construction funds, depending on the types of services that would be made available.

Mr. Cowan asked about Conservation Commission requests for the Marston Farm property. Ms. Horvath stated she had a member from the Commission express opposition to putting in ball fields. Chair Carpenter stated there is plenty of space there for everyone to have what they need, and it will start by putting together a plan of all that is needed.

The Selectmen requested Ms. Horvath to add location and entrance information about the Mulligan Forest to the web site.

The Selectmen thanked the members of the NYA for attending and appreciate their willingness to participate in the planning process.

Recycle Center: Chair Carpenter asked for the Selectmen to review the Recycle Center Policy for review at the next meeting.

Ms. Wirkkala stated the policies she is requesting a review and faster response on are the Town Policies about operations at the Recycle Center and not a review of the employee operations policies recently drafted by Mr. Cinfo.

It was stated the policy Mr. Cinfo wrote up was more for the employees and not for the center operations. Chair Carpenter asked Mr. Cinfo to be contacted for clarification regarding the policies.

OUTSTANDING MINUTES:

Motion: Ms. Bonser, second Ms. Danis to approve the minutes of the February 10, 2014 meeting as amended.

Vote: 3 – 0 in favor.

Motion: Ms. Bonser, second Ms. Danis to approve the minutes of the March 10, 2014 meeting as amended.

Vote: 3 – 0 in favor.

Motion: Ms. Bonser, second Ms. Danis to approve the non-public minutes of the March 10, 2014 meeting as amended.

Vote: 3 – 0 in favor.

Motion: Ms. Bonser, second Ms. Danis to approve the minutes of the March 17, 2014 meeting as amended.

Vote: 3 – 0 in favor.

Motion: Ms. Bonser, second Ms. Danis to approve the non-public minutes of the March 17, 2014 meeting as amended.

Vote: 3 – 0 in favor.

Town Administrator and Department Reports

Building: Mr. Brown stated Mr. Peters received his notice about rescinding the Driveway Permit and has now requested a driveway permit with access on Winter Street. Winter Street is an original Rangeway. There isn't an official road and there is also a wetlands issue. Mr. Brown

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requested permission to contact the Town attorney to discuss the issue and the Selectmen agreed to the request for a legal opinion.

Fire: Mr. Brown stated the new candidate has accepted the offer for employment and will need to pass his preliminary testing, and the Fire Chief hopes to have a start date of April 28, 2014. Chair Carpenter stated he participated in the three interviews and a good candidate was selected.

Town Office: Ms. Bonser stated she received information from the Local Government Center (LGC) that a specific hiring committee isn't needed, and completing interviews for a new Town Administrator with the Selectmen and current Town Administrator is appropriate for Nottingham.

Mr. Brown reported additional quotes are expected for property liability insurance and a decision will need to be made very soon. Discussion took place about the maximum insurance liabilities and the differences between the existing company and a new company.

Ms. Wirkkala stated Mr. White asked the Selectmen to write a letter of support to state legislators regarding the special US Constitution Amendment referendum. It was stated the referendum should be provided to the legislators but a letter isn't needed.

Ms. Wirkkala stated a request was received by a private non-resident asking to use his metal detector to find things in the ground at the Town Square and the Selectmen decided it would not be allowed.

Highway: Mr. Brown reported the department had a vehicle accident take place on March 14th that he was not notified about until two weeks later; the Town is being sued. Chair Carpenter stated he is concerned the Town Office was not notified and Mr. Brown stated it was the week he was out sick and was only an oversight. It was stated if Department Heads were unable to notify the Town Administrator regarding an emergency, they should notify any of the Selectmen.

Town Administrator Search: After discussion the Selectmen decided they wanted to meet with each of the Department Heads, with Mr. Brown, to review their opinions on what might be needed in selecting a new Town Administrator. Mr. Brown was asked to send all the received resumes to the Selectmen.

The Selectmen decided they wanted Mr. Brown to interview candidates based on his initial list during the month of April; follow up interviews would then take place with the Board of Selectmen during the month of May. The Selectmen stated they wanted to interview at least five candidates and determined a timeline of when interviews would take place.

Chair Carpenter asked the other Selectmen to suggest a process that should be used during the Selectmen's interviews, specifically if a hiring matrix should be used, and additional comments should be submitted to Mr. Brown to be included in those questions already suggested. Another meeting could be held to determine the exact criteria for the interviews; each of the Selectmen will draft at least five questions.

Selectmen Department Liaison Assignments: The Selectmen decided who would be the liaison for each department and Boards and Committees.

Chair Carpenter would be the liaison for the Recycle Center and Fire Department. Chair Carpenter would be the alternate for the other Selectmen at Board and/or Committee meetings they could not attend and the member Capital Improvement Program Committee and Building Committee.

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Ms. Bonser would be the liaison for the Police Department, Highway Department, Building Inspector, Planning Board, and 300th Birthday Committee.

Ms. Danis would be the liaison for the Recreation Department, and Budget Committee.

Moderator: Mr. Brown asked the Selectmen to determine a response to the Moderator regarding her request for payment of the person who helped her during Town Elections. Chair Carpenter stated a response needs to be drafted to the Moderator about following precedence and if the Moderator doesn't agree she should meet with the Selectmen.

Ms. Wirkkala indicated the Selectmen previously discussed and stated they did not support the position of a Deputy Moderator during the 2014 budget process, although they did support training for an alternate if an emergency situation came up and the Moderator couldn't attend Elections or Town Meeting. The Selectmen agreed they did not support the position of a Deputy Moderator because Nottingham did not have multiple voting places.

Board of Selectmen Reports:

Planning Board: Chair Carpenter stated the Planning Board reviewed maps and chose Alternate Board Members. Alternates included Susan Mooney, Gary Anderson, Buzz Davies and Teresa Bascom.

ADJOURNMENT: Having no further business,

9:25 PM **Motion:** by Ms. Bonser, second by Ms. Danis to adjourn.

Vote: 3 – 0 in favor.

Respectfully Submitted,

Dawn Wirkkala