Minutes
Nottingham Selectmen's Meeting
November 3, 2015

5:30 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, School Board Members: Gail Mills, Lauren Chaurette, Pete Perron, Susan Levenson, Lorraine Ferland, and Special Education Director Scott Reuning

MANIFEST SIGNATURE:

Motion: by Ms. Bonser, second by Ms. Danis to approve the November 3, 2014 manifest.

Vote: 3 – 0 in favor.

OUTSTANDING MINUTES:

Motion: Ms. Danis, second Ms. Bonser to approve the minutes of the October 20, 2014 meeting as amended.

Vote: 3 – 0 in favor.

Motion: Ms. Danis, second Ms. Bonser to approve the non-public minutes of the October 20, 2014 meeting as amended.

Vote: 3 – 0 in favor.

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

Town Administration: Mr. Sterndale reported the Town is getting closer to getting a tax rate. A few questions have to be answered before being placed in the queue. The Selectmen agreed to be updated via email with documents provided by the DRA and phone for any other decisions.

A budget workshop will be held between Selectmen and Department Heads this Wednesday, November 5th at 8:00 am and next week on November 10th at 8:00 am. It was stated the Selectmen will meet with the Library Trustees during a regular meeting. Mr. Sterndale requested the Selectmen submit their questions regarding the budget for answers.

The Town will need someone to shovel snow from Town building walkways for this winter. Interested parties should contact the Town Administrator.

Fire Department: Mr. Sterndale reported the department received a recommendation for a possible replacement of the recently resigned full time fire fighter. As the per-diem method has provided positive results, the Fire Chief will initiate contact with the individual for an interview. Chair Carpenter stated he wanted to hold a meeting to review hiring policy in an effort to retain Fire Department staff.

Assessing: Mr. Sterndale reported the Avitar Update contract is ready for review and signature if the Selectmen were ready.

Board of Selectmen Department/Board/Committee Reports:

MPEC: A draft report of the results from the community input session is expected by the end of November and a meeting will be held at the beginning of December.

Ms. Danis asked about the status of posting a sign at the property notifying people it can be used. Mr. Sterndale reported parking spaces are going to be put in soon and will be created by putting the gate further back and using stones from the property to prevent vehicle use and a sign has been drafted but not yet ordered.

The Selectmen agreed there will be no motorized vehicles allowed on the property but it can be used for any type of foot traffic, including walking, snow shoeing, and cross country skiing at this time. Trash should be carried out.

Ms. Danis reported she was very happy with the participation at the community input session and the help received from NH Listens. There were approximately 80 people who attended with very positive conversation.

Budget Committee: Ms. Danis stated the committee will meet this Thursday. The Town draft budget will be reviewed on November 13th and would like one of the other Selectmen to cover for her as she is not able to attend. Chair Carpenter and Ms. Bonser will be in attendance, along with Mr. Sterndale.

Planning Board: Ms. Bonser stated she emailed the other Selectmen copies of the most recent updates to the steep slope ordinance information, but she did not attend the prior workshop meeting with Mr. Mettee. The Selectmen agreed they do not support the ordinance change because it appears like over regulation.

Ms. Bonser requested comments from the other Selectmen before the next Planning Board meeting by November 10th.

The Selectmen requested details of the Planning Board budget, documenting the use of planning services, possibly reducing the account by $2500.00 as it appears to be a duplicate payment for the Strafford Regional Planning Commission group.

CIP: Chair Carpenter reported the CIP committee will meet on November 11th, Veteran's Day, and invitations will be sent to those being requested to attend.

Ms. Bonser asked about the plan to replace the dry hydrants/cisterns and who will be responsible for the maintenance and/or repair. Mr. Sterndale reported the Fire Department will be the responsible party to set up a plan for the maintenance and/or repair. It was stated replacement of the dry hydrant/cisterns shouldn't be part of the CIP as they are not considered a capital improvement, despite the cost, but some type of reserve fund should be created.

Funds were budgeted for repair of a cistern in 2014 but those repairs have not yet taken place yet. Mr. Sterndale reported the original construction did not have a permit, one is being applied for, but because of the lateness of the season repairs may not take place this year.

APPOINTMENTS:

6:00 pm: Continued Barn Preservation Easement: Mr. Sterndale stated that Mr. Danais indicated at the prior meeting that he will not be able to attend this meeting, but some information about the repair costs were submitted.

Motion: by Chair Carpenter, second by Ms. Danis to re-open the Barn Preservation Easement hearing for 3 Ledge Farm Road.

Vote: 3 – 0 in favor.

Chair Carpenter stated the Selectmen needed to make a decision on: what criteria will be used to judge the easement for an appropriate timeline/length of the easement and what percentage of a discount should be used; and what level of activity should be used to enforce the maintenance and repairs.

Ms. Danis stated while some information was received, she felt the Selectmen did not receive all the information they requested, specifically a timeline of when the repairs might be completed was not received. The Selectmen agreed they should require a timeline of when the repairs will be completed.

Chair Carpenter asked how the Selectmen should manage the completion of the repairs. The Selectmen reviewed their repair timeline requests and criteria showing the repairs have been completed.

The Selectmen agreed that Mr. Danais should provide a timeline for the repairs and part of the agreement for receiving the easement is Mr. Danais shall update the Town of the status of any maintenance and repairs that have been completed every three years.

The Selectmen reviewed an easement evaluation form to help them establish the percentage of the discount that will be applied if the easement is accepted.

The Selectmen discussed their opinions on which percentage of discount to apply for the easement. There was some agreement to use of the evaluation form, requesting additional information from Mr. Danais that might calculate a larger percentage. The Selectmen expressed concern about setting precedent with the process because it shifts some of the tax burden to the other taxpayers in the community with the acceptance. While it is a small amount for this one property, it can open the door to other types of issues. . The Selectmen agreed that, with or without the easement, the property owner will maintain the property.

The Selectmen agreed they wanted the additional information from Mr. Danais before making a final decision.

Motion: by Ms. Bonser, second by Ms. Danis to continue the Barn Preservation Hearing until Monday, November 17, 2014 at 7:00 pm.

Vote: 3 – 0 in favor.

6:30 pm: **Joint School Board/Selectmen Meeting**: Chair Carpenter welcomed the School Board members and introductions were completed.

Chair Carpenter reviewed the Town's request to use the school for the November 2016 Presidential Election. Ms. Levenson stated the request has been discussed, received approval and it will be added to the school calendar; teachers will participate in a workshop but students will stay home. It was stated the Election officials should schedule a walkthrough of the space to set up a plan for entrance and exit routes and determine where the equipment should be set up. Mr. Sterndale requested access to the space at 5 pm on the day before elections.

Discussion took place about the location of ball fields for student sports, and whether they should be located at the Marston Property, built at the school and/or another location. Ms. Levenson stated the School Board will be reviewing a report they received a few years ago that was completed by UNH Students to discuss possible options, including the types of fields needed, field criteria and the estimated costs to build ball fields at the school.

The Selectmen and School Board agreed additional discussion must be held about where the fields will be located as planning for the Marston property is moving forward quickly and a decision needs to be made. The Selectmen requested a copy of the school ball field report. The Selectmen and School Board agreed that the Town will draft a warrant article to request funds for a preliminary engineering study and asset availability report of the school and Marston property to determine the best location for a phased in plan to build ball fields.

Ms. Levenson reviewed storage still remains a concern at the school and additional dry storage space is needed. The School needs storage for bulk item purchases, which includes paper product storage. Mr. Sterndale stated 25% of the storage space available at the Town Offices can be made available to the school, however improvements will not be made to that area and it will remain as it is. Mr. Sterndale also suggested use of the old fire house for school storage because of easier accessibility.

After discussion it was decided that school staff and/or School Board will notify the Town Administrator when they need storage space.

Mr. Perron updated the Selectmen on the School Board negotiations for high school contracts, ultimately providing two schools of record. Contact has been made to the existing schools Coe-Brown and Dover, as well as Newmarket and Barrington. The School Board would like to have contracts to present for a vote in March 2015.

The Selectmen thanked the School Board member for coming.

General Business:

Assessing Contract: The Selectmen reviewed the memo from the Board of Assessors recommending approval and signature of 2015 Revaluation contract from Avitar Associates. Values will be updated as of April 1, 2015 with a contract completion date by October 2015.

The contract amount is $82,000.00 and the Town has a $60,000.00 capital reserve account and $22,000 will need to be funded in 2015.

The Selectmen reviewed the additional cost required for the performance bond.

Motion: by Chair Carpenter, second by Ms. Danis to accept the revaluation agreement for the 2015 update contract with Avitar Associates.

Vote: 2 in favor and 1 abstained.

Budget Discussion: The Selectmen agreed to continue any budget discussion at their November 5th and November 10th workshops.

ADJOURNMENT: Having no further business,

7:17 PM Motion: by Ms. Danis, second by Chair Carpenter to adjourn.

Vote: 3 – 0 in favor.

Respectfully Submitted,

Dawn Wirkkala