

**Minutes
Nottingham Selectmen's Meeting
December 1, 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, Susan Mooney, Jaye Vilchok, Mark Pederson, Herbert Calvitto, Joshua Boyle, David Cargent, Frank Downing, Sarah Jack, Steven Ross, Jude Thibault, Matt Curry, Heidi Carlson, Nelson Thibault, Brett LeBlanc, Sandra Vilchok, Eric P***, Bob Desrosiers, Jack Myers, Sam Demeritt, Cheryl Smith, Kristen Lamb, Johan Kerkhove, Terry Bonser, Deb Kimball

MANIFEST SIGNATURE:

Motion: by Ms. Danis, second by Ms. Bonser to approve the December 1, 2014 and December 15, 2014 manifest.

Vote: 3 – 0 in favor.

OUTSTANDING MINUTES: The Selectmen postponed approval of minutes.

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

Recycle Center: The ground water monitoring report for the landfill has been received and will be forwarded to NH DES, with testing results continuing to fall within recommended guidelines. The Town is waiting for an answer from NH DES regarding a request to reduce the frequency of when wells are monitored; from yearly vs bi-annually

Highway: The annual report regarding Municipal Bridges has been received from NH DOT; none of the six bridges in Nottingham need repair.

Financials: Property tax payments are being received, with the previously expressed concern about a delay in sending out tax bills not being an issue. Continued review of the Town budget will take place later this week.

Marston Property: Marston property had the parking lot built and a sign will be coming soon.

Board of Selectmen Department/Board/Committee Reports:

MPEC: The Draft report from NH Listens has been received and will be reviewed at the December 2nd committee meeting.

Budget: The committee will meet December 4th for a review of the School 2nd draft budget and on December 11th for a continuing review of Town Departments. Ms. Danis stated she would need one of the other Selectmen to cover the December 4th and 11th meetings for her due to conflicts. Chair Carpenter might be able to cover on the 4th and Ms Bonser will cover the December 11th meeting.

Planning Board: A hearing regarding the steep slope ordinance changes will take place on Wednesday, December 10th at 7:00 pm.

Fire Department: Chief Vilchok reviewed recent EMT and fire calls. There was a 2 alarm house fire call that had multiple towns responding to help, and at the same time an additional house fire was called in and covered by Newmarket. Chief Vilchok expressed his thanks to all towns who provided assistance and for those volunteers willing to leave their families during the holiday and deal with the bad weather to assist during the emergencies.

Chief Vilchok reported the Town of Nottingham Fire Department experienced their own loss, with the unexpected passing of volunteer EMT Diane Nugent; who had participated in one of the emergency calls previously mentioned. Chief Vilchok reviewed the volunteer work Ms. Nugent provided to the Town of Nottingham and requested a moment of silence.

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Services for Ms. Nugent will be held Saturday, December 6th at Purdy Memorial Chapel from 9:00 am to 10:00 am, with the Fire and EMS walk through at 9:30 am.

Chair Carpenter stated he is humbled by the commitment the fire department staff provides to the Town. Chair Carpenter expressed his sorrow in the passing of Ms. Nugent and his appreciation for the work all fire fighters and EMS members do.

Ms. Bonser offered her condolences and asked to be notified if there was anything the Selectmen or Town could do for the members, the Department, or any of those involved in the emergency situations.

Ms. Danis stated funds to help support those families in the weekend tragedies have been created and donations could be made. Ms. Danis offered her support and condolences to the loss in the Department.

Mail/Correspondence: Chair Carpenter reviewed the received mail and correspondence, including the posting of the SAU and Preschool budget and a thank you card from Rhoda Capron.

APPOINTMENTS:

7:00 pm: Conservation Commission – Ms. Smith provided the Selectmen with supporting documentation of pending proposed easements. Mr. Demeritt reviewed the additions, changes, and work progress of items on the list. Mr. Demeritt stated some items on the list could be publicly identified and some couldn't. Ms. Smith stated there may be one additional proposal that could be made public but she is waiting to hear from the owner.

General discussion took place about action needed for properties on the pending easement list, the responsibility of the Town regarding some of the proposed easements, and what would happen if the Selectmen did not approve of any of the recommended requests from the Conservation Commission.

The Selectmen requested modifications to the Pending Easement handout, to help clarify the indicated benefit and/or possible trade off of each of the proposed easements based on funds being requested, as well as the current total balance of the fund.

The Selectmen requested a review of the easement approval process, stating they are concerned about the possible legal consequences of the Conservation Commission giving a commitment of funds to property owners when the Selectmen haven't necessarily approved of the proposed easement project. It was stated the Selectmen have the final authority to approve conservation easements according to the original warrant article establishing the commission. General discussion took place about the approval process, including the public hearing, the Conservation Commission public meeting with the property owner, and when it should be reviewed with the Selectmen.

Chair Carpenter stated he is concerned by the delay in review and approval by the Selectmen prior to any agreement being considered between the Commission and a land owner. The Selectmen stated they want to make sure the Selectmen provide initial approval to a Commission recommended request to commit funds to a project and work with a specific land owner, before the owner is notified. It was stated the Commission has only recently had the issue of committing funds for one project creating a situation where they are then not able to work on a more desirable easement, but it is something they will be discussing.

The Selectmen and Commission will continue to work on the memo of understanding between the Selectmen and Commission. It was expected to have a completed memo to the Selectmen by December 15th.

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Ms. Mooney reviewed the process of monitoring properties the Conservation Commission is responsible for. They have found some problems and suggested methods of correction to property owners, but have recently found an issue where one situation hasn't gotten better, only worse, and need assistance from the Selectmen for needed corrections. Ms. Mooney stated the Selectmen are copied on the letters sent to owners that aren't in compliance.

Ms. Danis asked who has the authority to correct non-compliance with the easement agreements. It was stated the Selectmen have the authority, however the Selectmen determined more information about methods of correction was needed to determine their possible action with the owner.

Ms. Mooney reviewed the Commission is ready to approve the by-laws at their next meeting. The Selectmen asked if they have received a copy of the by-laws and it was stated the Selectmen do not have a copy. It was decided the Selectmen can review and discuss any concerns after Commission approval.

The Commission is working on completing a map overlay of the Four General's Greenway, showing where the greenway is and what properties are included. Once done it will be formally mapped by Strafford Regional Planning Commission for publication with a goal to create a trail map to all the properties. Mr. Sterndale requested the Commission work with the Town's administrative and assessing offices as they review options for new property assessing tax maps.

Ms. Smith stated the town needs to find a representative for the Lamprey River Advisory Committee (LRAC). Mr. Sterndale stated we recently received information about the type of person needed. The Selectmen agreed to further search methods to find a town representative, such as a post a request on Channel 22, the Town website, and asking other Boards or Committees for recommendations.

Chair Carpenter request a digital copy of the Four General's Greenway be presented at the next quarterly meeting.

Ms. Smith stated Ms. Shippee-Rice requested information from each of the Selectmen about how and what they perceive the relationship between the Selectmen and the Conservation Commission should be.

Mr. Demeritt and Ms. Smith reviewed a recently publicly identified easement proposal with Rick and Helen Fernald. The Selectmen requested to review a true property appraisal and easement agreement before the public hearing.

Ms. Danis asked if the Conservation Commission had agreed to fund the Lake Host program. Mr. Demeritt stated he reviewed the request and program with the Technical Director of the National Association of Conservation Commission, and he felt it wasn't an applicable use of the commission's funds. Ms. Danis asked the Conservation Commission to review and modify their mission statement in regards to the statement of protecting water quality based on that decision. It was stated the Commission considers water protection more from a wetlands and other land conservation process, and they do support saving the lake. After discussion there was agreement that the Conservation Commission would further review the request to fund the program.

The Selectmen thanked the Commission members from attending.

General Business:

Trustees of the Trust Fund: Mr. Sterndale reported the resignation of Ms. Gail Powell from the Trustees of the Trust Funds was received. The remaining members will meet with interested candidates and submit a recommendation for replacement to the Selectmen.

The Selectmen thanked Ms. Powell for her services on the Trustees of the Trust Fund committee.

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2015 Budget and Warrant Articles: Mr. Sterndale reviewed the possible results of the request of the Selectmen to modify the Town budget with changes to move the summer swim program and the summer salary amount for the Recreation Assistant from the regular Recreation Department budget to the Recreation Revolving Fund. It was stated the Recreation Director had concerns about depleting the revolving fund if the Recreation Assistant summer salary were to be paid from it. The Selectmen agreed with the Town Administrator's analysis that the change would not deplete the fund, that the change should be made and that the revolving fund would be monitored for any additional changes.

Motion: by Chair Carpenter to move the swim lessons from the general fund to the Recreation Revolving Fund, as well as the summer wages for the Recreation Assistant to the Recreation Revolving Fund for the 2015 budget.

Vote: 3 – 0 in favor.

Discussion took place about the Recreation Director request to purchase new floor mats.

Motion: by Ms. Bonser, second by Ms. Danis to allow the Recreation Department to purchase new mats for \$3300.00

Vote: 3 – 0 in favor.

Chair Carpenter asked if the other Selectmen were comfortable with the suggested changes to return more of the Cable Franchise Fee funds back to the Town general fund and there was agreement.

It was stated Mr. Gene Reed, Board of Assessor's Chair, submitted a request to modify an Assessing Department requirement to mail both an old and new cards to property owners when their property value has changed, in an effort to save on printing and postage expenses. Mr. Sterndale stated there is an attempt to provide the information on-line instead.

Mr. Sterndale stated the Selectmen are completing a final review of the salary and benefit changes, proposals for roof repairs will be ready soon(something missing here), and asked if they wanted to meet with any additional people to review budgets, such as Recycling, alternate committees or boards, or any elected officials. The Selectmen requested to meet with the Recycling Department.

The Selectmen agreed to include the additional funds for the 2015 Revaluation within the Assessing Department budget, but would review further information about Social Services and whether or not to include the fire department vehicle request.

Mr. Sterndale reported the Nottingham Holiday Parade has been cancelled, due to the funeral service for Nottingham EMT Diane Nugent on Saturday, December 6th. However, the Holiday Craft Fair would be held

ADJOURNMENT: Having no further business,

8:43 PM Motion: by Ms. Bonser, second by Ms. Danis to adjourn.

Vote: 3 – 0 in favor.

Respectfully Submitted,

Dawn Wirkkala