

**Minutes
Nottingham Selectmen's Meeting
September 8, 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, Kristen Lamb, Raelene Shippee-Rice, Sam Demeritt, Debra Kimball, Susan Mooney, Johan Kerkhove, Terry Bonser, Bonnie Winona-MacKinnon

MANIFEST SIGNATURE:

Motion: by Ms. Bonser, second by Ms. Danis to approve the September 8, 2014 manifest.

Vote: 3 – 0 in favor.

OUTSTANDING MINUTES:

Motion: by Ms. Danis, second by Ms. Bonser to approve the minutes of the August 25, 2014 meeting as amended.

Vote: 3 – 0 in favor.

Town Administrator Reports, Mail, Signature Items:

Lakes Drawdown: The fall 2014 drawdown schedule and amounts have been received by Department of Environmental Services (DES). On October 13, 2014, Pawtuckaway Lake will be drawn down six feet and the North River Lake will be drawn down one foot.

The Selectmen reviewed the meeting information from the quarterly DES and Pawtuckaway Lake Improvement Association (PLIA), which was held on August 28th. A lot of the meeting discussion revolved around current DES activity and concern about how the drawdowns affect private docks. Dept of Wetlands offered to speak with owners on strategies specific to their docks to help prevent damage and also offered to come back to Nottingham and meet with any owners who experience damage to assess whether permits are required (and begin the process if a permit is deemed necessary on a case by case basis) to affect repairs. The proposal is to come here in March or April 2015, which would save many individual owner trips to Concord. It was stated docks are considered a wetlands issue.

Recreation: Nottingham Day will take place on Saturday, September 20th and event volunteers are still needed. Interested parties should contact the Recreation Department. While there won't be the chicken barbeque, there will be a Chili Cook-off.

The Selectmen decided they would not have a booth at Nottingham Day because of other commitments. Mr. Carpenter stated he would be attend and be walking around as in previous years for a period of time during the day and Ms. Danis will not be able to attend due to a prior commitment supporting the Coe Brown Black bear cross country meet. MPEC Committee members will be working in the Marston Property booth.

Candidate's Night: Mr. Sterndale reported that The Forum will be hosting a Candidates Night on October 20th starting at 7:00 pm in the Nottingham Community Center. The Selectmen decided to hold their October 20th meeting early, starting at 6:00 pm, and that the Town will record the Candidates Night event for playback on Channel 22.

Board of Selectmen Department/Board/Committee Reports:

Budget Committee: A meeting was held on September 4th and the committee reviewed the 2nd quarter Town financials and final 2013/2014 School financials. Information was also reviewed about the changes taking place with the Town's accounting software, which should provide a separate accounting of each of the Town's funds, as well as the changes being considered for allocation of

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resources being used by Recreation and the Recreation Revolving Fund. They had a couple of questions regarding the revenue information and requested consistent use of any allocation method, whenever it might be used.

The School had an approximate \$400,000.00 surplus at the end of June 2014. The original surplus was reduced by slightly more than \$100,000.00 with an unexpected end of the year payout. There is continuing concern about the amounts being raised for High School tuitions, which represents almost half of the remaining surplus amount. The tuition amounts represent an approximate total number of 16 students that were budgeted for but ended up not attending either school.

The next Budget Committee meeting will be September 25 and will review the new School Technology Plan with the Technology Director, and introductions of the new principal will take place.

MPEC: NH Listens presented the initial list of questions that will be discussed during the upcoming Community Input session, which will be held on October 24th in the School Cafeteria. The Selectmen should provide comments on the list of questions by Friday, September 12th, before the next meeting on Monday, September 15th.

Ms. Danis provided a copy of the contract between the Town of Nottingham and NH Listens for their participation with the MPEC project. Ms. Danis will provide the contract to the other Selectmen for review and comment before it would be signed by Mr. Sterndale.

Motion: by Ms. Bonser, second by Chair Carpenter to authorize Mr. Sterndale to sign the contract between Nottingham and NH Listens, barring any problems or concerns.

Vote: 3 – 0 in favor.

Ms. Danis stated a table with information about the upcoming Community Input Session will be available in the Town Office kitchen on Election Day, including informational cards citizens can take with them.

Ms. Danis stated she needs to have a plan for providing food and drinks during the input session; finger foods and bottled or canned drinks will need to be purchased. On-site daycare will be provided during the session as well.

Primary Election Day: Ms. Bonser reviewed the conflicting information regarding Selectmen attendance that was received during the recent Election training versus the NHMA. The Attorney General recommended during the training that a quorum of Selectmen were needed all day during Primary Elections and the NHMA feels Selectmen are not needed during the Primary Election and certainly not a quorum. The specific concern is about being able to have two Selectmen present at all times during the day and if it is actually the requirement.

The Selectmen reviewed their availability for the Primary Elections and would establish a schedule later during the meeting.

APPOINTMENTS:

7:00 pm: Conservation Commission – The Selectmen and Conservation Commission members reviewed the current status of ongoing conservation easements being considered.

The Selectmen requested the Conservation to explore the possibility of permanently preserving Pawtuckaway State Park, including review of the option with the surrounding municipalities and businesses that could be impacted and establish a plan of action. The answering information should be provided at the next quarterly Selectmen/Conservation Commission meeting.

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

7:08 PM Motion: Chair Carpenter, second Ms. Bonser to enter non-public under RSA 91-A:3 II(c).

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

7:43 PM Motion: by Ms. Bonser, second by Chair Carpenter to exit the non-public session.

Vote: 3 – 0 in favor.

Motion: Ms. Bonser, second by Ms. Danis to seal the non-public minutes of September 8, 2014.

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

7:43 PM Motion: Ms. Bonser, second Chair Carpenter to exit the non-public session.

Vote: 3 – 0 in favor.

Motion: by Ms. Bonser, second by Ms. Danis to seal the non-public minutes of September 8, 2014.

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

The Selectmen reviewed some active easement purchases being considered during non-public session and no decisions were made.

Ms. Danis requested the Conservation Commission consider the possibility of taking over the funding for the Lake Host program from the PLIA, as part of the duties of the commission in protecting lands and water. This request is based on an effort to help reduce the tax burden on taxpayers. The Town has in the past funded \$4,000.00 for the program, with additional funds coming from New Hampshire Lakes Association and the PLIA. Ms. Danis would provide the commission with details about the program.

Mr. Demeritt stated he would review the statute to determine if the funds could be utilized for that purpose. Ms. Mooney stated the commission has already committed the existing Conservation Commission funds to easement projects, with a possible deficit of \$44,000.00 for the committed projects and the money might not be available.

Chair Carpenter reminded the Commission of the standing request to provide the Selectmen with an updated list, as well as having the information provided to the Selectmen with the details of what will be discussed at their quarterly meeting, one week before the next meeting.

Ms. Mooney stated the Commission would like to be notified when LUCT's are anticipated. Chair Carpenter reminded Ms. Mooney that he had already initiated such information flow with Mr Sterndale.

7:30 pm: Bonnie Winona-MacKinnon, Moderator – The Selectmen and Ms. Winona-MacKinnon reviewed where political signs were allowed. Ms. Winona-MacKinnon stated signs are not allowed on Town property under any circumstances and are allowed on private property with the property owner permission. It was stated the Town did not have any instances of sign violations in 2014; however they have had them in the past.

The Selectmen and Ms. Winona-MacKinnon reviewed the process that would take place during the day of the Primary Elections, including the AG's interpretation of the NH Constitution that Selectmen must have a quorum during the day for all elections.

Ms. Bonser reviewed the conflicting information between what the Attorney General is requiring versus the interpretation of the Constitution by NHMA.

Ms. Danis asked the moderator to provide a verbal explanation/overview of the specific duties required by the Selectmen during elections. Ms. Winona-MacKinnon directed Ms. Danis to the the election manual.

Discussion took place about an alternate location to hold Presidential General Elections when attendance is typically much greater than other elections. There were safety concerns during the 2012 Presidential Elections when the Town Office hallway was crowded with people waiting to vote. After

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discussion the Selectmen would work with the School Board in an attempt to move the next Presidential General Election to the school grounds; if moving to the school it would provide more space for those waiting to vote. The Selectmen have the ability to move the polling place as may be needed.

Ms. Winona-MacKinnon stated the Selectmen will need to appoint Inspectors of the Election, which is a two year term, for both the Democratic and Republican parties.

The Selectmen discussed and agreed upon a schedule of attendance during the Primary Elections as well as the potential penalty that could be charged to the Selectmen personally, if they did not comply and have a quorum during the Election.

General Business:

NHMA Policy Conference: The Selectmen agreed that Mr. Sterndale would attend the policy conference for the Selectmen. Ms. Danis stated she may attend as well.

Motion: by Ms. Bonser, second by Chair Carpenter to appoint Chris Sterndale to be the Selectmen's Delegate to the NHMA Policy Conference.

Vote: 3 – 0 in favor.

Preservation Easement Review: The Selectmen were presented with the material and information that would be used in order to make their decision regarding the (barn) preservation easement application. It was stated the Selectmen are the approving authority for the application and the Selectmen will be required to hold a public hearing before making a decision on the matter.

Chair Carpenter stated his only question will be related to the Cupola and how this would affect the application. Chair Carpenter explained it is used by the property owner to entertain guests from time to time. Ms. Bonser asked about if the barn must be or have a historical requirement.

It was stated this type of easement requires very specific criteria in order to qualify.

Meeting Calendar: The Selectmen reviewed currently scheduled meetings in preparation of planning for the upcoming busy budget season.

The Selectmen requested to hold a meeting with the School Board and Ms. Wirkkala would try and schedule a meeting at a School Board meeting.

Chair Carpenter asked about meetings for the CIP committee and Ms. Wirkkala stated she would contact the CIP Chair.

After discussion the Selectmen would provide Mr. Sterndale with any potential conflicts in order to schedule budget workshops.

The Selectmen and Mr. Sterndale agreed he would provide them with a rough draft of the meeting prior to meeting with Department Heads, which would take place prior to the first draft presentation to the Budget Committee.

The Selectmen requested to review the preliminary list of warrant articles and Mr. Sterndale would provide them with a copy.

ADJOURNMENT: Having no further business,

8:50 PM **Motion:** by Chair Carpenter, second by Ms. Danis to adjourn.

Vote: 3 – 0 in favor.

Respectfully Submitted,

Dawn Wirkkala