Minutes
Nottingham Selectmen's Meeting
December 29, 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 Chair Carpenter, second by Ms. Danis to approve the December 29, 2014 manifest.

Vote: 2 – 0 in favor.

OUTSTANDING MINUTES:

Motion: by Ms. Danis, second by Chair Carpenter to approve the minutes of the December 1, 2014 meeting as amended.

Vote: 2– 0 in favor.

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

Fire Department: Chief Vilchock submitted a request to hire Zachary Gagnon as a full time fire fighter, from his part-time position, after his successful completion of his certification and testing some time in February.

Motion: by ms. Danis, second by Chair Carpenter to accept Chief Vilchock's recommendation of full time employment for Zachary Gagnon

Vote: 2 – 0 in favor.

Board of Selectmen Department/Board/Committee Reports:

Budget Committee: Ms. Danis clarified meeting date information for upcoming committee meetings. Ms. Danis recommended people verify dates, times and locations on the Town website.

The committee will have a regular meeting on Thursday, January 8, 2015 at the Town Office. The committee will have the school budget public hearing on Tuesday, January 13, 2015 at the Town Office.

MPEC: The next meeting is on January 5, 2015 at 6:30 pm.

APPOINTMENTS: The Selectmen had no appointments.

General Business:

2014 Town Report: The Selectmen reviewed the submitted bids for printing of the 2014 Annual Town Report. Ms. Wirkkala reminded the Selectmen about the need for the dedication, Board of Selectmen Report and MPEC Report. Reports from all departments, boards and committees for the Town Report are due by January 30, 2015.

Motion: The Board of Selectmen selects Hannaford & Dumas as the printers for the Nottingham 2014 Town Report at an estimated cost of $2,195.00.

Vote: 2 – 0 in favor.

Election Equipment: Mr. Sterndale reviewed the recommended purchase options and statutory requirements for needed election equipment. Funds can be encumbered from 2014 for the purchase to try and reduce the tax impact for 2015. It was stated the Selectmen had previously discussed the purchase of election equipment for the 2015 budget but they had not yet made a decision.

Each booth is a three stall collapsible unit, the same type the Town is currently using, and the purchase proposal is a minimum of two and a maximum of five new booth sets, as well as stanchions, plastic chain, and signs to help with crowd control. Currently the Town does not have enough booths according to the law for what it should have for equipment. Discussion took place about how many booths should be purchased and the Selectmen agreed with the need for new stanchions, chain and signs.

Motion: by Ms. Danis, second by Chair Carpenter to encumber from the 2014 budget up to $2400.00 for the purchase of two elections booths, stanchions and signs for upcoming elections.

Vote: 2 – 0 in favor.

Emergency Management Plan: Mr. Sterndale reviewed the need to update the Nottingham Emergency Management Plan, specifically if federal funding and/or federal grant money is requested. There is the ability for the Town to be reimbursed for some of the plan expenses.

Motion: by Ms. Danis, second by Chair Carpenter to encumber $5000.00 for the emergency Management plan.

Assessing Maps: Mr. Sterndale reviewed the Assessing Department request to encumber funds to hire a new map vendor, CAI Technologies Inc. The change will allow the Town more functionality with the map, including additional land layers, will include the 2014 map changes, and most importantly the Town will have the ability to put assessing data on-line, both tax maps and property record data.

The proposal is a three year agreement including the initial transition and then a yearly fee

After discussion, Chair Carpenter and Ms. Danis felt the change was a positive step for the Town to take, for both staff and residents.

Motion: by Ms. Danis, second by Chair Carpenter to encumber $6,700.00 from the 2014 budget to hire a new mapping vendor to provide online capabilities for assessing data.

Vote: 2 – 0 in favor.

Ms. Danis reminded the Town Administrator about the previous discussion to eliminate sending out copies of the old property record cards when values have changed for the 2015 town wide property value update. The request is to have Avitar include information about where the prior year property value information can be found when they are notified of their new value in 2015.

Mr. Sterndale requested Selectmen signature on the CAI contract that will commit the Town to a three-year program with fixed pricing. The price include annual updates and corrections to maps as needed with a once a year printing option.

Motion: by Chair Carpenter, second by Ms. Danis to accept the parcel mapping service contract from CAI Technologies.

Vote: 2 – 0 in favor.

Meeting Video Web Hosting: Ms. Wirkkala reviewed the Selectmen request to offer town meetings video on-demand/on-line. Research and discussion showed that Youtube would not be an acceptable option and a re-review of other companies would take place. Ms. Danis recommended reviewing Vimeo as a possible option.

Ms. Wirkkala stated there is an estimated cost of $1,000.00 to use a web video hosting service through Virtual Town Hall, the Town website company or using Leightronix, the managing company for the Town video equipment.

Chair Carpenter and Ms. Danis agreed the minimal annual expense, paid from the cable franchise fee revenue, was worth the benefits it would provide to residents. Chair Carpenter thought this was requested by the Selectmen previously.

Ms. Wirkkala agreed to verify the annual expense and provide information about each service to the Selectmen prior to a decision being made.

ADJOURNMENT: Having no further business,

7:19 PM Motion: by Ms. Danis, second by Chair Carpenter to adjourn.

Vote: 3 – 0 in favor.

Respectfully Submitted,

Dawn Wirkkala