

**Town of Tamworth  
Selectmen's Meeting  
October 25, 2007**

**Selectmen Present:** Chairman William Farnum, Tom Abugelis and John Roberts

**Meeting Convened:** 5:05 pm

**Town Employees Present:** Administrative Assistant Cassandra Pearce, Fire Chief Steve Solomon, Police Chief Dan Poirier, Road Agent Bruce Robinson, Finance Administrator and Recording Secretary Linda Jones

**Department Head Updates**

*Police Department*—Chief Poirier had no items of significance to report for the week.

*Fire Department*—Fire Chief Solomon reported on the Ski and Beach Firewise Award. Tom commented about the Firewise program being a great example of neighbors pulling together and the significance of the grant. Steve asked if the Selectmen were looking into a Town procedure for the disposal of leaves and pine needles since people cannot burn them and the Transfer Station does not accept them? Willie said this might be something to look into in the future, but for the short term Cassandra handed out an advertisement Mary Mills brought in that SpiderWeb Gardens on SR109A will take leaves and pine needles. Cassandra called them to verify they accept pine needles, and they mentioned the pine needles have to be free of sticks and limbs.

*Highway Department*—Bruce Robinson reported he met with Verizon engineers about an upgrade to the line on Cleveland Hill Road. They will be taking out poles that are there and some tree trimming may be involved, so he advised them to put together a proposal and send it to the Board for review and approval. He didn't think they were cutting trees or doing any work that would require a public hearing. The Highway Department has been busy on the rails on one side of the bridge in South Tamworth and the Police Department has been helping a lot this week. The Fire Department also cleaned out a culvert for them.

**Public Comment**

Mary reported the Veteran's Memorial committee is planning a ceremony at the Veteran's Monument on Veteran's Day, November 11. The ceremony will begin at 11:11 am, following the traditional starting time for Veteran's Day services.

Pat Farley demonstrated the newly designed Town website on the laptop and announced it will be available on line tomorrow, October 26, 2007. She showed the Board some of the features of the website, music and all. Pat talked about the need to update the calendar with Town meetings and events, about the hope that Town organizations and committees will post their minutes, and about using the first page for Town announcements. The site is linked with the Cook Memorial Library and Pat will talk to the Library about reciprocal linking.

David Little was not able to be at the meeting, so Pat Farley reminded everyone about the Land Use Forum Saturday, November 3, 2007 at the KA Brett School. Breakfast begins at 8 am and the forum is scheduled to run from 9 am to noon.

## Board of Selectmen

November Meetings? – The Board will meet November 1, 15 and 29, 2007 at 5 pm.

Review Work Schedule/Project List – The Board reviewed the entire project list they established last year:

1. Vacancies – Hire a new Finance Administrator and Welfare Officer; COMPLETE
2. Tax acquired property – This item will go on the agenda for next week's meeting with Attorney Sager
3. Purchasing policy and procedures – Cassandra passed out sample policies so the Board can review them and discuss them at a later meeting
4. Certificates of insurance policy – This falls under the purchasing policy so it will be reviewed when they are decided
5. Fraud prevention policy – Cassandra passed out sample policies so the board can review them and discuss them at a later meeting
6. Personnel – Evaluations and performance reviews; COMPLETE
7. Sign locations – COMPLETE
8. Junkyard – Licensing and education has begun; plans are being finalized to conduct educational workshops; Tom mentioned Green Mountain is holding a workshop in February or March and they plan on having representatives from the NH Department of Environmental Services (DES) and the US Environmental Protection Agency (EPA) in attendance, so hopefully the Town can dovetail with this workshop
9. Town office renovation – Article #6; COMPLETE
10. Emergency preparedness plan – Chief Solomon is the Tamworth Emergency Medical Services (EMS) representative; the Town plan is submitted to the State and awaiting approval of funding
11. Narrows Bridge-Chocorua Lake – Not discussed
12. Class VI road study – No update available
13. Zoning Board of Adjustment (ZBA) – There is no one currently assigned so the Board asked Cassandra to put an announcement in the Tamworth columns of the local newspapers and on the Town website announcing the Town would like to hear from anyone interested in serving on the ZBA
14. Rule of procedures – Streamline process of boards and committees so everyone has a flowcharted process to follow; there is a new committee working on this and Willie reported they will be meeting again Monday, October 29, 2007. On another note, Willie mentioned the need for all ordinances currently in effect to be reviewed for accuracy and authenticity. Cassandra asked if the goal is to have all of the different procedures, such as creating a subdivision, electronically available for citizens to access without having to come to the office and pay a fee just to see the requirements? Willie said that is definitely one of the goals. He will talk to the Planning Board about this.
15. Energy study committee – Willie reported he believes this committee has found enough people to serve on it, so the Board should be seeing the names for formal appointment soon; several of the people attended a conference this week which gave them a lot of good information
16. Landscaping – Highway department: banking and field; POSTPONED TO SPRING
17. Perambulation town line – Cassandra will check with Ossipee and Sandwich and find out if either Town has budgeted any money for this project
18. Tax exemptions – Review solar and wood heat exemption amounts; Willie said he believes this will be handled after the energy study committee completes its work.
19. Website – See report above under **Public Comment**; COMPLETE
20. Town seal on front of building – The Board decided to open a contest for the design of a Town Seal to be used on the building, formal correspondence and other official documents. The contest will be announced on the Town website and in the Tamworth columns of the local newspapers. The Board would like to be able to have all of the submissions on display at the 2008 Town Meeting. The Board was impressed with the design used on the plate during the Bicentennial and decided this will also be entered

in the contest. Sam Martin offered to use her Photoshop software to “clean up” the old design so it can be presented along with the new ones in March. The Board also discussed what material should be used for the seal that will be placed on the front of the building; it was agreed metal would be more costly up-front, but less expensive to maintain over the years. Cassandra will get estimates of what the seal might cost so it can go into the 2008 budget, but the Board is hoping that much of the cost will be covered by grants/donations.

21. Capital improvement plan – Being worked on by the committee. Willie reported the committee plans on briefing the Board at the November 15, 2007 meeting.

22. Master Plan – Being worked on by the committee. The forum announced above under **Public Comment** is part of this plan.

The Board decided to look at the Project List again at the November 15, 2007 meeting.

The Finance committee only has one person returning, one definite volunteer and two possible volunteers. Cassandra will make the announcement there are still vacancies that need to be filled; the committee members need to be finalized in the next few weeks.

Cassandra announced the location of the new defibrillator (known as an automated external defibrillator, AED) in the hall outside of the conference room. This is one of several donated by the Tamworth Foundation to non-profit organizations in Tamworth.

### **Public Comment, revisited**

Kim Cotton had entered the room because she was just returning from a meeting in Concord about junkyards. The committee was meeting to clarify the regulations and definitions on junkyards. Kim commented she now understands why the Board sounded confused at the October 17, 2007 meeting, because this committee was just as confused and frustrated with the broad categories and vague definitions. Terminology and interpretation is currently in the hands of municipalities. This committee hopes to have new guidance passed and in effect in the future, but that is about two years away. More information will be available from their report, which is due November 1, 2007. Kim expressed the concern and cautions she heard at the meeting about licensing any facility or property until the new guidance is in place. The Board members expressed their understanding of her concern, but at the same time realize that education and clean up has to begin now because every day that goes by with nothing being done is another day the environment is being harmed.

### **Transfer Station Regulations – Glenn Johnson**

Transfer Station Regulations—Glenn came to provide the Board with the rest of the information they had requested two weeks ago about the expenses of the disposal of items turned in. The Board spent a great deal of time going over the detailed costs versus the revenue received. Glenn left the Board with the following recommendations that will need to be voted on at a later meeting, with an effective date established:

1. Bulky items should remain broken up to small, medium and large with appropriate fees
2. White goods should be removed from a fee category and put in as acceptable scrap metals
3. Construction/demolition should be changed back to \$30
4. Wires or cables over four feet in length need to be listed as not acceptable

Glenn reported he has a leak developing in the hydraulic system of one of the pieces of equipment. To stay within budget, he is only getting two tires for the tractor at this time.

## Administrative Matters – Cassandra Pearce

Tom recused himself from the following discussion: Willie has not heard back from the property owners he contacted about the retaining wall versus a slope for the Chocorua Village Project. The owners knew there was a deadline that had to be met for the project to move forward for bids, so Willie and John agreed to move forward with the retaining wall and not delay the project further. Tom was given the easement for his property that needs to be signed and returned to the office this week.

Community Living for the Elderly of NH, Inc., has applied to the State to increase from a 10 to an 11-bed facility; Fire Department has already inspected; John signed the application as the Health Officer.

Poinsettia orders are being taken as a fundraiser for Project Graduation; Donald and Mary Pepin spoke up from the floor and donated \$50 to purchase plants for the Town Offices. The Board thanked them for the generous donation.

2008 contracts from Cartographics for tax map and street numbering maintenance were presented; same cost as last year; *John moved; Tom seconded; unanimously approved.*

Land use change for map 214, lot 162-2 was presented; *John moved; Tom seconded; unanimously approved.*

Minutes of October 18, 2007, public meeting were presented; *John moved to accept the minutes as presented; Tom seconded; unanimously approved.*

Minutes of October 17, 2007 public meeting on junkyards were presented; *John moved to accept the minutes as presented; Tom seconded; unanimously approved.*

A letter from Gloria Paradise, Housing and Community Facilities Director of the NH Community Development Finance Authority was presented. The letter states the Town of Tamworth is obligated for no more than the amount on the original Community Development Block Grant with Tri County Community Action Program, *motion to sign the revised subordination agreement to include Wells Fargo was made by John; Tom seconded; unanimously approved*

*There being no further information to discuss, Tom made a motion at 7:42 pm to adjourn; John seconded; unanimously approved.*

Respectfully submitted,  
Linda K. Jones  
Finance Administrator

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William Farnum, Selectmen Chair

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John Roberts, Selectmen

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Tom Abugelis, Selectmen