

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

Thursday, December 12, 2019

MINUTES

Present: Chairman Poirier, Selectmen Ricker, Farnum, Mason & Streeter; Police Officer Karl Koch, Fire Chief Richard Colcord, Fire Ward and Asst Fire Chief Jim Bowles, Friends of the Town House members Linda & Casslyn Cook; Town Administrator Darlene McWhirter, and 3 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(e)

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

On a motion by Chairman Poirier, seconded by Selectman Mason, the Board returned to public session at 5:50 pm and recessed the meeting until 6:00 pm by roll call vote. Poirier – Aye, Mason – Aye, Ricker – Aye, Farnum – Aye, Streeter – Aye.

On a motion by Chairman Poirier, seconded by Selectman Mason, the Board voted unanimously to seal the minutes of the foregoing non-public session.

- DEPARTMENTS AND COMMITTEES

Police – Officer Karl Koch was present to update the Board on the activities of the Police Department over the last couple of weeks. He reported that they have had 9 arrests with an additional 2 warrants. They have also responded to 9 motor vehicle accidents. Officer Koch thanked the Fire Department for their efforts with traffic control at the accidents.

Parks & Recreation – Parker Roberts stated that the basketball program has begun. They have 7 girls and 12 boys in the program. The basketball program for K-2nd Grade will begin after the first of the year. Due to low numbers, Mr. Roberts is looking at perhaps a coed team for Grades 3&4. Open gym has begun as well as pickleball. When asked about the Squeaky Sneakers program, he stated that he expects attendance to be up this year. The paperwork for use of the Town House for this program will be filled out by the YMCA representative. It was suggested by Selectman Mason that they be treated like any other for-profit organization. Mr. Roberts reported that there was no certificate of insurance for softball this year because there was no tournament.

Fire Department – Chief Richard Colcord distributed department stats for November. He told the Board that 6E5 has been lettered and is in full service. 6H1 is stripped and at the Highway Garage. Chief Colcord met with technicians from Irving Oil and went around to all the stations to check the

fuel tanks. They are all okay, though there were a couple questions that had to be answered regarding tanks at Chocorua and South Tamworth. The grant paperwork for the EMPG for an update of the Local Emergency Operations Plan was discussed and it was determined that the cash cost of the project is \$4000 (contract with MAPS) and the in-kind soft match is \$4000. The total project cost is \$8000. The grant will reimburse the Town \$4000 after proof of expenditures and soft match totaling at least \$8000.

On a motion by Chairman Poirier, seconded by Selectman Mason, the Board unanimously approved the \$4000 EMPG 50/50 grant as presented with the Town's \$4000 coming from a soft match.

These documents were signed and initialed by a majority of the Board of Selectmen.

Selectman Streeter said that at the 2019 Town Meeting when the amount for the grant writer for the Fire Department was discussed, it was stated that this amount would be reimbursed to the Town by the grant or grants received. Both Chief Colcord and Asst Chief Bowles said this was incorrect. It was never intended to be a reimbursable expenditure but rather would be worth the expenditure if a grant was received. Selectman Farnum asked about the payments of the volunteer stipends which totaled more than the line budgeted for these payments. Fire Chief Colcord explained that while he was on National Guard duty in June, the Board met with Asst Chief Bowles and decided that the line for Incidental Salary would go away and all that money would be moved into the incentive program. That change created no change to the bottom line of the Fire Department budget for 2019. For the 2020 budget, all of the money is being budgeted in the incentive program line. Selectman Mason asked for a copy of the calculation the Chief uses to determine the amount of points and stipend.

FEMA paid administrative reimbursement to the Town from the October 2017 disaster before requesting supporting documents. The Town received the money and now must provide documentation for the funds. This documentation is in place for most of the reimbursement for administrative work, but the town must make up approximately \$800 in excess funds or pay 75% of that amount back. The process is to submit an Excess Funds Proposal for qualified expenses for the remaining funding not covered by the administrative time.

It was noted that Road Agent Richard Roberts was out of town and Transfer Station Supervisor Glenn Johnson was on vacation. Further, Pat Farley was also out of town so there would be no report from the Economic Development Commission.

Friends of the Town House – Linda Cook presented copies of receipts for supplies that she bought for the Town House. She was told by the Finance Office that she needed to bring in the original receipts. The Board signed the copy that she presented. Ms. Cook was given a copy of the written procedure for reimbursement for anything bought on behalf of the Town. Selectman Streeter stated that she would like the Board to come up with a better policy and checklist for people using the Town House. No one leaves it the same way. Some forget to sweep, some leave lights on, etc. She will work on amendments to the policy and a better checklist for users.

- **NEW BUSINESS:**
 - **Results of FEMA Meeting re. October 2017 Disaster** – Discussed above
 - **EMPG Grant for Local Emergency Operations Plan** – Discussed above

- **Accept Donation of \$2500 from Tamworth Foundation to Swim Program** – The town received a check from the Tamworth Foundation for the benefit of the swim program.

On a motion by Chairman Poirier, seconded by Selectman Mason, the Board voted unanimously to accept and expend the donation of \$2500 from the Tamworth Foundation for the swim program.

- **SIGNATURE FILE:**

- **Intent to Cut for Map 407, Lot 39** – On a motion by Chairman Poirier, seconded by Selectman Mason, the Board voted 4-0-1 (Streeter) to approve and sign the Intent to Cut for Map 407, Lot 39.
- **Intent to Cut for Map 419, Lot 7** – On a motion by Chairman Poirier, seconded by Selectman Mason, the Board voted unanimously to approve and sign the Intent to Cut for Map 419, Lot 7.
- **Intent to Cut for Map 414, Lots 90 & 91** – On a motion by Chairman Poirier, seconded by Selectman Mason, the Board voted unanimously to approve and sign the Intent to Cut for Map 414, Lot 90 & 91.
- **Yield Tax for Map 419, Lot 7** – On a motion by Chairman Poirier, seconded by Selectman Mason, the Board voted unanimously to sign the Yield Tax Warrant in the amount of \$3439.02 for Map 419, Lot 7.
- **2020 Holiday Schedule** – Selectman Mason mentioned that Columbus Day is now Indigenous Peoples Day. **On a motion by Chairman Poirier, seconded by Selectman Mason, the Board voted unanimously to approve the 2020 Holiday Schedule as amended by Selectman Mason’s comment.**
- **LRPC Support Letter** – Lakes Region Planning Commission asked for a letter from the Town in support of their USDA Solid Waste Management grant proposal. **On a motion by Chairman Poirier, seconded by Selectman Mason, the Board voted unanimously to sign the letter of support for LRPC’s USDA Solid Waste Management grant proposal.**
- **Non-Disclosure Agreement with Consolidated Communications** – The Board previously sent out a Request for Information to all internet providers in Tamworth and Consolidated Communications was the only company who responded, asking the Town to sign this document before they release any information. **On a motion by Chairman Poirier, seconded by Selectman Mason, the Board voted unanimously to sign the NDA for Consolidated Communications.**
- **Payroll Manifest Dated December 19, 2019** - On a motion by Chairman Poirier, seconded by Selectman Mason, the Board unanimously approved the payroll manifest dated December 19, 2019 in the amount of \$36,646.57, which includes non-employee stipends.

- **Accounts Payable Manifest Dated December 13, 2019 – On a motion by Chairman Poirier, seconded by Selectman Mason, the Board unanimously approved the accounts payable manifest dated December 13, 2019 in the amount of \$279,217.15.**

- **Non-Public minutes of November 7, 2019 –** The Board revisited the non-public minutes of the meeting of November 7, 2019. The minutes indicated that the Board voted to seal the minutes, when they did not seal the minutes. This was corrected and initialed by the Board members. **On a motion by Selectman Mason, seconded by Chairman Poirier, the Board voted unanimously to amend the non-public minutes of November 7, 2019 to reflect that the minutes were not sealed.**

- **SELECTMEN’S UPDATES:**
 - Selectman Mason went to a CC Broadband meeting today. Consolidated Communications presented information. They are currently providing broadband service in Chesterfield, NH. There are two LSR’s for the 2020 Legislative session and others pending. The two that have been submitted are 2811 to establish Communication Districts and 2871 that allows for a penalty for failure to respond to an RFI. The pending LSR’s deal with release of non-personal E911 information, PILOT agreements for locating on utility poles and moving utilities (one touch). All of these initiatives are moving along and will likely require attendance and testimony at hearings in Concord. Selectman Mason reported that there is not much happening with Health Officer activity at this time.

 - Selectman Ricker reported that there has been a bump in steel prices, so the Town will be seeing an increase in revenue.

 - Selectman Farnum reported the numbers for the new ambulance contract with Action Ambulance, which begins in April 2020. In the first year of the contract the total for all towns is \$904,427, for which the Town of Tamworth is responsible for 25.51% or \$230,720. In the subsequent years, the contract increases 3% each year. It is noted that the first three months of 2020 will continue with CarePlus for \$35,547 and the final nine months will be with Action in the amount of \$173,040. It should also be noted that the percentage of distribution across towns will be recalculated each year in October based on number of responses adding in the previous year’s response numbers. (For the current contract the percentages were calculated on 2015 through 2018 response numbers, less Q1 of 2015). Selectman Farnum asked if there were any changes to open enrollment for health insurance this year. There were not.

 - Selectman Streeter stated that she may have finally found someone to look at the bannister at the Town House.

 - This writer reported to the Board that she had received contact information from the Town of Gorham regarding LED street lighting. This was a process through Eversource and CDFA. The Town of Gorham is saving about 35% on their total street light cost. The Board would like to look further into this.

There was a question regarding the abatements for campers that were signed at the last meeting. It was confusing as to when the campers were assessed. It was explained that the list received from Foothills Campground had some old information on it and the campers that were assessed had actually been removed and replaced by a new owner with a different camper.

TA McWhirter stated that she had scheduled the 2019 financial audit for the last week in February. She will also be getting quotes from the prison and Staples for printing of the Town Report.

Chairman Poirier stated that there were two applicants for the upcoming position of Sewer Commissioner for a three-year term. It appears that both applicants would be qualified, but one lives in town and other does not. **On a motion by Chairman Poirier, seconded by Selectman Mason, the Board voted 4-0-1 (Farnum) to appoint Rob Farnum to the three-year term of Sewer Commissioner beginning January 1, 2020.**

It was noted that the public hearing for the PILOT agreement for the solar project on the closed landfill will take place on December 19, 2019 at 6 pm.

▪ PUBLIC COMMENT:

- Gary and Michelle Blais were present to speak about Summit View and the possibility of the Town sanding their roads. They would compensate the Town for labor and materials, but they believe it would be much less expensive than the proposal they currently have in place. Chairman Poirier stated that there are several areas in town with private roads like this and it could become impossible for the Town to service all of them in this manner. The Board asked to have the pertinent RSA's sent to them for review. The Board will get back to them with more information.

▪ OTHER BUSINESS:

- TA McWhirter thanked the Board for the flowers and support while she was out of the office. The Board welcomed her back. Job descriptions were mentioned and TA McWhirter stated that she had made the changes according to the notes she had taken while discussing them with the Board. Selectman Mason disputed the changes. It was decided that Selectman Mason would send the changes she had made to the Police Chief job description to TA McWhirter and then the job descriptions would be forwarded to the Board so they could distribute them to the Department Heads at their meetings on December 19th.
- The Board wants to do just the public hearing on the solar project and the rest of the budget review at their work session on December 19th. They will be meeting with each department head to discuss their performance review beginning at 4 pm. The appointments are scheduled every 15 minutes. Chairman Poirier asked that a reminder be sent out to each department head to get their self-evaluations and the evaluations for their employees back to the Board by December 17th.

- ADJOURNMENT: **On a motion by Selectman Streeter, 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