

TOWN OF TAMWORTH
BOARD OF SELECTMEN
84 MAIN STREET
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Selectmen's Work session 5:00pm
Town Office

Thursday, July 18, 2019

WORKSESSION MINUTES

Approved as written: July 25, 2019

Present: Chairman Poirier, Selectmen Ricker, Farnum, Mason and Streeter, Transfer Station Supervisor Johnson, Police Chief Littlefield, Fire Chief Colcord, Asst Fire Chief Bowles, Fire Ward Remick, Finance Officer Estabrook, Recreation Director Roberts, CIP Representative Wheeler, Town Administrator McWhirter, videographer from governmentoversite.com and 3 members of the public.

- **CALL TO ORDER:** Chairman Poirier called the meeting to order at 5:00pm.
- **DEPARTMENT HEADS:**
 - The board collected the department heads job descriptions to review at a later date.
 - Selectman Mason made the department heads aware of RSA 275:33 Day of Rest. If any employee is required to work on Sunday, they must have a 24 hour rest period within the next 6 days. The board told the department heads they need to adhere to this rule.
 - Chairman Poirier told the department heads that the board would like them to insure that they and their employees use their vacation time every year. They do not want to continue to roll over unused time. Having extra unused time on the books creates a large liability.
 - Selectman Streeter stated that everyone should be more frugal with their purchases.
 - The board asked the departments to include more detail in monthly reporting. They should include mileage on vehicles and explain separately any activity that is out of the ordinary.
- **DISCUSSION ITEMS:**
 - The board discussed with Fire Chief Colcord, Assistant Fire Chief Bowles, CIP member Wheeler, Finance officer Estabrook and Administrator McWhirter the purchase and missteps along the way concerning the appropriation and purchase of the fire truck. This was the first time that the town purchased property using RSA 32:7-a for a two-year purchase. From the beginning, there was not enough money set aside for a new/equipped fire truck. The same amount was carried forward for over 10 years through the Capital Improvement Plan. This should have increased along the way. Following advice from NH DRA, the second year appropriation was not included in the operating budget and was not accounted for during tax rate setting time. Therefore the 2nd year appropriation needed to be raised in 2019. Lessons learned by all involved.
 - Fire Chief Colcord presented the completed Homeland Security Grant Application. The grant is for \$6,000 to purchase ballistic helmets, vests & plates and improve medical kits.

Chairman Poirier made a motion to approve and sign the Homeland Security Grant for \$6,000 for the Fire/Rescue Department. The motion was seconded by Selectman Mason and passed unanimously.

- The board reviewed the list of current non-profit, charitable and religious organizations that have tax exempt status. There is currently over 12 million dollars of property that is not being taxed under RSA 72:23. Some of these organizations do make payments in lieu of taxes. The board would like to see other organizations do the same. Mrs. McWhirter was instructed to craft a letter asking for cooperation from these organizations and ask them each to provide their mission statement to be included in their file.

▪ **ADMINISTRATION:**

- The board agreed to ask the auditing firm of Vachon Clukay the cost to extend their contract for 1 year. The board is set to finalize the 2018 audit. Town Administrator McWhirter will ask that in the M D & A regarding capital assets be explained more clearly.
- Road Agent Roberts was unable to attend tonight's meeting. The board will meet with him in a work session on July 25 at 5:30pm.
- Property the town owns by Tax Collector deed will be held for the 3 year time limit that the prior owner has to repurchase it.
- On July 29th at 11am, the board will meet to review the electricity bid presented by LRPC and sign the contract if agreeable.
- Selectman Mason shared with the board that the 6 town ambulance group will combine the 2 meetings previously schedule in August to one meeting on August 27. During this meeting the RFP's will be ready for pick up and the subcommittee to review complaints with be formed.

▪ **SIGNATURE:**

Selectman Farnum made a motion to sign the letter of commitment for the Town of Tamworth to participate with all other towns in Carroll County in the solicitation of information and formation of the Carroll County Broadband Committee and provide a representative; Selectman Mason and alternate representative; Selectman Streeter. The motion was seconded by Chairman Poirier and passed unanimously.

▪ **NON PUBLIC Per RSA 91-A :3 II (c)**

- At 6:40pm, Chairman Poirier made a motion to enter into nonpublic session per RSA 91-A: 3, II (c). The motion was seconded by Selectman mason and passed. Poirier Y, Ricker Y, Farnum Y, Mason Y & Streeter Y.
- At 6:53pm, Chairman Poirier made a motion to reopen the regular meeting. The motion was seconded by Selectman Farnum and passed unanimously.

Selectman Streeter made a motion to seal the non public meeting minutes for sessions #1 & #2, as it would adversely affect a reputation. The motion was seconded by Selectman Mason and passed unanimously.

- **ADJOURNMENT:** At 6:55pm, Chairman Poirier made a motion to adjourn the meeting. The motion was seconded by Selectmen Mason and passed unanimously.

Respectfully Submitted,

Darlene McWhirter
Town Administrator

Daniel J. Poirier

Rebecca Mason

Aaron Ricker

Melanie Streeter

William W. Farnum