

TOWN OF TAMWORTH  
BOARD OF SELECTMEN  
84 MAIN STREET  
TAMWORTH, NH 03886  
TELEPHONE: (603) 323-7525 FAX: (603) 323-2349  
[WWW.TAMWORTHNH.ORG](http://WWW.TAMWORTHNH.ORG)

Selectmen's Worksession 5:00pm  
Town Office

Thursday, November 7, 2019

MINUTES

Present: Chairman Poirier, Selectmen Ricker, Farnum & Streeter; Advisory Budget Committee Members: Casslyn Cook, Madeline Siniscalchi, Arthur Mason; Swim Program Director Brenda Robinson, Cemetery Trustees John Wheeler and Bruno Siniscalchi; Parks and Recreation Director Parker Roberts, Town Clerk/Tax Collector Kim Trammell, Finance Officer Kathy Estabrook, videographer from governmentoversite.com.

- CALL TO ORDER: At 5:00pm, Chairman Poirier called the meeting to order.
- NON-PUBLIC SESSION: RSA 91-A:3, II-a

**At 5:00 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, Ricker – Aye, Farnum – Aye, Streeter – Aye.**

**On a motion by Chairman Poirier, seconded by Selectman Farnum, the Board returned to public session at 5:30 pm by roll call vote. Poirier – Aye, Ricker – Aye, Farnum – Aye, Streeter – Aye.**

- NEW BUSINESS:
  - 2020 Budget Review
    - **Swim Program** – Brenda Robinson was present and reported that the Tamworth Foundation is forwarding their donation of \$2500 to the Town Office for the swim program. ABC Member Mason asked why the program doesn't just accept Tamworth residents. Ms. Robinson stated that for at least the last 35 years, the program has accepted children from other towns. The number of children from other towns has climbed over the past several years as other towns have eliminated their programs. ABC Member Casslyn Cook asked about Bartlett Recreation and how they use the program. Ms. Robinson stated that Bartlett Recreation comes to the program for four Mondays. ABC Member Madeleine Siniscalchi asked why the program doesn't charge more and be self-sustaining? She also asked about trying to find a grant. Ms. Robinson stated that she has never looked for any other money than what is donated by the Tamworth Foundation. Mrs. Siniscalchi asked why the revenue from the swim program was late in getting to the Finance Department. Ms. Robinson stated that she turned the money in right after the program ended. When Mrs. Siniscalchi looked to Finance Officer Kathy Estabrook for an answer, Ms Estabrook stated that she would have to run a report to determine when the money

was deposited, she wasn't going to guess. Ms. Cook asked why the timesheets for the swim program was different from all other departments. Ms. Robinson said she is willing to use whatever timesheets everyone else is using. Ms. Cook asked if all instructors were CPR certified and Ms. Robinson said they are not all certified, but 2 are. It was suggested that all employees of the program should be CPR certified and they could get their certification at the same time as the summer recreation program employees. Selectman Farnum asked how many participants there are in the program. Ms. Robinson said there were 180 registered. The fees for Tamworth residents are \$20 for one child and \$25 for a family. Non-resident participants are charged \$40 for one child and \$50 for a family. Bartlett Recreation participants pay \$20 for one child and \$15 for the second child. Selectman Streeter asked what supplies are purchased under the Admin Supplies line. Ms. Robinson said she purchases folders, receipt books, pens, etc. It was noted by Ms. Estabrook that these items are purchased in bulk and charged according to each department's usage. Mr. Mason asked if there is an AED on site and was told the State Park has one that is available for the program to use. There was a question from Mrs. Siniscalchi about the salary line being over in July and then not over in September. It was explained that the wages of an employee of the summer rec program was charged to the swim program. This was fixed via journal entry as soon as it was discovered. Selectman Streeter asked that Ms. Robinson bring the registration forms to the Town Office.

- **Cemeteries** – John Wheeler, a Trustee of the cemeteries, was present to speak about the budget. Mr. Mason asked about the money in the budget for surveying. Mr. Wheeler stated that this work was not done over the last year and was assured it would be completed in 2020. Pease Cemetery needs to be done. There have been markers put in most of the Chocorua Cemetery, with the exception of the cremation plots. They have a volunteer who for the past 3 or 4 years has been fixing and cleaning monuments on his own time and materials. The Board agreed that this person needs to at least be compensated for the materials that they are using. There is a volunteer form that anyone who volunteers for the Town should be filling out. Mrs. Siniscalchi asked if the seasonal contract had been awarded. Mr. Wheeler stated that the Trustees had awarded all three contracts to J&S Masonry. There was a lower bid on Contract 1, but J&S Masonry has been performing this work in a satisfactory manner and when combining all three contracts, their bid was the lowest collectively. The contract entails spring and fall clean up, mowing as well as weed whacking. Mr. Mason asked that the trustees look at the back side of the Chocorua cemetery. The Kenneth A Brett grave has a flag that needs to be replaced.
- **Town Clerk/Tax Collector** – Kim Trammell was asked if the bottled water could be eliminated. Ms. Trammell stated that she would be fine with that...she doesn't really drink much water and if she needed to, she could get it from the Selectmen's office. Ms. Cook suggested that a water filter could be used at a much lesser cost. Ms. Trammell stated that she wanted to change the part time wages from \$20,000 to \$24,000. There was a discussion about the copier/printer that she has in her office. Porter Office Machines has indicated that though they have a few of these machines that they can take parts from, there are no new parts available for this machine and also the one in the conference room. Ms. Estabrook said that she has inquiries out to a couple of office equipment providers to give prices for new machines. Ms. Trammell stated that she uses this as her printer as well as a copier. She thinks it is more cost effective. While Ms. Trammell indicated that she has added \$2000 to her

own salary, this is part of a warrant article and will be discussed with all other warrant articles.

- **Parks and Recreation** – Parker Roberts fielded a question from Mrs. Siniscalchi about afternoon participation in the summer program. She wondered why we pay a summer program employee until 1 pm if the program stops at noon. Mr. Roberts stated that though sometimes no one came to the afternoon session, he wanted to make sure someone was there in case a participant was just late. He is working with the school to perhaps combine programs in 2020 and get better participation for both. If these can be combined, he would be able to reduce the part time wages line. Mr. Mason asked how many part time employees were required during the summer program. Mr. Roberts said that he needs 2-3 for field trips, 3 on Tuesdays and 4 on Thursdays. He believes he can reduce the part time wages from \$3500 to \$3000. There was then a discussion about the \$500 that Tamworth pays to the Town of Sandwich for upkeep and patrolling of the swimming area at Bearcamp Pond. There is a deed that says residents from the Town of Tamworth can use the facility for free. The Town of Sandwich has asked for a donation of \$500 to help pay for gravel, the porta-potty, police presence and clean up. Selectman Farnum asked whether Mr. Roberts really needs both a cell phone and an office phone. Mr. Robert said that the office phone service also has internet access bundled with it, but Selectman Farnum said that if the cellphone is working, he could use the cell phone hot spot for his internet access. When asked, Mr. Roberts stated that all of his employees are CPR certified. He was also encouraged to seek any grants whenever possible. Mr. Roberts said that he pays dues to the Carroll Country Recreation Association in the amount of \$275. This allows Tamworth to participate in a soccer tournament, basketball and softball tournaments as well as Carroll County Fun Day. He has no subscriptions. When asked by Selectman Streeter, Mr. Roberts stated that he tried to have his printer fixed, but it was beyond repair and he had to purchase a new one. Mr. Mason asked about supplies and was told that the Town tries to by common supplies in bulk. Mr. Roberts stated that he could reduce his Program Supplies line from \$2000 to \$1500. Mr. Mason asked about the maintenance of the recreation fields. Mr. Roberts stated that the soccer field was kept up pretty well, but the baseball field was let go. He explained that it was just an issue of no use. Selectman Farnum noticed that there is no money in the budget for adult trips. Mr. Roberts said that he was under the impression that no one wanted this money back in the budget. As far as bus trips go, he reported 39 as the highest number of participants and the low was 8. The average is 22-23. Selectman Streeter said that the registration fees should be looked at. Mr. Roberts said that the fee has been \$10 since he started in this position. He was asked about the fireworks donation of \$6000 and stated that this donation always comes in December. The Town still has not received a bill for the tent on Family Day. Mr. Roberts felt that everyone was fine with the change in parade route this year.

- **Revaluation of Property** – No changes in this line as presented.
- **Legal** - The Board decided to make this line \$15,000, while noting that it is hard to determine what the needs will be.
- **Selectmen** – Mrs. Siniscalchi stated that she feels the Board of Selectmen deserve a pay raise. Selectman Farnum thanked her and said that he feels that should come

from the voters at Town Meeting. There was a discussion about the Miscellaneous line. There is \$400 in that line for wreaths and a holiday celebration for employees. Some felt participation at the holiday celebration was not adequate. It snowed last year and the Highway Department couldn't come. It was suggested that a summer barbeque might work better. Mr. Mason felt that some kind of recognition was important, even if in the form of a turkey at holiday time. There was concern about whether that would include all full time and part time employees. Mr. Mason asked for the numbers of full time and part time employees. The Miscellaneous line was also used to buy wreaths for the Town Office doors and Chairman Poirier stated that he would buy the wreaths this year and donate them. It was decided to reduce the Miscellaneous line from \$400 to \$0.

▪ **OLD BUSINESS:**

- **Discuss Job Descriptions** – The Board said that unless the Blood Borne Pathogens blurb was on the documents, they were not ready to review them.
- **Junkyard Ordinance** - The Board gave approval for Selectman Ricker to review the ordinance and bring back suggestions.
- **Website** – This writer stated that it would cost \$3000 per website to bring the Economic Development Commission, Conservation Commission and Fire Department websites into the Town's website. Further, there would be an additional annual charge of \$250 for each for maintenance and support.
- **Landfill Concerns** - This writer presented a letter from HEB Engineers that stated there was more work to be done before they could complete their report to be sent to DES regarding the Letter of Deficiency. Selectman Farnum said that he would address the issue. He also stated that Scott Aspinall would be willing to mow the back parking lot here at the Town Office for \$75.00. He is insured.
- **Signature Items** – There were two items that needed signatures this week.

**On a motion by Chairman Poirier, seconded by Selectman Streeter, the Board approved and signed the MS-1 State Form.**

**On a motion by Chairman Poirier, seconded by Selectman Farnum, the Board signed the LUCT Warrant in the amount of \$4220.**

Some concerns were noted that a logging operation between Chocorua Road and Page Hill Road. It seems they are doing some work after dark and had tipped an excavator in the brook. The forest ranger will be contacted.

- **ADJOURNMENT: On a motion by Selectman Ricker, seconded by Selectman Streeter, the meeting was adjourned at 7:55 pm.**

Respectfully Submitted,

Robin Frost  
Recording Secretary

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Daniel J. Poirier

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Rebecca Mason

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Aaron Ricker

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Melanie Streeter

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William W. Farnum