

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

Thursday, November 14, 2019

MINUTES

Present: Chairman Poirier, Selectmen Ricker (5:55pm), Farnum, Mason & Streeter; Police Chief Dana Littlefield, Road Agent Richard Roberts, Economic Development Commission Chairman Pat Farley, Friends of the Town House members Linda & Casslyn Cook; Town Clerk/Tax Collector Kim Trammell, videographer from governmentoversite.com 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(a)

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, Farnum – Aye, Streeter – Aye.

On a motion by Chairman Poirier, seconded by Selectman Farnum, the Board returned to public session at 6:05 pm by roll call vote. Poirier – Aye, Mason – Aye, Ricker – Abstained, Farnum – Aye, Streeter – Aye.

On a motion by Chairman Poirier, seconded by Selectman Mason, the Board voted 4-0-1 (Ricker) to seal the minutes of the foregoing non-public session.

- DEPARTMENTS AND COMMITTEES

Highway – Road Agent Richard Roberts explained that there had been a lot of blown down trees and branches during the wind storm last week. He said that there were many people out and willing to help. Selectman Streeter stated that she saw an article about the Town of Fryeburg providing age-friendly sand buckets to residents. She thought it was a great idea. Linda Cook said that the dead trees along Bunker Hill Road are a safety hazard and need to be cut. She was hoping that area could be placed on the work schedule for the Highway Department. Mr. Roberts stated that they cut trees there two years ago and there are many areas of town that need attention. Selectman Mason stated that in reviewing Public Safety statistics, she has noticed a lot of calls for “check utilities”. Mr. Robert said that in the last windstorm there were several large trees that came down.

Fire/Rescue Department – Fire Ward and Assistant Fire Chief Jim Bowles was present to report that the department has been very busy. There has been an average of 3 calls per day over the last couple of weeks. He is seeing some burnout amongst the members. There was a call for a propane odor last night and only three members responded, including Mr. Bowles. The new fire truck is in the station and the members are figuring out the placement of all the equipment. The old truck is at John Hartley's shop having the generator removed. Selectman Mason asked about no truck being in

the Chocorua Station, and Mr. Bowles explained that it was in for repair of a parking brake issue. It is back at the station now.

Police – Chief Dana Littlefield stated that his department has also been very busy. He cautioned people to lock their vehicles and make sure they are not leaving their keys in their vehicles. There have been stolen cars county wide. He has been contacted by the school regarding the End 68 Hours of Hunger program. They are very short on food supplies. This program sends food home for the weekend for needy families. The program is based at the school and they were looking for assistance with replenishing the supply. There was a discussion of a food drive. Filling a truck or the conference room at the Town Offices. Selectman Mason said that if there was a list of the food they want, then that could be distributed in various ways and people could bring the items here. Regarding the new cruiser, Chief Littlefield stated that production is now scheduled for mid-February and delivery would be in mid-March. There was a discussion about the warrant article and encumbrances and whether the Chief had a contract. Chief Littlefield stated that he would get a contract before the December 19th meeting so the Board could address carrying forward the amount to 2020. Bruno Siniscalchi asked about the monthly Police statistics. He was given a copy by Chief Littlefield. Linda Cook mentioned that she read an article on Facebook from WCSH6 in Maine that mentioned stolen vehicles and an incident in Tamworth. She noticed that it was not on the Tamworth PD Facebook page. Chief Littlefield stated that this incident was dealt with quickly and he didn't feel the need to have it on the Facebook page unless it was still a concern.

Town Clerk - Kim Trammell mentioned that she had spoken with the Moderator about the upcoming Presidential Primary, for which the date has still not been set, and he is fine with holding the voting at the Town House. The Board concurred.

Economic Development Commission – Pat Farley stated that they had no meeting this month as there was no business to discuss. She watched the County Commissioners meeting where Ellen Farnum spoke about recycling and she did a great job. Mrs. Farley also attended a Carroll County Broadband meeting this morning in Moultonborough along with Selectman Mason.

Friends of the Town House – Casslyn Cook said that the duct work is complete at the Town House and Selectman Streeter stated that the estimate for the work was \$8000 and the bill actually came in at \$3875.

On a motion by Selectman Streeter, seconded by Selectman Mason, the Board voted unanimously to return the excess \$4125 to the Tamworth Foundation.

Selectman Farnum signed the bill for payment. Linda Cook reported that the fuel tank is down to ¼ and thinks it needs a delivery. It should be on automatic delivery. Selectman Streeter reported that the Farmers Market is now using the Town House and that is going well

Administration – This writer stated that the District Ranger, Tom Trask, had been contacted regarding the logging operation between Page Hill Road and Chocorua Road. He has already been out to the site and cited the logger for a few issues, but he did not know about the excavator that had been tipped over in to the brook. Mr. Trask said he would let DES know about this.

▪ **NEW BUSINESS:**

- **Discuss Overlay Requirements** -This writer stated that the preliminary tax rate had been set by DRA. The preliminary rate for 2019 without using any unrestricted fund balance and

using \$100,000 for overlay is \$22.29. After a brief discussion, **a motion was made by Selectman Mason, seconded by Chairman Poirier to use \$300,000 from unrestricted fund balance to offset taxes and \$100,000 in overlay to bring the preliminary tax rate to \$21.54. The Board voted unanimously to approve the motion.** This writer will submit this information to DRA in hopes of having a final tax rate at the beginning of the week. Selectman Farnum commented that there was an increase in appropriations of approximately \$230,000.

- **Snow Shoveling Proposals** – The Town received no proposal for this RFP. They were due on November 12th. Chairman Poirier thought it should be re-advertised, but Selectman Mason thought the Town has an employee who could do this work. No further decisions were made.
- **Solar Project** - Selectman Farnum reported that he had met with Andrew Keller of New England Solar Garden (NESG) and they discussed the process and how it all would work. Selectman Farnum reviewed the pro forma for investors and how the payout would happen for everyone including the Town. The Board of Selectman can only lease property for a year at a time unless there is voter approval at Town Meeting for a long-term lease. The financial terms of the lease would be \$10,000 per 1MW of power, per year. NESG would be responsible for maintaining the surface of the landfill and the Town would remain responsible for gas and water monitoring, as well as the annual report to DES. The annual PILOT would be for \$3500 for just the hardware itself. Regarding the usual 5-year term of a PILOT agreement, there is a provision that the term can be extended if the feasibility of the project could be compromised by limiting the agreement to five years. There is a requirement to hold a public hearing for a PILOT over the usual five years. In order to get the project started, Selectman Farnum recommended that the first-year lease be signed for \$1000 and then the question of the long-term lease be brought to the 2020 Town Meeting. This will allow NESG to begin their process and decide whether the project is even feasible.

On a motion by Selectman Farnum, seconded by Chairman Poirier, the Board unanimously approved the land lease option lease agreement with New England Solar Garden Corp for \$1000 pending the 2020 Town Meeting approval of the 20-year lease agreement for \$10,000 per 1 MW per year.

The Board will hold a public hearing at the beginning of January 2020 on the PILOT agreement. Chairman Poirier asked that this be added to Old Business on the agenda until completely addressed.

Selectman Farnum continued discussion about solar arrays, but now on private property. The Town would obviously not be involved in any lease agreements on private land but would have to address any PILOT agreements for the hardware placed on private properties. With all assessments required to be fair and equitable, it makes sense that PILOT agreements for these projects also be \$3500 per 1MW per year. The term of the agreements would also have to be 20 years like the Town's agreement. A separate public hearing would be held on the terms of these potential PILOT agreements. Selectman Farnum commented that any property with solar arrays installed would have to come out of current use.

On a motion by Selectman Farnum, seconded by Chairman Poirier, the Board unanimously decided that PILOT agreements for solar arrays on private properties also be \$3500 per 1 MW per year.

For clarification, Selectman Farnum stated that if the solar array was producing 2 MW of power, the PILOT agreement would yield \$7000 (2*\$3500). Chairman Poirier thanked Selectman Farnum for all his efforts on this project.

- **CC Broadband** – Selectman Mason attended the CC Broadband meeting this morning in Moultonborough. She asked the Board to be thinking about all buildings that the public uses that would need broadband service; ie. The History Center, Tri-County CAP, etc. This list would include, but not be limited to Town-owned buildings. The first step in gathering all the necessary information is to send letters to all the internet providers in the Town to assist in the feasibility study to identify unserved locations. This will include any areas that have less than 25 mbps download speed or 3 mbps upload speed.

On a motion by Selectman Farnum, seconded by Selectman Streeter, the Board unanimously agreed to sign these letters to the internet providers.

- **Landfill Cover** – Selectman Farnum reported that the Town had received a letter from HEB Engineers that the stone ditch at the landfill needed to be cleared of all vegetation before the final report on the Letter of Deficiency could be sent to DES. Selectman Farnum said he had done this work and had sent pictures and an explanation to HEB. He expects the final report to go to DES soon. He will be billing the Town \$140 for his time on this.
- **SIGNATURE FILE:**
 - **On a motion by Chairman Poirier, seconded by Selectman Mason, the Board unanimously approved the minutes of Non-Public Session #2 of November 7, 2019.**
 - **On a motion by Chairman Poirier, seconded by Selectman Mason, the Board unanimously voted to approve and sign the Certifications of Yield Taxes for operations with no wood cut.**
 - **Selectmen's Minutes of November 7, 2019 – On a motion by Chairman Poirier, seconded by Selectman Mason, the Board unanimously approved the minutes of the Selectmen's meeting of November 7, 2019.**
 - **Selectmen's Minutes of October 30, 2019 –** There was a concern that the minutes now said that the EDC has sponsored an event at the Library, but they actually co-sponsored the event with the Cook Library. This was noted on the minutes. **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 as revised.**
 - **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.**
 - **Letter of Commitment for 2020 Lakes Region Household Hazardous Waste Collection Day** – It was decided to get more information on Tamworth's participation numbers for past years before committing to this for 2020.

- **Intent to Cut for Map 414, Lot 57 – 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 57.**
- **Transmittal Letter from RB Wood & Associates – On a motion by Chairman Poirier, seconded by Selectman Mason, the Board voted unanimously to sign the transmittal letter for the final documents of the revaluation.**
- **Payroll Manifest Dated November 21, 2019 - On a motion by Chairman Poirier, seconded by Selectman Mason, the Board unanimously approved the payroll manifest dated November 21, 2019 in the amount of \$32,057.85.**
- **Accounts Payable Manifest Dated November 5, 2019 – On a motion by Chairman Poirier, seconded by Selectman Mason, the Board unanimously approved the accounts payable manifest dated November 15, 2019 in the amount of \$276,001.16.**
- **SELECTMEN’S UPDATES:**
 - Selectman Mason explained that the next legislative hurdles for the CC Broadband initiative are 5 LSA’s that deal with a Communication District, Space on poles, Non-personal E911 information, PILOT, Penalty for failure to respond to an RFI and Bonds. There is so much information coming along on this project. CC Broadband is featured in a December publication out of California that is distributed to about 75,000 cities and towns. Selectman Mason announced that the next meeting will be on December 12th in Wolfeboro at 10 am.
 - Selectman Farnum reported that the Municipal Building Committee will meet again on December 2nd. He also mentioned that CarePlus, our current ambulance company, has been taken over by Brewster Ambulance and he suggests getting a new insurance certificate from Brewster Ambulance. Selectmen Farnum will be in Concord tomorrow for the Energy Conference.
 - Selectman Streeter has been busy opening and closing the Town House for users.
 - Chairman Poirier reported that the Veterans’ Day observances were well received. A military HumVee was in attendance. He thanked Bruno Siniscalchi for always supporting the veterans. Chairman Poirier gave special thanks to Mary Cronin, Cook Library Director, for all her support and assistance. Thanks also go to all who donated food for the gathering at the Town House following the remembrance at the Veterans’ Memorial. Selectman Mason stated that her sister, a Navy veteran, was here from Florida and went to the event with their father, an Air Force veteran. She was very impressed with the ceremony. Chairman Poirier then asked if the Board would be willing to meet in the morning on November 26th rather than in the evening. He has spoken with Kathy Estabrook, who was planning on working on Monday, the 25th to get payroll and accounts payable completed, so those would be available the morning of November 26th for the Board to approve and sign. The other Board members are available to meet at 9 am on Tuesday, November 26th. The change will be made on the Town calendar.
- **PUBLIC COMMENT:**
 - Kim Trammell asked if the parking at the front of the Town Office building could be addressed in the Traffic and Road Regulation Policy. She thought the one-hour limit for

parking could be reduced to 30 minutes. She also asked if the confusion over where the parking spaces for handicapped patrons could be cleared up. It looks like the sign in the front area is a handicapped space and the spaces for handicapped patrons are actually in the back parking lot where the ramp is located.

- Casslyn Cook stated that Andrew Cushing of the Historical Preservation Alliance was in town on Saturday with others to tour some of Tamworth's buildings. They toured the Town House then the Distillery, Barnstormers and Remick Farm. They were very impressed with the Town House and thanked those who spent time with them that day.
- Selectman Mason asked this writer to make sure the Department Head job descriptions were sent out to the Board members. The Board then decided to hold their non-public work session for department head evaluations on Tuesday, December 17th at 10 am. They will then hold another non-public session to review the evaluations with the department heads on Thursday, December 19th at 4 pm, followed by a budget work session. There was a discussion about how to handle the payroll and accounts payable runs of Christmas week. Chairman Poirier will discuss with the Finance Officer, Kathy Estabrook, and get back with the Board.
- Linda Cook wanted to know why the agenda was not posted on the website. She kept looking and looking and never found it. Chairman Poirier asked whose responsibility it was and this writer said it was hers and apologized for it not being there.
- Pat Farley mentioned that there is a grand opening of a new vegan restaurant on Route 16 from 6-8 pm this Saturday evening.
- Madeline Siniscalchi stated that the budget work session next week will be a very long meeting since the budgets being discussed are Police and Fire.
- **ADJOURNMENT: On a motion by Selectman Streeter, seconded by Chairman Poirier, the meeting was adjourned at 8:25 pm.**

Respectfully Submitted,

Robin Frost
Recording Secretary

Daniel J. Poirier

Rebecca Mason

Aaron Ricker

Melanie Streeter

William W. Farnum