

**Minutes
Nottingham Selectmen's Meeting
September 22, 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 and Donna Danis. Absent: Mary Bonser

Others: Chris Sterndale – Town Administrator, Dawn Wirkkala – Secretary,

MANIFEST SIGNATURE:

Motion: by Ms. Danis, second by Chair Carpenter to approve the September 22, 2014 manifest.

Vote: 2 – 0 in favor.

OUTSTANDING MINUTES:

Motion: by Ms. Danis, second by Chair Carpenter to approve the minutes of the September 8, 2014 meeting as amended.

Vote: 2 – 0 in favor.

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

Nottingham Day: There was minimal feedback but all things appeared to go well.

Budget Workshop: Mr. Sterndale reviewed the staff and budget committee member attendance to the annual finance and budget workshop. There is a small supplemental handout regarding recent budget law changes, which shouldn't affect the Town.

Election Wrap Up: Mr. Sterndale asked if any follow up work would be needed regarding the primary election. Ms. Danis stated the only question that came up was the difficulty with getting into the building, which could be discussed at a later date.

Police Department: Interviews were completed with nine candidates and approximately four candidates will move forward in the hiring process. The interviews took place with Chief Foss, Officers Spagna and Woodman, Town Administrator Chris Sterndale, and Charles Brown, **Fire**

Department: General discussion ensued regarding a recent 911 call regarding citizens on the Pawtuckaway trails who were ill prepared for the coming darkness. Ms. Danis asked if the Town receives reimbursement for search and rescue efforts when the department is needed. Mr. Sterndale stated there is no reimbursement.

Chair Carpenter stated it is a common occurrence for department staff, and not necessarily because citizens are lost in the woods but because they are afraid of the oncoming dark.

Ms. Danis asked if it is something that can be re-negotiated. Mr. Sterndale stated it can't and is a service of the Town.

Town Square: Mr. Sterndale offered sincere thanks to Shannon and James Taylor for offering to help maintain and take care of lowering and raising the flag at the Town Square when needed.

Board of Selectmen Department/Board/Committee Reports:

MPEC: Ms. Danis stated she was pleased with the attendance and response from those who attended Nottingham Day. A lot of suggestions for the property were provided and the data will be reviewed to prepare for the upcoming input session. The Community Input Session on October 24th will start to be more widely promoted and a sign up process initiated.

Ms. Danis stated she estimates the Town should be able to provide food for the session for about \$350.00.

Budget Committee: Chair Carpenter asked about confirmation of the budget meeting schedule. Ms. Wirkkala stated she has posted the meeting schedule as established but is waiting on

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confirmation from the School Board and the SAU. Mr. Sterndale stated the schedule is set to go for the Town Budget scheduling and shouldn't change.

Next Selectmen's Meeting: Chair Carpenter stated he might be absent from the next meeting and after discussion it was decided the October 6th Selectmen's meeting will have an early start time of 5:30 pm; a Preservation Easement Hearing will take place at 6:00 pm at that meeting.

APPOINTMENTS: No appointments were scheduled.

General Business:

Warrant Article Preview: The Selectmen reviewed the preliminary list of warrant articles and the amounts being considered for each item.

Mr. Sterndale stated his preliminary list has some items which have been listed singularly. However, some of the individual items listed may be consolidated into one warrant article, reducing the total number of articles. The list includes articles similar to what was presented in prior years, such as road construction, highway and fire vehicle reserve funds, revaluation, tri-centennial and HVAC fund, social services, and ambulance funds.

Chair Carpenter asked about the possible budget impact of the Fire Department including a new 4x4 Utility truck. Mr. Sterndale stated additional information will be coming forward with more details.

Mr. Sterndale stated there is a new law that allows voting on one warrant article that will permit the same fund to receive a specific amount over a five year period, which might be good for the tri-centennial fund. This law eliminates the need to have the same warrant article every year asking for the same thing.

Chair Carpenter asked to receive an opinion about the boiler status from the boiler maintenance company. Mr. Sterndale stated he will ask.

It was stated the Selectmen liked the way Social Services were presented in the warrant article, with the possible choice to modify amounts individually, but the method can be reviewed.

There was agreement to try and simplify some of the warrant articles that appear year after year, if it were possible.

Mr. Sterndale stated he included information about capping the amount of the cable franchise fund, returning more to the general fund.

Mr. Sterndale stated he has started to receive some department head feedback regarding the possible sale of town property, which will be discussed further at the October 20th Selectmen's meeting.

Chair Carpenter stated he discussed the proposed paving of the Recycle Center road with Mr. Cinfo. Mr. Cinfo recommends against paving at this time since the other improvements and modernization to the Recycle Center are being considered.

It was stated the Selectmen will meet with the Library Trustees at a future meeting to determine how they might move from a three member board to a five member board.

Mr. Sterndale reviewed the additional warrant article suggestions, stating not all the items will happen this year and might be considered for the regular operating budget. The list included small building repairs like stairs and ramps, painting additional rooms, record storage/archive situation with the largest expense being fire proof cabinets for many of the significantly old Town records, renovation or demolition of the back area of the Town Office, consideration of

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putting the assessing data online, benefits, office computer equipment replacement, recycling baler, Library landscaping and invasive species management and new election equipment.

Ms. Danis suggested changing from a shingle roof to a metal roof for a longer lasting option. Mr. Sterndale would look into the option; the roof isn't an urgent priority.

Chair Carpenter asked if the HVAC fund be used for some of the roof repairs. Mr. Sterndale stated he believed it could but would research the warrant article language.

General discussion took place about the current computer equipment for all departments, including the 6-year old Town Server.

Mr. Sterndale stated one of the bigger concerns is about the oldest Recycle Center baler. It was originally purchased used, and if it fails will cause significant delay issues for processing materials at the center.

General discussion took place about other potential warrant articles and/or budget items.

The Selectmen thanked Mr. Sterndale for the preview.

Cell Tower Easement: The Selectmen agreed to postpone the discussion until all three board members will be available.

NHMA Policy Conference: Mr. Sterndale stated the Selectmen agree on many of the policy items.

Ms. Danis wanted to give Mr. Sterndale the authority to vote on those items the Selectmen have consensus, as well as voting on the items the Selectmen requested additional clarification on if sufficient information is presented during the conference.

Motion: by Ms. Danis, second by Chair Carpenter to appoint Mr. Sterndale to vote in the best interest of the Board of the Selectmen at the NHMA Policy Conference.

Vote: 2 – 0 in favor.

Fuel RFP & Results: Mr. Sterndale presented the received results from the request for proposals to supply oil, propane and diesel to the Town. The results are for a 12 month supply agreement, with a possible amount needed based on a review of the prior 3-year use.

Mr. Sterndale also presented the Selectmen with the new 2-year contract for electric energy supply costs. The current supply cost is \$0.08 and they are offering a new rate of \$0.11 per kilowatt. A decision does not have to be made until December.

Conservation Commission: Chair Carpenter stated he has been reflecting on the recent meeting with the Conservation Commission, and had raised a concern with Mr Sterndale 10 days prior about the statement they are "committing the funds". Chair Carpenter stated ultimately the Selectmen have the final authority authorizing use of the conservation funds. There is concern about the Conservation Commission making an agreement to commit funds for a specific project, potentially putting the town into a legal situation if ultimately the Selectmen don't agree to the proposed easement.

Ms. Danis stated she wasn't sure if they were actually committing the funds or only earmarking them for consideration of an easement. Chair Carpenter stated he believes based on the statements made at the meeting that the Commission is holding those funds for a specific project, and further, holding them without any contingencies or time limitations.

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Ms. Danis requested additional clarification regarding their process. If it an agreement to use those funds for a specific project, and not just a plan, they should seek Selectmen approval prior to making the commitment.

The Selectmen agreed additional clarification is needed from the Conservation Commission about their use of the term "commitment" regarding a project and the possible liability between the Commission and a homeowner, versus final Selectmen approval.

Flower Donations: The Selectmen thanked Ms. Elaine Schmottlach and Ms. Beverly Stacy for their donation of many flowers to the Town and Ms. Wirkkala for planting the flowers into the upper parking lot hill side.

ADJOURNMENT: Having no further business,

7:38 PM Motion: by Ms. Danis, second by Chair Carpenter to adjourn.

Vote: 2 – 0 in favor.

Respectfully Submitted,

Dawn Wirkkala