

Minutes
Nottingham Selectmen's Meeting
June 29, 2015

6:30 PM Chair Bonser opened the meeting and asked all those present to stand for the Pledge of Allegiance.

Members Present: Mary Bonser, Donna Danis and Mark Carpenter

Others: Town Administrator Chris Sterndale, Secretary Dawn Calley-Murdough, Susan Mooney, David Viale, Cheryl Smith, Samuel Demeritt, Raelene Shippee-Rice, Dale Rice, Kristen Lamb, Skip Seaverns, Janet Horvath

MANIFEST SIGNATURE:

Motion: by Ms. Danis, second by Mr. Carpenter to approve the June 22, 2015 and June 29, 2015 accounts payable and June 23, 2015 payroll manifests.

Vote: 3 – 0 in favor.

OUTSTANDING MINUTES:

Motion: Mr. Carpenter, second by Ms. Danis to approve the minutes of the June 15, 2015 meeting as amended.

Vote: 3 – 0 in favor.

SELECTMEN BOARD/COMMITTEE/LIASON REPORTS:

MPEC: Ms. Danis reported the committee discussed what information should be included in the Request for Proposal in the search for more formal help in the planning phase.

Chair Bonser asked if the Selectmen should review the RFP before it was distributed and Mr. Carpenter stated he didn't believe it was needed, but the Selectmen should receive a copy when it was completed.

Planning Board: Ms. Danis reported the committee has decided to cancel the second meeting of the month due to current levels of activity, unless it is determined at the first meeting of the month that additional work time is needed.

Ms. Danis requested Chair Bonser to provide coverage at the July 8th meeting, as she is unable to attend. Chair Bonser stated she would attend the meeting.

The Selectmen discussed about who is the responsible party or parties for monitoring open space easements that are established during subdivision planning and acceptance; what will happen if the easement requirements are not met and homeowners start to use and/or build on the land that is supposed to remain in open space. It was decided the questions would be asked during the meeting with the Conservation Commission at 7:00 pm.

TOWN ADMINISTRATOR/DEPARTMENT REPORTS, MAIL & SIGN ITEMS:

Police: A 10-week Citizens Police Academy is being offered and it will start in September. Registrations must be returned to the Police Department by August 7th. Participants should be 18 years or older and a background check will be completed prior to participation in the program. The Academy will introduce citizens to the tasks, activities and duties that are completed by the Police Department.

Recreation: Summer Camp started today and is off to a good start, with approximately 55 participants.

Highway: Freeman Hall Road paving should be mostly complete as of today and Lavoie drive is well underway; this is significantly ahead of the paving schedule from prior years.

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Citizen Well Testing: NH Department of Environmental Services is offering free well testing to specific property owners living in a specific area of town. This testing is in regards to an MtBE legal settlement; letters will be mailed to owners by NHDES and is posted on the town website.

2015 Property Revaluation: Mr. Sterndale reported it has been unexpectedly quiet, with relatively few phone calls and questions regarding the preliminary values, giving the impression that citizens have access to the data and information they need.

The Selectmen expressed their thanks to the office staff, especially Sue Serino, for getting the word and information out to the public early.

Mr. Sterndale stated the towns total property value has increased an approximate 8%, but the increase includes both the regular annual data collection for new construction/pickup values and the change in property values for the 2015 revaluation.

Recycling Center: The Recycling Center is open on Friday, July 3 and will be closed on Saturday, July 4 for the holiday and the Selectmen thanked the staff for working on Friday.

Labor Day Holiday: The Selectmen decided to post the September 7, 2015 meeting as cancelled and would decide on a replacement day at a future meeting.

Memorial Day/Veteran's Day Town Celebration: Mr. Carpenter stated there have been requests to hold recognition/celebration for the Memorial Day and Veteran's Day holidays.

The Selectmen decided they would discuss the topic during a September meeting, inviting people to come in and help in the planning phase.

Town Office Entrance: It was stated the handicap entrance would be installed well before the Presidential Primary Election.

APPOINTMENTS:

7:00 pm: Conservation Commission Quarterly Meeting: Mr. Demeritt reviewed a presentation regarding the proposed Sweetser Easement would be given by David Viale from Southeast Land Trust (SELT).

Mr. Viale reviewed the information about the Sweetser Easement Project which will conserve an approximate total of 200 acres of land. The easement will include 170 acres as a wetland reserve easement from US Natural Resources Conservation Service (NRCS) and 30 acres as an agricultural land easement held by SELT, the Town of Nottingham with an executory interest and NRCS with the right of enforcement. The preserved farmland, wetlands and forest lands will provide significant benefits for agriculture and both wildlife and wildlife habitats. The federal easement is very strict and limits almost all actions except for managed foresting. Respectful recreational activities, such as hiking and hunting will be permitted.

Mr. Viale stated the total project has an expected cost of \$1,131,000.00; grants total \$967,730.00 and the homeowner donating \$103,900.00. This leaves an approximate \$60,000.00, or 5%, remaining to be raised that will come from the Conservation Fund/LUCT with authorization from the Board of Selectmen and Conservation Commission.

Mr. Carpenter asked how many home sites the property would have held. Mr. Viale stated the information will be part of the appraisal. Mr. Demeritt stated he believed it to be an approximate 10 to 15 house lots. Mr. Carpenter asked to have that information available during the public hearing.

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Mr. Demeritt stated the Conservation Commission and SELT are requesting Selectmen permission to commit the funds for the Sweetser Easement. Mr. Viale reviewed the process and tasks needed prior to easement acceptance by the Town of Nottingham, stating the owner would like a final closing of the project by the end of 2015, which is possible.

Mr. Viale state a site visit and walk will be held at a future date. Discussion took place about a date for the public hearing.

A copy of the updated proposed easement list was distributed and reviewed.

The Selectmen asked for the list to include for each property the number of house lots and impact on property taxes, and to include the original property identifier for each property (P1, P2, etc) as a continued reminder as discussion moves forward. Mr. Carpenter stated this is the second time the Selectmen have asked to include the number of house lots and tax impact on the list.

It was stated work continues on the recent Fernald easement, the owner's bank is making additional requests from the owner, and the Conservation Commission funds are being held for the project by the town.

Discussion took place about the available and proposed committed Conservation funds. There is an approximate balance of \$463,300.00 with an approximate total of \$481,606.00 needed for proposed projects. \$250,000 is already committed for the Fernald property, which leaves a remaining amount of \$231,606.00; which is more than what is available in the fund. The proposed amount does not include the funds for the proposed Maple Ridge project, but changes have been presented by the developer as he has been denied federal funding.

Ms. Mooney stated the Falzone/Maple Ridge property had an originally requested amount of \$100,000.00 but the lack of federal funding may change how much of the land will be conserved versus developed and discussion with the developer continue.

The Conservation Commission reviewed their priority of easement and proposed commitment of funds would be in the following order: funds have already been committed for the Fernald easement and the others are the Falzone/Maple Ridge, Sweetser and then the Harvey property. It was stated that purchase of these easements would bring the account down to a zero balance.

Ms. Lamb presented information about updated culvert management based on an increase in the number of 100 year floods and asked if the Road Agent using the newer/best management practices for culverts to help with flooding management.

Chair Bonser asked who is responsible to monitor and maintain open space developments that are created with Planning Board approval of subdivisions. Is there the possibility the Town will become responsible to fund the monitoring and enforcement of open space properties, if the Homeowners Association does not complete the monitoring.

Ms. Mooney stated the Conservation Commission is currently responsible and required to monitor only one development, the Highlands. The Highlands easement was complex and includes deed restrictions written into the ownership of 19 of the lots. The Conservation Commission has expressed monitoring is not a responsibility they specifically want and the Nottingham Zoning Ordinance now states subdivision requirement must have a deeded Homeowners Association responsible for the monitoring and Rockingham County Conservation District is the party responsible for monitoring back up.

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Ms. Mooney stated the Commission is very happy with the new addition of Mr. Paul Miliotis as an alternate member.

The Selectmen thanked the Commission for coming.

GENERAL BUSINESS:

Local Emergency Operation Plan (LEOP) Grant Approval: The Selectmen reviewed the Emergency Management Performance Grant for the new LEOP Project, which will update the Emergency Management Hazard Plan for the Police Department. The updated emergency plan will allow the school to apply for additional grants.

Motion: by Mr. Carpenter, second by Ms. Danis that the Nottingham Board of Selectmen accepts the terms of the Emergency Management Performance Grant agreement terms as presented in the amount of \$5,000.00 for consulting services. Furthermore, the Board acknowledges that the cost of the total project is \$10,000.00, of which the town will be responsible for \$5,000.00.

Vote: 3 – 0 in favor.

Mr. Sterndale reviewed that the Selectmen may authorize the Town Administrator to be the signature for contracts such as this.

Recreation Revolving Fund Committee: Mr. Sterndale requested the Selectmen establish specific mission statement and charge, recommending a review of the types and amounts of revenues and expenses related to the revolving fund and making a determination if current methods used to document and report on revenue and expenses are sufficient. Budget recommendations should be available before budget season begins to help in the planning process.

Mr. Carpenter stated he isn't sure a review of the bookkeeping process is necessary, but a determination in how and what expenses might be paid from the Recreation Revolving Fund and establish an acceptable amount the fund should contain to operate programs sufficiently. It will be helpful to review the original warrant article establishing the fund to help determine what programs should be and those that shouldn't be funded by the revolving fund.

Ms. Danis stated establishing an amount the fund should operate at might be a bigger task than should be set for the sub-committee and establishing that amount should be based on specific program data. Ms. Danis stated she wants to make sure the committee is set up to have a successful outcome, which includes members with experience and knowledge to establish a fund management methodology.

Mr. Carpenter stated his primary goal is to make sure the committee is made up of individuals that can be objective about the process, without pushing personal or specific goals.

Mr. Seaverns stated he does not feel there is an operational plan and methodology for the Recreation Revolving Fund and how the funds are managed. His goal with the motion was to create a fair and consistent revolving fund operation process and determine methods to assess and review all the recreation programs, in fairness to all the programs. There has not always been a functioning plan to operate the Recreation Revolving fund; a policy for general operation of the Recreation and any other revolving fund.

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The Selectmen agreed the additional information about the request will help them in determining the scope of the committee and giving them a specific charge. This task would be completed at the same time of accepting applications for volunteers.

The Selectmen reviewed the request for Memorial Day and Veteran's Day town activities, asking for assistance from Ms. Horvath, and would schedule a meeting sometime during August.

The Selectmen thanked Mr. Seaverns and Ms. Horvath for attending.

Capital Improvement Planning:

Mr. Carpenter stated he likes that the intent focuses the discussion about the CIP process for the Selectmen and committee. After attending the prior year meetings it appears there was more importance in putting new amounts in the plan and less discussion about levels of priorities for each department requests and establishing a strategic budget plan for the requests.

Chair Bonser stated SRPC helped in the original setup of the CIP group and asked if it is something that should take place again. Mr. Sterndale reported he did not see it was necessary.

General discussion took place about the recommended process for the CIP committee. The Selectmen asked to review the recommendations and include continued discussion at the next Selectmen's meeting in July.

Sale of Town Property: Mr. Sterndale presented the possible public notice for the five parcels the Selectmen are considering for sale, reviewing the criteria to merge the lots into an abutting lot, which will limit the pool of potential bidders.

The Selectmen had more concern about the potentially more desirable, ¼ acre and possibly buildable lot, than with the other much smaller lots. Discussion took place about establishing a minimum amount for bids and the Selectmen determined they could establish a minimum bid after the notice posting; it does not have to be part of the motion to post the notice.

Motion: by Ms. Danis, second by Mr. Carpenter to authorize the Town Administrator to offer for conditional sale the following town properties, Map 1 Lot 72, Map 1 Lot 84, Map 1 Lot 116, Map 1 Lot 132 and Map 1 Lot 137.

Vote: 3 – 0 in favor.

ADJOURNMENT: Having no further business,

8:31 PM Motion: by Mr. Carpenter, second by Ms. Danis to adjourn.

Vote: 3 – 0 in favor.

Respectfully Submitted,

Dawn Calley-Murdough