

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

Thursday, November 21, 2019

MINUTES

Present: Chairman Poirier, Selectmen Ricker, Farnum, Mason & Streeter; Advisory Budget Committee Members: Casslyn Cook, Madeline Siniscalchi, Arthur Mason; Police Chief Dana Littlefield, Fire Chief Richard Colcord, Fireward & Assistant Fire Chief Jim Bowles, Finance Officer Kathy Estabrook, videographer from governmentoversite.com.

- CALL TO ORDER: At 5:30 pm, Chairman Poirier called the meeting to order.
- APPOINTMENTS:

Mary Cronin, Library Director at Cook Memorial Library, to request funds from the Emergency fund for replace of a furnace in the library building. The library will pay the deposit of \$4082 and is requesting the balance of \$4082 to come from the Emergency fund.

On a motion by Chairman Poirier, seconded by Selectman Streeter, the Board voted unanimously to use \$4082 of the Emergency fund to pay for half of the furnace replacement at the Cook Library.

- NEW BUSINESS:
 - 2020 Budget Review
 - **Police Department** – Chief Dana Littlefield was present to answer questions on his proposed budget. Madeline Siniscalchi noted that he is asking for two new full-time positions. She asked what the pay rate would be. Chief Littlefield responded that it would depend on qualifications and experience, but for budget purposes he used \$24.00 per hour as the rate. The chief's salary shows an increase of \$3000 which would be received upon completion of classes according to his employment agreement. The amount is on top of a 2% increase. Arthur Mason asked how the Chief justifies adding two officers. Chief Littlefield responded that they are understaffed. The activity in Town is affected by overflow from Conway and Ossipee. Casslyn Cook asked if the workload could be better managed if the part time officer worked more than the 5 weeks he worked in 2019. While this would be helpful, this would still not be enough to provide adequate coverage. Chief Littlefield stated that he budgeted health insurance at the highest rate (family coverage). Selectman Streeter mentioned that the custodial services line was in the budget at \$4600. Chief Littlefield said that should be \$0. Selectman Mason wondered if the electric line had been updated for the new rates. Finance Officer Kathy Estabrook will check on that. Chairman Poirier asked if the Chief was planning on keeping a

part time officer even with two new full-time officers. Chief Littlefield said yes, but only 12 8-hour shifts would be budgeted for the part time officer. Mr. Mason asked what the department currently has for cruisers. There would be three; a 2012 Tahoe with 130k miles, a 2013 Tahoe with 98k miles and the new one that is on order and expected to be delivered in March. Mrs. Siniscalchi asked which vehicle did not pass inspection. Chief Littlefield stated that they both passed inspection. There was a brief discussion about the two equipment lines – one for repair and maintenance and one for purchase of new equipment. Selectman Streeter asked if the new officers would be designated as a School Resource Officer and one as Prosecutor. Chief Littlefield said that would not necessarily be the case. Selectman Streeter asked if the school hired an SRO, would that lighten the budget. Chief Littlefield explained that the officer would still have to work under the Tamworth Police Department. Mr. Mason asked why Tamworth PD does not work closer with State Police, especially since the barracks is in town. Chief Littlefield stated that the Tamworth officers already have a rapport with Tamworth residents. If there isn't a Tamworth officer available, the Sheriff's Department would typically handle the call. Selectman Streeter asked what is driving up the number of calls. Chief Littlefield said that they are seeing more juvenile-related calls and these are very time-consuming. Selectman Farnum asked the range of ages for the juveniles involved and Chief Littlefield said anywhere from 6-16 years old. Ms. Cook asked if the current building would be functional with five officers. Chief Littlefield said that the officers would share desks. Mr. Mason asked questions about the cruisers, such as do we use aa State bid – yes; why a Tahoe – lots of back road use. When asked about grants, Chief Littlefield said that he is hesitant to apply for some grants as the reimbursement is not always within the same year.

- **Animal Control** – Selectman Mason stated that since the mileage line was already overspent, this should be increased to \$850. Ms. Cook asked if the supply line could be reduced to \$100 and Chief Littlefield said it could be. When asked about training, Chief Littlefield said that the ACO went to a one-day training this year. He went on to explain that the ACO does a great job with all types of animals.
- **Fire/Rescue Department** – Mr. Mason asked about the new fire truck. Chief Colcord said that it is in the process of being outfitted and is very close to full service. The purchase of this fire truck really has nothing to do with the 2020 proposed budget, which is the subject of this meeting. Mrs. Siniscalchi asked about \$5950 for equipment for the new truck. It was explained that this was for fittings for the pump to be installed. There was a question about hose replacement and how often hose needs to be replaced. Chief Colcord said that hose has a life expectancy of 10 years. The hose that was paid for at the beginning of 2019 should have been a 2018 expense, which is when it was ordered. Regarding grants, the Fire Department has written four grants and received two, possibly a third. The two received were \$20,000 and \$6000. There are no financial obligations going forward except expenses for administration of the grant, which should be minimal. Selectman Farnum noted a general increase of \$16,310. The largest piece of this increase is in Equipment and they were trying to make up for what was not purchased in the previous year. The Office Supplies line is increased for two new computers. Chief Colcord has an issue with his email that needs to be fixed. It is hoped that the new IT company that begins its contract in January 2020 will be able to straighten this out for him. Chief Colcord mentioned that he is trying to replace three sets of turnout

gear per year. Selectman Farnum asked about the Equipment line again and Chief Colcord said that this line is for replacement of equipment that cannot be fixed. For instance, he has a gas meter on his desk that might be able to be fixed, but if not, he will purchase a new one from this line. Selectman Streeter asked about the Building Maintenance line and it was explained that this is for work at the Wonalancet and Chocorua stations. Mr. Mason asked about the CDL requirement for volunteers who drive the fire trucks. Fireward Bowles stated that this department has required that anyone who will be driving a truck over 26,000 has to have a CDL. The department will help with the acquisition of a CDL if it is only used for the fire department. There was a discussion about the payment of the annual firefighters pay through the Volunteer Incentive Program. This is paid through the payroll system as required, but there is some disagreement about whether this should continue or if it should be paid through accounts payable. Selectman Farnum stated there is the same issue with elected officials and asserted that there would be a serious discussion about this. There was a short explanation of the Dry Hydrants line and that the funds are used for maintenance.

- **Forest Fire** – Chief Colcord said that this is a flat budget with no changes. He listed the vehicles they currently have, which are three with the newest being 1976.
- **Grants** – Chief Colcord listed the grants being applied for, which include \$20,000 for getting a new vehicle grant off and running. \$2000 for work towards a grant for a new washer and dryer and the grant for the Emergency Operations Grant, which is for \$8000, but is matched with in-kind Town efforts.
- **Emergency Management** – Mr. Mason asked about generator maintenance. Chief Colcord said that there are three generators that are maintained for a little over \$1000 in total.

Selectman Farnum said that Richard Roberts has someone who can shovel snow at all the fire stations.

Mr. Mason stated that he spoke with a person who told him he had submitted a bid for the snow shoveling. The office never received a bid from anyone. Mr. Mason said he had told the person to contact the office.

▪ **SIGNATURES:**

- **LRPC HHW Collection Day** – Selectmen Mason had shared the information she received on participation in past years on HHW Collection Day. The participation last year was 72 households. In 2018 it was 37. Selectman Mason said she doesn't think it is worth \$3331 for the Town to participate in 2020. Selectman Farnum disagreed, saying that he would be concerned that hazardous waste might make its way to the side of the road and into groundwater. Selectmen Streeter said that she agreed with Selectman Mason and would vote against the expenditure.

On a motion by Chairman Poirier, seconded by Selectman Mason, the Board vote 3-2 to participate in the HHW Collection Day for 2020.

- **Abatement of Jeopardy Tax on Map 215, Lot 36-100** – On a motion by Chairman Poirier, seconded by Selectman Mason, the Board voted 4-0-1 (Ricker) to approve and

sign the abatement of the jeopardy tax assessment in the amount of \$402 for Map 215, Lot 36-100.

- **2020 Landfill Monitoring Agreement** – The agreement from HEB Engineers is for monitoring gas and groundwater as well as annual reporting to the State of NH. The total estimated cost is \$8000 - \$10,000.

On a motion by Chairman Poirier, seconded by Selectman Farnum, the Board unanimously voted to approve and sign the agreement with HEB Engineers for 202 Landfill Monitoring for an amount not to exceed \$10,000.

- **OLD BUSINESS:**
 - This writer asked if the meeting on Tuesday should include anything other than signature items. The Board would like only signature items on this agenda.
 - Selectman Ricker said that he would not be able to attend the December 5th Budget Work Session.
 - Selectman Farnum stated that he would like to schedule the public hearing on the PILOT for the solar project with NE Solar Gardens as soon as possible. This will either happen on December 12th or December 19th.
 - Selectman Streeter stated that there is a craft fair on November 30th at the Town House and during the fair they are asking people to bring food items to help replenish the supply for the End 68 Hours of Hunger Program.
- **ADJOURNMENT: On a motion by Selectman Mason, seconded by Selectman Farnum, the Board voted unanimously to adjourn the meeting at 8:05 pm.**

Respectfully Submitted,

Robin Frost
Recording Secretary

Daniel J. Poirier

Rebecca Mason

Aaron Ricker

Melanie Streeter

William W. Farnum