

TOWN OF TAMWORTH
BOARD OF SELECTMEN
84 MAIN STREET
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Selectmen's Meeting 5:30pm
Town Office

Wednesday, October 30, 2019

MINUTES

Present: Chairman Poirier, Selectmen Ricker, Farnum, Mason & Streeter; Police Chief Dana Littlefield, Road Agent Richard Roberts, Transfer Station Supervisor Glenn Johnson, Parks and Recreation Director Parker Roberts, Economic Development Commission Chairman Pat Farley, Planning Board Chairman Sheldon Perry, Friends of the Town House members Linda & Casslyn Cook; Finance Officer Kathy Estabrook, videographer from governmentoversite.com and 2 members of the public.

- CALL TO ORDER: At 5:30pm, Chairman Poirier called the meeting to order.
- NON-PUBLIC SESSION – Per RSA 91-A:3 II(a)

At 5:30 pm, on a motion by Chairman Poirier, seconded by Selectman Mason, the Board moved into non-public under the above provisions by roll call vote. Poirier – Aye, Mason – Aye, Farnum – Aye, Streeter – Aye.

On a motion by Chairman Poirier, seconded by Selectman Mason, the Board returned to public session at 6:00 pm by roll call vote. Poirier – Aye, Mason – Aye, Ricker – Abstained, Farnum – Aye, Streeter – Aye.

Chairman Poirier announced that the minutes of the foregoing non-public session had been sealed.

- PUBLIC HEARING PER RSA 31:95-B

The public hearing to accept unanticipated revenue opened at 6:09 pm.

A check for \$990.46 was received from the Veteran's Memorial Committee. These funds were left over from the paver project.

On a motion by Chairman Poirier, seconded by Selectman Mason, the Board voted unanimously to accept a check in the amount of \$990.46 from the Veterans Memorial Committee.

A check in the amount of \$16.00 was received from the settlement of the class action lawsuit that recouped underpayment of PILT in 2015-2017.

On a motion by Chairman Poirier, seconded by Selectman Mason, the Board voted unanimously to accept a check in the amount of \$16.00 from the class action lawsuit.

Selectman Farnum presented the Board with a check for \$250.00, which represents donations from 10 residents. This money is intended to be used for the membership fee to Clean Energy NH (discussed later in these minutes).

On a motion by Chairman Poirier, seconded by Selectman Mason, the Board voted unanimously to accept and expend a check in the amount of \$250.00 from William Farnum, on behalf of 10 residents.

The Board received a notice of an ACH deposit from the State of NH Aid to Cities and Towns in the amount of \$52,013.06; said sum is the first of two payments provided for in the newly passed State budget. The second payment will be received in October of 2020. This money is calculated on student population and the census of free and reduced lunch participation.

On a motion by Chairman Poirier, seconded by Selectman Mason, the Board voted unanimously to accept and expend \$52,013.06 from the State of New Hampshire.

As there was no further comment, the Public Hearing was closed.

▪ DEPARTMENTS AND COMMITTEES

Highway – Road Agent Richard Roberts shared the costs of the work done at the landfill with the Board. The total so far is \$2,300.80. There is an invoice from Ambrose Bros. not yet received.

On a motion by Chairman Poirier, seconded by Selectman Mason, the Board unanimously voted to charge these expenses to Fund 09 Contingency.

Selectman Farnum noted that these costs do not include labor and praised Road Agent Roberts and his crew for all the work they did and for saving the Town money.

Road Agent Roberts then explained that they have been clearing ditches and culverts of fallen leaves. He has rented a mower for roadside cutting. The department is also preparing for winter operations. There are a couple of culverts that need work and those will perhaps be done next week.

Parks and Recreation – Director Parker Roberts reported that soccer has wrapped up for the year. There were 18 registered participants and average attendance at games was 12. The group participated in the Mount Washington Valley Classic Tournament and placed 3rd out of 11 teams. Basketball sign-ups will be held on Wednesday, November 6th and Tuesday, November 12th at the Brett School from 5:30 pm to 7:30 pm. Various adult programs will start back up after Thanksgiving. He has been cleaning up and mowing for fall and bushes have been cut.

Police – Chief Dana Littlefield stated that Drug Take Back Day had low participation. They collected about 13 lbs. He has posted and otherwise disseminated tips on Halloween safety. The Chief reminded everyone that the Brett School holds a One-Stop Trick or Treat event. He also has some reflective Halloween bags, if anyone wants to stop by the station to pick one up. Chairman Poirier asked if the National Guard was involved in the Drug Take-Back Program. Chief Littlefield replied that they did come to Troop E to pick up what was collected.

It was mentioned that the Tamworth Outing Club had carved pumpkins and would like to place them around the village. The Board agreed that it would be fine to place the pumpkins at the front

of the Town Office and at the Veterans' Memorial. They were concerned about candles inside the pumpkins, but glow sticks would be fine.

Transfer Station - Supervisor Glenn Johnson said that his capital improvements are almost finished. He needs another roll for two containers. This expenditure will come out of the 2019 budget. All else is going well.

Town Clerk - Kim Trammell reported that the date for the Presidential Primary had yet to be set, but she thought the Board needed to determine the polling place. It may need to be moved to the school. Food for thought...

Economic Development Commission – Pat Farley stated that they are holding a seminar on November 5th from 12 noon to 1 pm, primarily for Veterans, to give them tools for marketing small businesses. This will be held at the Library.

Friends of the Town House – Casslyn Cook said that Jeff Moon had delivered the duct work materials and is supposed to start work on Monday. There is no insurance certificate on file yet, so they were reminded that no work should commence until that is received by the Finance Office. The members have carved pumpkins that have been put at the front of the Town House during the day.

▪ **NEW BUSINESS:**

- **Discuss Personal Wireless Service Facilities Ordinance –** Selectman Farnum questioned whether waivers should be allowed to be presented at the public hearing. He is concerned that the public who may have come in to review the application prior to the hearing would then not be aware of the waiver request. His suggestion is that all waiver requests be required to be submitted with the application. Selectman Mason had several clarifying suggestions to submit. Planning Board Chairman Sheldon Perry asked that the Board members mark up their copies of the ordinance and submit the changes to the Planning Board in that manner. Chairman Poirier asked what steps are next? PB Chairman Perry stated that the sub-committee would review all the comments and make changes as they deem appropriate. The ordinance will go to the Planning Board for final approval and then to public hearing.
- **Proposal from Municipal Resources, Inc. –** The Board solicited a proposal from Municipal Resources, Inc. (MRI) for services while the Town Administrator is on medical leave. This writer asked what the Board's expectations were for this person as it was unclear to the two people already working in that office. The concern being that it would take more time to train the person than to do the work ourselves for the short period of time that this would cover. Selectman Streeter stated that she doesn't know what our responsibilities are and there are some items that need to be completed, such as policies and job descriptions. Selectman Farnum said that he would like to sit down with everyone to determine the expectations and clarify the responsibilities. It was decided that Selectman Streeter would call MRI and arrange for a meeting on Monday with the Board, this writer and Finance Officer Kathy Estabrook.

- **Website – Bring other websites under the Town’s website** – This writer reported that she had contacted CivicPlus to see if it was possible to bring the other websites over to the Town’s website with little or no changes to the look. It is possible, but there would be an extra cost. The estimate of cost has not yet been received from CivicPlus. It was mentioned that when trying to send info through the contacts on the website, it is limited to four.
- **Clean Energy NH** – Selectman Farnum explained that this organization, which would be the recipient of the \$250.00 donated and accepted earlier in the meeting, provides guidance on energy projects, such as the solar project that he is working on with NH Solar Garden for the landfill. They most likely have experience with PILOT agreements for these projects and can review any documents that are presented by NH Solar Garden.

On a motion by Selectman Farnum, seconded by Chairman Poirier, the Board unanimously approved the Town becoming a member of Clean Energy NH and using the donated funds for the membership fee of \$250.

Selectman Farnum mentioned that the membership includes two tickets to the annual forum on November 15th in Concord, which he will be attending.

- **SIGNATURE FILE:**
 - **Accounts Payable Voided Check** – On a motion by Chairman Poirier, seconded by Selectman Mason, the Board unanimously approved the A/P manifest for a total of (\$20.00).
 - **Accounts Payable Manifest dated November 1, 2019** – On a motion by Chairman Poirier, seconded by Selectman Mason, the Board voted unanimously to approve the A/P manifest dated November 1, 2019 in the amount of \$307,928.96.
 - **Selectmen’s Minutes of October 24, 2019** – On a motion by Chairman Poirier, seconded by Selectman Mason, the Board unanimously approved the minutes of the Selectmen’s meeting of October 24, 2019.
 - **Selectmen’s Minutes of October 17, 2019** - On a motion by Chairman Poirier, seconded by Selectman Mason, the Board unanimously approved the minutes of the Selectmen’s meeting of October 17, 2019.
 - **Letter to Ossipee Concerned Citizens regarding Town House Usage** – On a motion by Chairman Poirier, seconded by Selectman Mason, the Board voted to sign and send a letter to Ossipee Concerned Citizens regarding a complaint made by Linda Cook of the Friends of the Town House about the condition the Town House is left in after the congregate meal. OCC also left the oven on this past week.
 - **Letter of Authorization to Vachon, Clukay** – On a motion by Chairman Poirier, seconded by Selectman Mason, the Board unanimously approved signing and sending a letter to Vachon, Clukay authorizing them to share previous audit information with our new auditor, Plodzick & Sanderson.
 - **Transmittal Letter from RB Wood & Associates** – Selectman Farnum asked that this be postponed until he has had a chance to review this letter.

- **Letter of Commitment for 2020 Household Hazardous Waste Day** – The Board is willing to sign this letter once the word “community” is changed to “Town”. This will be on the agenda for the work session of November 7th.
- **MRI Proposal** – On a motion by Chairman Poirier, seconded by Selectman Mason, the Board unanimously voted to sign the agreement with MRI.
- **Land Use Change Tax – Thompson** - On a motion by Chairman Poirier, seconded by Selectman Mason, the Board unanimously approved the land use change tax bill for Map 205, Lot 6 in the amount of \$4220.
- **Payroll Manifest Dated November 7, 2019** - On a motion by Chairman Poirier, seconded by Selectman Mason, the Board unanimously approved the payroll manifest dated November 7, 2019 in the amount of \$31,980.68.
- **SELECTMEN’S UPDATES:**
 - Selectman Mason reported that the deed for the sewer system has been recorded and the \$1 has been paid by the Town. The Commission has received a letter from NH DES stating that the system is over its limit by 2000 gallons. This will be addressed by the Commissioners. They are also working on ordinances. Another Commissioner needs to be appointed since Commissioner Cloutier’s term is up on December 31st. There was a brief discussion about the term of the new commissioner and, by consensus, the Board agreed that it should be a three-year term. This position will be advertised. Selectman Mason also reported that there would be about \$7000 coming to the Town for legal fees.
 - Selectman Mason attended a full-day seminar today for Health Officers. They talked about regionalization for supplies and trauma cleanup. Also discussed was the authority of the Town over many issues dealing with health.
 - Selectman Farnum stated that he has not yet met again with Andrew Keller on the landfill solar project. He reiterated his comments from earlier that he will be contacting Clean Energy NH for their guidance.
 - Selectman Streeter had an application for use of the Town House by Megan Szmyt for yoga classes. These classes will be held on Tuesday and are in addition to the classes already held on Thursday. She mentioned that there is low attendance in some other classes and wondered how to make that work better when heating the building for these classes. The application was signed.
 - Chairman Poirier asked that two non-public sessions be placed on the agenda for 5 pm on the November 7th work session.
 - Selectman Farnum asked that all the budget sheets be sent to the Board. He knows they are not complete, but he would like the entire file. There was a discussion about how many budgets were not complete. When it was mentioned that the Friends of the Town House had not sent in theirs, FOTH Member Linda Cook stated that they are volunteers and they do not do budgets.
- **PUBLIC COMMENT:**
 - Advisory Budget Committee Member Madeleine Siniscalchi asked if there were budget papers ready for them. Finance Officer Kathy Estabrook said they were ready for them to pick up.

- Selectman Mason asked about the breakdown for the Economic Development Commission and their encumbrance of \$400 for specific invoices. Finance Officer Estabrook explained that the only encumbrance left was for the Town House outside work. She was asked to provide the information for the encumbrances spent by the EDC.
- **On a motion by Chairman Poirier, seconded by Selectman Mason, the Board unanimously approved the minutes of the first non-public session of the Selectmen's meeting of October 17, 2019.**
- **On a motion by Chairman Poirier, seconded by Selectman Mason, the Board unanimously approved the minutes of the second non-public session of the Selectmen's meeting of October 17, 2019.**
- **ADJOURNMENT: On a motion by Selectman Farnum, seconded by Chairman Poirier, the meeting was adjourned at 7:40 pm.**

Respectfully Submitted,

Robin Frost
Recording Secretary

Daniel J. Poirier

Rebecca Mason

Aaron Ricker

Melanie Streeter

William W. Farnum