

**Minutes
Nottingham Selectmen's Meeting
July 28, 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, Tom Sweeney, Michael DiCrocce

MANIFEST SIGNATURE:

Motion: by Ms. Danis, second by Ms. Bonser to approve the July 28, 2014 manifests.

Vote: 3 – 0 in favor.

The Selectmen had a question regarding the pay day on the manifest, which would be clarified.

OUTSTANDING MINUTES:

Motion: Ms. Bonser, second by Ms. Danis to approve the minutes of the July 14, 2014 meeting as amended.

Vote: 3 – 0 in favor.

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

Fire Department: The department is retiring the old boat and seeking Selectmen permission to sell it. The boat can be viewed by appointment by calling the Fire Department. The Selectmen agreed with selling the old boat through a sealed bit process.

Ms. Danis stated the new boat is designed to make it easier to pull someone from the water with a flat section.

Police Department: The department received one part-time and one full time officer resignations. The vacant positions have been posted, applications are being accepted, and interviews will start soon.

Administration: Mr. Sterndale stated he met with Department Heads to start the discussion regarding personnel reviews and budget planning.

Chair Carpenter stated the Town received notice of retirement for Jeane Samms, the NH DRA Municipal Auditor who is responsible for setting the tax rate. The resignation of Officer Tony McKnight was accepted and the Selectmen thanked Mr. McKnight for his years of service.

Tax Collector: Mr. Garnett submitted a request to extend the lien date.

Motion: by Ms. Bonser, second by Ms. Danis that the board authorizes the Tax Collector to extend the 2014 lien date from Thursday, September 11, 2014 to Monday, September 15, 2014.

Vote: 3 – 0 in favor.

Board of Selectmen Department/Board/Committee Reports:

Planning Board: Ms. Bonser stated she will not be able to attend the August 27th board meeting due to the Election Law Seminar meeting, which the other Selectmen should also attend. Ms. Bonser would notify Chair Stockus that she will not be in attendance. Ms. Danis stated Mr. Colby will be in attendance and can notify the Selectmen of what took place at the meeting.

Ms. Bonser stated she emailed the Selectmen information regarding the recommended Steep Slope ordinance changes and requested a review of the ordinance take place at the Selectmen August 11th meeting.

MPEC: The committee met with NH Listens and believe they can offer significant input in gather community input on the use of Marston Property. The committee would like to move forward with

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them and has scheduled a meeting for August 18th to discuss the process in detail. Ms. Danis asked for authorization to spend up to \$2500.00 to receive assistance from NH Listens, with the expectation of actually spending less.

Mr. Sterndale answered the Selectmen funds availability question, stating the funds can be found within the existing budget. Ms. Danis stated that planning for the community input session, assistance with promotion, creating a conversation guide, training facilitators and creating a summary report.

Ms. Danis asked about the possibility of allowing the public to access the property once the final clean-up work at the Marston Property has been completed and writing an article about MPEC and the property for the upcoming Nottingham Newsletter. Mr. Sterndale stated the foundation has been filled in, the barn fully demolished; it was stated the property would need to have some type of public access posting. Discussion took place about what work and actions will be needed to allow the public to start visiting, walking and viewing the property.

Motion: by Ms. Bonser, second by Ms. Danis to allow MPEC to spend up to and not to exceed \$2,500.00 to enlist the aide of NH Listens on the project.

Vote: 3 – 0 in favor.

The Selectmen agreed it might be too soon to allow individuals to start visiting the property; they want to make sure the property is 100% clean before allowing public access. Ms. Danis stated her newsletter article will include information about the committee, upcoming activities and it becoming open for public access in the near future.

School Principal Committee: Chair Carpenter stated he participated with the selection committee, which held six interviews in the search for a new Principal. An open house will take place on Monday August 4th to allow the public to meet the candidate, an additional non-public interview will be held by the School Board, and then a final decision will be made.

APPOINTMENTS:

7:00 pm CIP / Tom Sweeney Discussion: Chair Carpenter stated the Selectmen wanted to review the CIP as they start the preparation work for the upcoming budget season, and he is now the Selectmen CIP Committee Representative.

Mr. Sweeney stated he will need assistance with completing the final portions of the 2013 CIP Report and it would be helpful to have department CIP form submissions earlier than last year. Ms. Bonser stated the additional information in the report is mostly demographics and building information.

The Selectmen agreed the CIP information and report should be on the Town website.

Discussion took place about when department and school information should be received and Mr. Sweeney stated he would prefer the spring in order to provide the completed information to the Budget Committee in the fall. After discussion the Selectmen requested Department heads be provided the forms on Tuesday, July 29th to be returned completed by August 11th. Mr. Sweeney would schedule a CIP meeting for August.

General discussion took place about items on the CIP report, including details for the Recreation Department with the development of the Marston Property, consideration of construction to the back portion of the Community Center, and other general information.

Ms. Danis stated trying to establish amounts for the CIP Report will be a guess for Recreation because there are so many unknowns; however, there are place holders for what might be needed.

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Discussion took place about having the Department Heads meet with the CIP committee to answer any of their questions. Chair Carpenter requested that Mr. Cinfo attend a meeting with the CIP Committee so they can review in more detail about what could be considered priorities for the Recycle Center and the amounts that would be needed.

The Selectmen requested to meet with Mr. Sweeney again after the department and school CIP request forms have been received and initial reviews have been completed.

7:30 pm Michael DiCroce / Rockingham County Attorney Candidate: Mr. DiCroce, a candidate for Rockingham County Attorney, reviewed his thoughts about the purpose and meaning for the County Attorney position, work experience as a prior assistant county attorney and a current private prosecutor for individual towns, and his significant court experience. Mr. DiCroce stated he believes he has both the experience and management skills needed to operate the department; including a strong code of ethics that should be required as a member of the law enforcement community.

The Selectmen stated they, as well as Chief Foss, are pleased with the prosecution services being provided by Mr. DiCroce's firm. General discussion took place about Mr. DiCroce's private prosecution law firm and what will happen with the private practice if he became the County Attorney. Mr. DiCroce stated his practice will be taken over by the other attorneys in his firm and he will withdraw from it completely.

General Business:

Mid-Year Budget Review: Mr. Sterndale reviewed some of the high and low sections of the budget; stating overall the budget is in a good place for both expenses and revenue. Learning about the revenue information continues and he hopes for a quiet September in regards to expenses.

Mr. Sterndale stated the both the Town Administrator and Bookkeeper Salaries accounts are over expended because of the vacation payout and overlap training where two employees for the same position were on staff. The vacation payout for the retiree, however, has been accrued and offsets the overage.

Ms. Bonser reminded Mr. Sterndale about the RSA that pertains to the serious nature of overspending the Town's bottom line budget amount. However, if additional funds are needed, permission can be sought from the NH Department of Revenue. Mr. Sterndale stated he hopes to avoid needing to request additional funds by careful management of the budget, including preventing the need for a spending freeze.

Discussion took place about the accounting used to address vacation and sick leave pay outs, and a meeting will be held with the Treasurer to review the steps needed to move forward.

General discussion took place about areas in the budget that are more of a concern, including the possible legal expenditures coming up, heating expenses for all buildings were significantly higher due to the cold winter, and vehicle fuel is going to be watched closely.

Mr. Carpenter asked about the Recycle Center revenue and expenses. Mr. Sterndale stated expenses are on track and revenue is being updated.

Ms. Danis stated the Budget Committee will meet on September 4th, reviewing the Town 2nd quarter expenses and School 1st quarter expenses; the school will present their draft budget before the budget committee?. It was decided the Town would present the expenses thru to August 2014 to the Budget Committee.

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Mr. Sterndale asked the Selectmen about the Town budget process and timeline they would prefer to follow. The Selectmen agreed they wanted to start the process earlier than the prior year, and to see any large budget considerations as early as possible, including paving of the Recycle Center.

The Selectmen reviewed the budget process from prior years of meetings with the department heads, the Town Administrator process, and how to proceed with overall departmental budget planning. Chair Carpenter stated that if we are going to spend more in one area we should see if there are other areas to Ms. Bonser stated she likes to see budget lines go down, especially when specific projects or activities have been completed.

Sterndale stated he would like to present the first draft of the budget to the Selectmen by the end of September or beginning of October. The Selectmen agreed to the timeline and requested the draft budget information the Monday before the meeting date to discuss the information. Workshop meetings between the Selectmen and Department Heads will start to take place late October, providing a timeline for the Selectmen to hold an additional meeting prior to presentation to the Budget Committee.

It was stated the Selectmen have decisions to make regarding insurance late in the process; in December, COLA consideration has been driven by federal changes also later in the year, and the Selectmen agreed that this budget year might follow the prior process for salary changes, Mr. Sterndale stated he might be able for some minor changes, and next year will utilize the new process.

Ms. Danis stated the Budget Committee fully understands the potential changes coming after the first draft of the budget; knowing some information won't be available until later in the process.

Candidates Night: The Selectmen reviewed the proposal for a Candidates Nights.

Suggested changes to the process were to reduce the amount of time each candidate would be allowed to speak, inviting only those candidates in contested races, public participation and questions, and the overall format of the event.

The Selectmen considered holding two separate events, one before the primary and one before the general election. It was stated there is concern about scheduling candidate nights with the proposed upcoming Selectmen meetings and budget workshop schedule during the same time period.

Ms. Danis stated her priority is the community input session for the Marston Property rather than a Candidates Night; she has some hesitation with the process being considered for the first candidate's night as there could be the impression that the Selectmen have made the decision to exclude the Democrats.

Ms. Bonser stated as a member of the Republican Party, there was a night before the primary and before the general elections where candidates could speak and there was high public attendance and the candidates enjoyed the opportunity to speak.

After discussion the Selectmen decided to allow all candidates to present an information slide that would run on Channel 22 before the candidates night, the primary candidates night will be for contested NH Senate and NH Representative races only, the format and amount of time for presentation of information will be established soon, public questions will be allowed by the audience, and further details regarding the running of the meeting will be confirmed.

Invitations will be sent to the candidates as soon as possible requesting confirmation of their attendance to the Tuesday, August 26th session, providing them with the additional details soon.

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The Selectmen agreed the informational slides would have a template format, should be submitted by a specific date and would be on Channel 22 on a specific starting date. Mr. Sterndale stated he will continue to work on the meeting and slide format with Ms. Danis.

ADJOURNMENT: Having no further business,

8:55 PM Motion: by Ms. Bonser, second by Ms. Danis to adjourn.

Vote: 3 – 0 in favor.

Respectfully Submitted,

Dawn Wirkkala