

**Minutes
Nottingham Selectmen's Meeting
June 16, 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: Chris Sterndale – Town Administrator, Dawn Wirkkala – Secretary, Sam Demeritt, Johan Kerkhove, Terry Bonser, Ed Viel

MANIFEST SIGNATURE:

Motion: by Ms. Danis, second by Ms. Bonser to approve the June 16, 2014 manifest.

Vote: 3 – 0 in favor.

OUTSTANDING MINUTES:

Motion: Ms. Bonser, second Ms. Danis to approve the minutes of the June 2, 2014 meeting as amended.

Vote: 3 – 0 in favor.

Motion: Ms. Danis, second by Ms. Bonser to approve the non-public minutes of the April 16, 2014 meeting as amended.

Vote: 3 – 0 in favor.

Town Administrator Reports, Mail/Correspondence and Signature Items:

The Library Trustees plan to announce their selection for head librarian soon.

USA Springs will have a hearing on June 24th. Mr. Sterndale stated he will attend the hearing with counsel and will provide a status update to the Selectmen after the hearing.

Recycling Center signs have been received and thanks are given to Gary Anderson who will install them sometime in the next week. The new In and Out doors have also been started.

The Board of Assessors met to review the preliminary settlement regarding the Fairpoint property valuation appeal. Additional information regarding the specifics of appeal and settlement would be provided to the Selectmen and the decision regarding the appeal will be handled by the Board of Assessors.

The lock on the Town Beach gate had to be replaced; someone ran into the gate with a vehicle. It appears someone was trying to get out after the gate had been closed and locked; hours are posted at the Town Beach. Mr. Sterndale stated the Police Department is considering installation of a camera to monitor activity, discussion and consideration about the type and location of a camera will continue. It was stated this topic has been previously discussed, for increasing cell phone service as well as camera monitoring options because of increased illegal activity taking place at the beach, and discussion to find solutions can continue. Ms. Danis asked about patrols for the boat launch as well. Mr. Sterndale stated he would like to consider options for parking at the Town Beach. Chair Carpenter stated the Town now requires the Municipal Facility Sticker for users of the beach and discussion took place about the ability to enforce its use.

Chief Vilchok presented an offer to fill the third full time Fire Department vacancy, and a response to the offer is pending. Chair Carpenter reviewed the interview process that was recently completed and provided information about the candidate.

The Selectmen signed the letter to Officer Drake thanking him for his exemplary service during a situation where he was able to prevent a citizen from harming themselves.

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Mail Folder: A letter of appreciation for the opportunity to meet with the Selectmen from Executive Councilor Pappas; Mike Russo resigned his position as the Lamprey River Advisor Committee (LRAC); a letter of appreciation to the Town and Nottingham Police Officers from the Newmarket Police Department thanking them for their response and assistance during an emergency call on May 30, 2014.

Board of Selectmen Department/Board/Committee Reports:

Budget Committee: Ms. Danis reported the first meeting was held on June 12th, and both Mr. Sterndale and Ms. Warrington attended. Mr. Batchelder was elected as Chair and Mr. Wheeler as Vice Chair, Mr. Reed and Mr. Hadik are the new elected members, and Doug Poulin was voted to fill a vacancy on the board. A review of the Town first quarter and School third quarter expenses and revenues took place. There were only a few questions asked, including more information about the completion of the Fire Department vaccinations. The Budget Committee meeting will be September 4, 2014 at 7:00 pm.

Recreation: The Senior Picnic will be held on June 18th. Swim Lessons start on June 30th and registrations are being accepted. Registrations are also being accepted for Lego Camp, Challenger Soccer Camp, Drama Camp, summer soccer clinics, fall Soccer League and Flag Football. The 2014 Summer Concert Series has been established; Tuesdays nights during July and August.

Chair Carpenter asked if it might be possible to consider changing the summer concerts to a Wednesday instead of Tuesday night next year, as Tuesday night conflicts with the Liar's Paradise Cruise Night, which supports the Nottingham Food Pantry.

Planning Board: A review of a couple of small sub-divisions took place and the board will provide a response to the Selectmen's request to test existing and delay new ordinance proposals for a year.

Fire Department: Chief Vilchok will provide the schedule for vaccines in the near future. There are also some members of the department who will be recognized for their significant volunteer services; more information will be coming.

APPOINTMENTS: None Scheduled

General Business:

Marston Property Demolition Proposals: Mr. Sterndale reviewed information about the received bids for the Marston Property Demolitions.

The bids received were from All-Ways Recycling from Bridgewater in the amount of \$17,500.00 and Danley Demolition from Fremont in the amount of \$9,800.00. The 2014 warrant article for the demolition requested \$25,000.00; the amount estimated from preliminary demolition requests during the budget cycle. If asbestos is located in the property the cost of demolition may rise above the \$9,800.00.

Motion: by Ms. Bonser, second by Ms. Danis to accept the bid from Danley Demolition.

Vote: 3 – 0 in favor.

The Selectmen requested to receive some type of appropriate memento from the building for historical purposes.

New Video/Audio/Projector Bids: Ms. Wirkkala reviewed the requested reference information, which was very positive about Valley Communication and the equipment the Town is looking to purchase. The bid and equipment being requested were reviewed and discussed.

Discussion took place about who the AV Director/Manager was, the training on the equipment that will be provided and who the primary individuals responsible for equipment management. Chair

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Carpenter stated duties have been managed between him and Ms. Wirkkala, typically during his Wednesday office hours, Ms. Wirkkala manages the slides and video changes, and Mr. Sterndale and Ms. Wirkkala will be the primary people responsible for equipment management and set up.

Motion: by Ms. Danis, second by Ms. Bonser that the board authorizes the Town Administrator to use Cable Franchise funds and enter final negotiations and a contract for services with Valley Communications, for installation of the second video and audio systems and a projector system with an estimated projected cost of \$22,053.00. The board also authorizes the Town Administrator to purchase the additional needed equipment for cable management, switches and portable conference tables at an estimated cost of \$250.00.

Vote: 3 – 0 in favor.

Board/Commission Appointments: Chair Carpenter stated there were regular and alternate appointments for both Conservation Commission members and Library Trustee members.

Motion: by Ms. Bonser, second by Ms. Danis to appoint Christopher Thompson to a regular membership to the Library Trustees from June 16, 2014 to expire as prescribed by law.

Ms. Danis and Ms. Bonser asked for a change in operation for appointing individuals to boards and committees, the new process would be applicable to all appointments. At least one board member and/or the volunteers should come to the Selectmen's meeting to provide answers to questions they might have and for an informal interview process of the new volunteer.[I also remember it as the applicant should come to the Selectman's meeting]

Discussion took place about term lengths for individuals replacing elected members; typically until the next election period but there were questions about the wording of Library Trustee statute.

Chair Carpenter called the vote. **Vote:** 3 – 0 in favor.

Motion: by Chair Carpenter, second by Ms. Danis to appoint Debbie Merrick as an alternate member on the Library Trustees from June 16, 2014 to March 2015.

Vote: 3 – 0 in favor.

Motion: by Chair Carpenter, second by Ms. Danis to appoint Cheyenne Thompson as an alternate member on the Library Trustees from June 16, 2014 to March 2015.

Vote: 3 – 0 in favor.

Ms. Bonser recused herself from the discussion as her husband was a nominee.

Discussion took place about the currently filled and open Conservation Commission positions, both regular and alternate. Chair Carpenter and Ms. Danis reviewed the current nominees.

Chair Carpenter stated he felt the Commission and Selectmen had a very positive discussion during the June 2, 2014 Selectmen meeting, which provided information about the program and how the Commission is taking action on easements they are considering. Chair Carpenter and Ms. Danis agreed with a desire to continue with the dialogue between the two boards.

Chair Carpenter and Ms. Danis agreed it is positive to have diversity among members on every board and committee in their discussion about which members should be nominated to the regular membership and alternate vacancies. Chair Carpenter and Selectman Danis were of the same view that it is appropriate to move alternate members into regular member vacancies and bring in new alternate members.

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Mr. Demeritt asked to have the two current members appointed to the regular member vacancies and the two new people as the alternate member vacancies; the alternates could become regular members after serving as an alternate. Mr. Demeritt stated votes take place on regular meeting items, minutes and agendas as well as decisions on easements, alternate members were able to participate in all meetings, including non-public sessions, but could not vote when there was a full regular member quorum.

Motion: by Ms. Danis, second by Chair Carpenter to appoint Cheryl Smith as a regular member to the Conservation Commission until 2017, Raelene Shippee-Rice as a regular member to the Conservation Commission until 2017, Kristen Lamb as a regular member to the Conservation Commission until 2016 and to also appoint Terry Bonser as an alternate member to the Conservation Commission until 2017, and Johan Kerkhove as an alternate member to the Conservation Commission until 2017.

Vote: 2 – 0 in favor.

Ms. Bonser rejoined the meeting.

Discussion took place about preference being given to alternate members to become regular members, if they want, when a vacancy on a board or committee takes place. All Selectmen agreed to establish this as a working policy. The Selectmen also requested to establish a policy that requires interviewing potential appointees prior to making the formal appointments to any committee or boards which are appointed by the Selectmen.

Discussion Items: Chair Carpenter stated he would like to have Discussion Items become a regular item on the agenda, providing a time for Selectmen to consider and discuss general information about the Town.

Internal Controls: Ms. Bonser stated she wanted to find out what kind of information the Selectmen should know regarding the audit process and recommended internal controls. Mr. Sterndale distributed recommendations from the Auditor. One recommendation was changes in operation of the accounting software to improve reporting procedures and discussion with the Auditor indicated there weren't any areas of major concern. Mr. Sterndale stated changes to the software operation are currently being reviewed for implementation starting January 2015, as mid-year changes to accounts are very difficult. Mr. Sterndale stated other items he will bring forward for Selectmen consideration is an official purchasing policy, how cash is handled, and records retention. There are no significant concerns about purchases or how cash is handled but will help to refine the processes. Retention of records is a bigger issue, which will need more work to establish a more formal and secure location, as well as methods and timelines for records disposal.

General discussion took place about the status of documents retention, existing and possible future locations, and how the plan for improvements will move forward. Chair Carpenter asked to have a proposal to further secure Town documents presented at the beginning of the budget cycle.

Revenue Generating Ideas: Chair Carpenter asked the other Selectmen about considering revenue generating ideas. Chair Carpenter suggested with the development of the Marston property the Town can consider the possibility of an annual art and wine festival.

Ms. Bonser stated she is opposed to alcohol and the Town has a policy that does not permit alcohol on Town property, the Town insurance coverage might not permit it either, and an opinion should be sought from the Local Government Center about the process of introducing that type of activity to Town Government. Chair Carpenter stated any supported suggestions could be brought forward with a warrant article.

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Ms. Danis stated she believes additional methods of finding ways to reach Nottingham citizens and engaging them with Town activities is needed, and alternate methods to involve the younger people should be considered.

Ms. Danis asked about the ability to sell some of the Town owned property. Chair Carpenter asked about selling the Old Fire House property. Ms. Bonser stated the sale of the old fire house has been reviewed before but there was concern about a needed septic system upgrade. General discussion took place about options to sell Town owned property.

Chair Carpenter stated the Selectmen can consider other options for possible revenue generating ideas at any time.

Cable Franchise Fund: Chair Carpenter asked to consider a cap to the amount of money put into the Cable Franchise fund, which is currently a 50% split between the franchise fund and general fund [I thought it was 100%??]. The amount can be set to give the Town and School the ability to make purchases and changes to equipment when needed, but also provide for possible tax relief. After discussion it was determined available options could be to re-negotiate the amount of the actual franchise fee Comcast charges to Nottingham cable users or to change the percentage amount of the Comcast payment being returned to the general fund.

Ethics Policy: Chair Carpenter introduced the idea of creating some type of ethics policy for board and committee members. Ms. Bonser suggested a code of conduct policy.

The Selectmen requested examples of ethic policies and codes of conduct, including the Nottingham School Board policy.

ADJOURNMENT: Having no further business,

8:37 PM Motion: by Ms. Bonser, second by Ms. Danis to adjourn.

Vote: 3 – 0 in favor.

Respectfully Submitted,

Dawn Wirkkala