

**Town of Tamworth  
Board of Selectmen's Meeting  
November 5, 2015**

**Town Office**

**BOARD MEMBERS**

**PRESENT:** Steve Gray, John Roberts & Jim Hidden

**OTHERS**

**PRESENT:** Town Administrator Cassandra Pearce, Executive Assistant Darlene McWhirter, Police Chief Poirier, Road Agent Richard Roberts, TC/TX Kim Trammell, Park & Recreation Director Parker Roberts, Attorney Rick Sager, Bruno Siniscalchi, Casslyn Cook, Dave & Pat Farley, Planning Board Chair Dom Bergen, John Wheeler, LRPC Rep Dan Callister, Franco Rossi of CAI, Yvonne Staples and Lauren Barrett.

Chairman Gray called the meeting to order at 4:00pm

**DEPARTMENT  
HEADS:**

Police Chief Poirier reported on monthly activity for October 2015. He presented a traffic accident/damage report for a Street Lamp Post in Chocorua. Road Agent Roberts will place cones in the area and Town Administrator Pearce will contact the contractor for an estimate.

Road Agent Roberts and crew have been cleaning ditches. At the Transfer Station the crew stabilized the hill with bark mulch. They have been cleaning up the town garage and preparing the equipment for winter.

Parks and Recreation Director Parker Roberts reported that the fall activities are finished and Basketball registration is in progress. The new fields have been cut and stumped, 2 piles were hauled out.

TX/TC Kim Trammell has been preparing the warrant article that includes her salary, taxes and retirement. The Board requested that all written communication be directed to them through the Town Administrators office, not directly to each board member. There was a lengthy discussion regarding the TX/TC being an elected official or an employee and the benefits associated, including NHRS. To participate in NHRS a member must work 35 hrs/wk. The concern is as an elected official, TX/TC is not eligible for vacation, sick or holiday hours, therefore does not work 35hrs/wk. Attorney Sager stated the towns he represents the TX/TC are paid out of the general budget. Because Tamworth has a separate warrant article for the TX/TC all the items associated with the salary, compensation, retirement needs to be included. The board needs to decide whether the TX/TC is eligible for vacation, sick and holiday hours. John Wheeler suggested that the TX/TC be eligible for time, but it does not accrue and will not be available for a payout. These items will be discussed further during the budget sessions in December. Ms. Trammel had presented updated job descriptions for the Deputy TX/TC and Assistant Deputy TX/TC.

**COMMITTEE:**

250<sup>th</sup> Committee Vice-Chair Bruno Siniscalchi and committee member Casslyn Cook appeared before the board again. In a previous meeting the board had voted to have to town office retrieve the mail from the post office, process any funds and give any paperwork and copies of checks to the committee. The committee is asking for this decision to be reversed. The committee is concerned that the office will lose things and not forward items properly. Attorney Sager stated that the office is very capable of opening/distributing mail and processing funds. He also cautioned that donation checks and tax payments may be mailed together. He stated these are town funds and should be handled as such in the town office using safeguards already in place. Motion made by Selectmen Hidden to reverse the board's original decision and allow the 250<sup>th</sup> Committee to receive the committee mail and bring checks to the town office to be processed. Motion seconded by Chairman Gray and passed (2-1). The board reiterated that the \$25,500 warrant article that was voted in 2015 does not have to be paid back.

**PLANNING  
BOARD:**

Planning Board Chairman Dom Bergen discussed RSA 676:4 noticing of abutters. The planning board would like permission to place a note on the sales book to direct people to get the most current abutters address from the office. The law says to use the most up to date list available. Planning Board member Paul King believes the list, that is available at the town office is sufficient to use for an abutters list; this should not be a burden for the office. Pat Farley stated that the Planning Board would encumber funds to purchase a computer for public use. As discussed a number of times, a public computer will be made available for public use during office renovations next year. Motion made by Selectmen Roberts not to add the Planning Board note on the sales book. Motion seconded by Chairman Hidden and passed (2-1).

**MAPPING:**

Dan Callister from LRPC and Franco Rossi of CAI Technologies were present to discuss updates and changes to the town's current maps and to receive permission for CAI and LRPC to share data. The town has 2 sets of data, parcel maps (Auto CAD) and GIS data which have both been continuously maintained. It was agreed that both systems should be combined into GIS format. To combine to 1 data set would cost approximately \$5,400 and the cost of \$1,500/year to maintain both systems would be eliminated. A recompilation would need to be completed to get the most accurate data at a cost of approximately \$40,000. Making these changes would be a benefit for the maps to be on line sometime in the future. Mr. Rossi will submit a proposal for recompilation, on line service and combining formats for the 2016 budget. Motion made by Selectmen Hidden to allow CAI and LRPC to share data when needed. Motion seconded by Chairman Gray and passed unanimously.

**PUBLIC  
COMMENT:**

Yvonne Staples and Lauren Barrett discussed their Wine manufacturer liquor license for Whippletree Winery, LLC.

**ADMINISTRATION:**

Town Administrator Cassandra Pearce presented and discussed the following items:

Chairman Gray asked the board if they should reconsider preparing evaluations for employees, he was told that by law, they need to be completed. He will research further and will have information for the November 19<sup>th</sup> meeting.

The Christmas Eve and Christmas day 2016 holiday will be observed on Friday, December 23<sup>rd</sup> and Monday, December 26<sup>th</sup>.

The board briefly discussed the letter from Judith Reardon requesting the board to consider budgeting for sidewalk snow removal in Chocorua Village. The board agreed not to include funds for snow removal.

Public Health Preparedness of Carroll County will hold their meeting at the Town House on December 15<sup>th</sup>.

Selectmen Roberts met with John Sheldon of Salmon Falls to discuss landscaping in Chocorua Village that needs to be replaced. Mr. Sheldon did agree to replace 3 red maples and 6 crab apple trees in the spring.

The Community School is donating a large wreath for the town office. The board instructed Town Administrator Pearce to purchase 4 additional smaller wreaths for the doors at Town Office and Town House. Anyone interested in purchasing a wreath contact the Community School. The Community School Fundraiser is the sale of wreaths range from 20" to 45", 16" swags and kissing balls. Feel free to contact the school directly.

The board will discuss the revised Floodplain Ordinance at the November 19<sup>th</sup> meeting.

The rescue squad asked Town Administrator Pearce to prepare a warrant article for an addition ambulance for a total of \$240,000, \$49,899 from Capital Reserve and \$191,101 from taxes.

Town Administrator Pearce asked for clarification regarding the possible renovations at the town office. The proposed closet in the TX/TC will be included in the renovation.

It was discussed whether elected officials should be included in the random drug and alcohol screening. The Board asked to have this issue looked into further.

• ***Items approved and signed by the Board:***

- Yield Tax Levy 410-27, 28, 32, 33 & 56.
- Motion made by Chairman Gray to approve and sign the minutes of October 22, 2015 with corrections. Motion was seconded by Selectman Hidden and passed unanimously
- Motion made by Chairman Gray to approve and sign non- public minutes of October 22, 2015. Motion was seconded by Selectmen Hidden and passed unanimously.

- Motion made by Chairman Gray to approve and sign the 2015 Warrant Property Tax Levy in the amount of \$4,010,107.00. The motion was seconded by Selectmen Hidden and passed unanimously.
- Motion made by Chairman Gray to approve & sign a payroll manifest in the amount of \$19,815.25 with authorization for a transfer in the amount of \$13,940.76 for direct deposit (included in this amount), and an additional transfer of \$6,822.02 to be transferred for the Federal tax deposit (not included in the amount above). Motion was seconded by Selectman Hidden and passed unanimously.
- Motion made by Chairman Gray to approve & sign the accounts payable check register in the amount of \$215,711.88. Motion was seconded by Selectman Hidden and passed unanimously.
- Motion made by Chairman Gray to approve & sign the accounts payable manifest in the amount of \$215,711.88. Motion was seconded by Selectman Hidden and passed unanimously.
- Motion made by Chairman Gray to approve & sign the accounts payable check register in the amount of \$225.00 Motion was seconded by Selectman Hidden and passed unanimously.
- Motion made by Chairman Gray to approve & sign the accounts payable manifest in the amount of \$225.00. Motion was seconded by Selectman Hidden and passed unanimously.

**NON-PUBLIC  
MEETING:**

Motion made by Chairman Gray at 8:00 p.m. to enter into a non public session under RSA 91 A: 3 II (a). Motion seconded by Selectman Hidden and passed unanimously.

Motion made by Chairman Gray to exit non public at 8:54 p.m. Motion was seconded by Selectman Hidden and passed unanimously.

**ADJOURNMENT:**

Motion made by Chairman Gray to adjourn at 8:55 p.m. Motion was seconded by Selectman Hidden. The Motion passed unanimously.

Respectfully Submitted,

Darlene McWhirter  
Executive Assistant

Approved by Board of Selectmen

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Stephen G. Gray

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John E. Roberts

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James S. Hidden