

Minutes
Nottingham Selectmen's Meeting
June 30, 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,

MANIFEST SIGNATURE:

Motion: by Ms. Danis, second by Ms. Bonser to approve the June 30, 2014 manifest.

Vote: 3 – 0 in favor.

OUTSTANDING MINUTES:

Motion: Ms. Danis, second Ms. Bonser to approve the minutes of the June 16, 2014 meeting as amended.

Vote: 3 – 0 in favor.

Town Administrator Reports, Mail/Correspondence and Signature Items:

Mr. Sterndale stated the Recreation Summer Camp opened today and is running fully staffed.

Mr. Gene Perrault is substituting for the Building Inspector's while Mr. Colby is out of the office.

The Fire Department boat should be delivered tomorrow. They are also now fully staffed with two full time and one per diem 39 hour per week employee, and the department returned to a seven days a week regular office schedule.

Recycle Center has the "In and Out" doors installed and the material signs are up.

Chair Carpenter thanked Ms. Serino and Ms. Wirkkala, Chris Murdough and Linda Backert for the paint donation and time to paint the Town Office and rearrange the furniture Friday night and Saturday.

Motion: by Ms. Bonser, second by Ms. Danis to nominate Mr. Chris D'Eon as a Deputy Warden for the Fire Department.

Vote: 3 – 0 in favor.

Mr. Sterndale stated Mr. D'Eon is the 39 hour per week per diem fire fighter at the Fire Department with the intent that he achieve full time status once his final certifications are complete.

Chair Carpenter reviewed the mail folder. A Recreation Department memo regarding the hiring of two additional individuals for the Town Beach; an Order was received from the Bankruptcy Court regarding the USA Springs bankruptcy case; and a letter was from the Planning Board responding to the Selectmen's letter of request.

The Selectmen agreed they expressed their view and the Planning the Planning Board has now responded.

Chair Carpenter stated a request was received from the Strafford Regional Planning Commission requesting a Town representative on the transportation committee. Mr. Sterndale reviewed the benefit of attending would be advanced notice of possible upcoming transportation changes.

After discussion the Selectmen decided that Mr. Sterndale should be the representative for the Selectmen for now, would attend the meetings and help us assess the value in continued participation.

Chair Carpenter stated the NHMA provided the recommended legislative policy list for review. The list of recommendations would be emailed to the Selectmen and discussion would take place during the July 14th Selectmen's Meeting.

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The Town was notified of a Nottingham resident septic violation and the NH Department of Environmental Services corrective action, which is informational only.

Board of Selectmen Department/Board/Committee Reports:

Planning Board: Board members completed their review and changes to the proposed land disruption ordinance. Ms. Bonser stated she abstained from the vote because of concerns that it may affect the Town plans for the Marston Property. Ms. Bonser stated she has concern about enforcement of the ordinance.

Marston Property Exploratory Committee: Contact was made to NH Listens, a program of the UNH Carsey School for Public Policy. They can provide information about the best methods to gather community input on future uses of the Marston Property. There is typically a fee, approximately \$2,000.00, however there should be grant money available to help pay for their assistance.

Ms. Danis stated committee members established a task list for activities that should occur during the exploratory process, including establishing a natural resources inventory, exploring funding sources, looking at other community recreation facilities, developing a site plan and identifying labor sources. Individuals have volunteered to take on some of the tasks, and the Recreation 10-Year Plan will be reviewed, as well as the CIP plan.

Dover High School student, Abby Cook has volunteered to gather examples from other communities. Ms. Cook presented information about a Kensington Park and facilities, and will review other surrounding town parks for future presentation about things that can be considered for the Marston property.

Mr. Sweeney suggested seeking help from the Army Corp of Engineers, as they will often look for projects to assist on.

Ms. Danis stated a primary goal of the committee is to find the best use possible for the property with the lowest financial impact to the Town.

Ms. Bonser asked that commercial/manufacturing development also be considered for the Marston Property, together with ball fields and other public uses. Chair Carpenter stated the Town does have some limitations with the release of the state lien agreement.

Chair Carpenter asked to assess possible revenue generating as a category related to events and other options that can be considered for the property as well. Ms. Danis asked for verification of the limitations.

APPOINTMENTS:

7:00 pm: Chief Foss stated he wanted to review a couple of possible budget concerns the Police Department may be facing. New quotes for the outfitting installations in the new cruiser had to be requested, the original mechanic is no longer available. The new quotes are an approximate \$600.00 more than the budgeted amount.

There was miscommunication regarding the payment for prosecution services, which was previously paid for on a quarterly billing cycle. Chief Foss requested the new prosecutor submit a bill for the entire contracted amount in July, simplifying the invoicing process. The Selectmen did not express concern with the change. Chief Foss stated he is very happy with the new private prosecution services.

(Ms. Danis was excused at 7:13 pm for personal business.)

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Chief Foss stated he has also completed the organization of staff operations for Police Department staff. Promotions are expected in the effort to equalize duties and reduce redundancy, while maintaining the necessary checks and balances and provided services. Employee performance evaluations will be presented to the Selectmen for review, defining the specific duties and chain of command for each employee.

Chair Carpenter and Ms. Bonser stated they support the Chief and the department, believing it is one of the best police departments around.

7:15 pm: Mr. Brian Dobson stated he is a new resident to Nottingham and is running for State Representative and reviewed his personal information. His platform is to focus on the education system, increase efforts to create and retain employment opportunity for younger generations, including addressing electric rates which are some of the highest of the country. He would like to encourage creation of new businesses and allow a business to be a business and make money, while maintaining proper oversight.

Mr. Dobson can be reached on Facebook at BrianDobsonforStateRep.

General Discussion

2015 Budget Planning: Chair Carpenter stated he would like the Selectmen to start the 2015 budget planning discussion.

Chair Carpenter stated he would like the Selectman to consider paving portions of the Recycle Center, making it cleaner for staff and visitors to recycle and allow for possible changes in the traffic pattern. It is possible the older baler might need to be replaced, as well as considering possible improvements to the older building. Chair Carpenter stated he does not want to invest a significant amount of money on the building without seeing increases in the amount of materials being recycled.

Discussion took place about how to consider possible facility changes for the Recycle Center, how the change to the sticker process might assist in the planning and the best method for considering changes. The Selectmen requested that the Road Agent review the possible costs for paving the Recycle Center.

Mr. Sterndale presented information about possible areas he would like to consider for the upcoming budget season. The list included new computer equipment and servers for multiple departments, replacement of breathing apparatus equipment for Fire and Rescue, a vehicle for the Highway Department, repair to the back storage rooms of the Community Center, document storage space, and the possibility of adding public internet access to the property assessment data.

Chair Carpenter asked if Mr. Sterndale had a plan to develop department budgets. Mr. Sterndale stated he will start working with Department Heads in the next two weeks in order to work with the Budget Committee schedule that should be approved at their next meeting.

Chair Carpenter stated the Selectmen should start planning for their budget proposals to make sure they are included in the process. Ms. Bonser recommended the Selectmen review the CIP for possible budget planning and consideration as well.

Appointment Process: The Selectmen expressed support regarding the information and plan provided by the Town Administrator and Chair Carpenter requested to postpone further review of the policy so that Ms. Danis could be present to participate.

Employee Performance Objectives and Reviews: Chair Carpenter postponed the discussion until Ms. Danis would be able to participate.

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127 **Code of Ethics:** Ms. Bonser stated if a town has to have a policy then they already have a problem,
128 but felt if one is needed the Town of Rumney offered the best example and recommended a Code of
129 Conduct document.
130 Chair Carpenter stated it would be a reminder about conduct, and also asked to postpone the
131 discussion until Ms. Danis could participate.
132 **ADJOURNMENT:** Having no further business,
133 **7:56 PM Motion:** by Ms. Bonser, second by Chair Carpenter to adjourn.
134 **Vote:** 2 – 0 in favor.
135 Respectfully Submitted,

136 Dawn Wirkkala