

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 5:00 pm  
Town Office

Thursday, December 5, 2019

MINUTES

Present: Chairman Poirier, Selectmen Farnum, Mason & Streeter; Advisory Budget Committee Members: Casslyn Cook, Madeline Siniscalchi, Arthur Mason; Fire Chief Richard Colcord, Fireward & Assistant Fire Chief Jim Bowles, Town Clerk/TaxCollector (TC/TX) 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 – Per RSA 91-A:3 II(e)

**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, Mason – Aye, Farnum – Aye, Streeter – Aye.**

**On a motion by Chairman Poirier, seconded by Selectman Farnum, the Board returned to public session at 5:27 pm by roll call vote. Poirier – Aye, Mason – Aye, Farnum – Aye, Streeter – Aye.**

At 5:30 pm, Chairman Poirier reconvened the public portion of the meeting.

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

Chairman Poirier reconvened the public session of the meeting at 5:30 pm.

Advisory Budget Committee member Madeline Siniscalchi asked to make a correction. She stated that on October 2<sup>nd</sup> a cruiser failed inspection and was fixed and subsequently passed inspection. She wanted the minutes to reflect that a cruiser did fail inspection, contrary to what Chief Littlefield said when asked at the last work session. Chairman Poirier clarified that the cruiser did pass inspection after being fixed and his understanding was that all cruisers are functioning on the road.

Advisory Budget Committee member Casslyn Cook stated that the Fire Chief said he did not buy any hose in 2019 and there was an invoice paid on March 19, 2019 for 5800 feet of hose.

- NEW BUSINESS
  - 2020 Budget Review

- Library – Library Director Mary Cronin presented the proposed budget for the Cook Memorial Library for 2020. Ms. Cook asked what had changed on the new printout presented tonight. Ms. Cronin said that the Moose Plate Grant was taken out of the budget. Mr. Mason asked about snow shoveling. Ms. Cronin said that Good Neighbor Fence does their shoveling. Ms. Cronin pointed out that the salary lines include 27 pay periods in 2020. When asked, Ms. Cronin reported that they do not regularly received funding from the Tamworth Foundation and they have 10-12 computers currently in use.
- Town Administration – Finance Officer Kathy Estabrook said that there are some items in this budget that she does not yet have figures for. Mrs. Siniscalchi asked why the increase in the salary lines. Ms. Estabrook said that there are 27 pay periods in 2020 as opposed to the usual 26 pay periods. Selectman Mason asked about the audit contract and whether the preparation of the MS535 was included in the contract. It was determined that it is included in the contract cost. Ms. Cook asked about the increase in the printing of the Town Report. Ms. Estabrook stated that we increased the quantity by 50 for this year because we ran out last year. Ms. Mason asked for a detailed printout of the Crystal Rock Spring Water payments. The Board feels that this needs to be eliminated. There was a discussion about the copier in the conference room, which is obsolete and parts can no longer be purchased for it. The Board doesn't want to plan for replacement as long as the copier is working now. They asked to have this line reduced to \$600. The Board decided to reduce the Office Equipment line to \$0. Selectman Mason asked Ms. Estabrook to prepare a wage spreadsheet showing different scenarios for COLA's so the Board can review.
- Data Processing – As of January 1<sup>st</sup> the Town's vendor for IT services will change. The new contract is with Cybertron at \$105 per hour. The Town will buy blocks of time. Selectman Mason asked for a detailed vendor printout for RMON, who is our current IT provider. The quote for the new server is in the operating budget and it was determined that the server is in the CIP. The Board changed line 342 – Software Upgrades/Purchases to \$2000.
- Zoning – This budget has the minimum in it just in case there is a case that arises.
- Town Office Building – It was determined that the sewer line should be budgeted at \$600. The cleaning service provided figures for cleaning the floors and windows. Selectman Mason asked for detail on what the service entails. She also asked for a detailed vendor printout of the cleaning service. It was decided to put the snow shoveling line at \$2000. Selectman Farnum asked for detail on what has been expended for the telephone line.
- Town House – With the increased use of the building, Selectman Streeter suggested increasing the heat budget to \$4000. It was mentioned that they need a hard-wired land line for the alarm system. They set the telephone budget at \$1500, \$800 for water, \$10,000 for Repairs and Maintenance, \$150 for Supplies and Ms. Estabrook will look at the contract for electric rates to determine what the budget should be for that line.

- Town Clerk/Tax Collector Warrant Article – Kim Trammell explained the salary increase is \$2000, which is a 3.5% increase over the 2019 salary. TC/TX Trammell explained that the Town's fee per registration was increased by \$0.50 per registration so that is partial justification for the increase in her salary. She also tries to stay in line with surrounding towns. All other costs are salary related or health insurance. She asked for a slight rewording of the article. Mr. Mason stated that he feels all employees should get the same percentage increase. Selectman Mason said that because this is a warrant article, TC/TX Trammell can ask for whatever she wants, though the Board of Selectmen must place a recommendation on the article.
- Ambulance – This budget is split between CarePlus whose contract expires in March and the new contract with Action Ambulance. The amount for CarePlus through March is \$35,547. There was some confusion as to the amount for the Action Ambulance contract. This will be revisited.
- Street Lighting – There was a discussion of the cost of street lighting. The cost of switching all street lights to LED was mentioned. The budget for street lighting was left as presented.
- Landfill – The debt service remains as presented and the landfill monitoring contract was signed by the Board at a figure of \$14,000.

▪ OLD BUSINESS:

Selectman Farnum read a letter that he had written to DES regarding the closed landfill deficiencies which he would like to send along with a packet of other information including a report from HEB Engineers.

**On a motion by Selectman Mason, seconded by Chairman Poirier, the Board voted 3-0-1 (Farnum) to send the letter and other information to DES electronically.**

Chairman Poirier stated that since they received confirmation that volunteers and elected officials are to be paid through the payroll system, he would like to rescind the motion that was made on November 26<sup>th</sup> to void and reissue the checks for volunteers and elected officials. Ms. Estabrook explained that she hadn't had the time to void the checks between November 26<sup>th</sup> and this meeting anyway. The checks are dated for December 5<sup>th</sup> and could be released tomorrow. Selectman Mason didn't think that rescinding the motion was appropriate. There was a long discussion about payroll versus another kind of manifest for volunteers and elected officials. There was also a discussion about how long it takes to void a check (8 minutes). When the discussion concluded, it was understood that the checks are generated through the payroll system.

**On a motion by Selectman Farnum, seconded by Selectman Mason, the Board voted unanimously to approve the manifest dated November 26, 2019 for checks dated December 5, 2019 in the amount of \$92,125.67, which includes regular payroll as well as non-employee stipends for volunteers and elected officials in the amount of \$34,375.17.**

▪ SIGNATURE ITEMS:

- **Payroll Manifest** – Ms. Estabrook explained that this manifest is for holiday pay for the Police Department.

**On a motion by Chairman Poirier, seconded by Selectman Farnum, the Board voted unanimously to approve the payroll manifest in the amount of \$3475.43.**

- **Yield Tax Warrant – On a motion by Chairman Poirier, seconded by Selectman Mason, the Board voted unanimously to approve the Yield Tax Warrant for Map 422, Lot 26 in the amount of \$427.70.**
- **Letter from North Conway Water Precinct – This correspondence requires a signature to authorize North Conway Water Precinct to accept septage from Tamworth properties.**

**On a motion by Chairman Poirier, seconded by Selectman Mason, the Board voted unanimously to sign the authorization for North Conway Water Precinct to accept septage from Tamworth.**

- **Intent to Cut – On a motion by Chairman Poirier, seconded by Selectman Mason, the Board voted unanimously to sign an Intent to Cut form for Map 403, Lot 10 on Fowlers Mill Road.**
- **Abatements – These abatements are all for campers that were removed from Foothills Campground in 2017.**

**On a motion by Chairman Poirier, seconded by Selectman Mason, the Board voted unanimously to approve the abatement for Map 214 Lot 154-44 in the amount of \$77.**

**On a motion by Chairman Poirier, seconded by Selectman Mason, the Board voted unanimously to approve the abatement for Map 214, Lot 154-47 in the amount of \$312.**

**On a motion by Chairman Poirier, seconded by Selectman Mason, the Board voted unanimously to approve the abatement for Map 214, Lot 154-14 in the amount of \$252.**

- **Minutes of Selectmen's Meetings**

November 20, 2019 - It was noted that this was a Wednesday, not Thursday as written in the minutes. The change was handwritten on the minutes.

**On a motion by Chairman Poirier, seconded by Selectman Mason, the Board voted unanimously to approve the minutes of the meeting of November 20, 2019.**

November 14, 2019 – Under New Business there was no vote recorded on the Solar Power item. On the first page, Selectman Ricker was absent during the non-public session.

**On a motion by Chairman Poirier, seconded by Selectman Mason, the Board voted unanimously to approve the minutes of the meeting of November 14, 2019, as amended.**

November 21, 2019 – This writer was asked to review these minutes and add in the votes that were not recorded. Also, on the last page the word “craft” is spelled incorrectly.

**On a motion by Chairman Poirier, seconded by Selectman Mason, the Board voted unanimously to approve the minutes of the meeting of November 21, 2019, as amended.**

November 26, 2019 – It was noted that names should be used instead of initials.

**On a motion by Chairman Poirier, seconded by Selectman Mason, the Board voted unanimously to approve the minutes of the meeting of November 26, 2019, as amended.**

▪ OLD BUSINESS:

Old business was previously addressed.

The Board decided to meet on December 30<sup>th</sup> at 9 am to sign a payroll manifest.

Selectman Mason noted that there is a Regional Ambulance meeting at the Freedom Town Hall on December 9<sup>th</sup> at 6 pm.

▪ ADJOURNMENT: **On a motion by Chairman Poirier, seconded by Selectman Farnum, the Board voted unanimously to adjourn the meeting at 8:23 pm.**

Respectfully Submitted,

Robin Frost  
Recording Secretary

\_\_\_\_\_  
Daniel J. Poirier

\_\_\_\_\_  
Rebecca Mason

\_\_\_\_\_  
Aaron Ricker

\_\_\_\_\_  
Melanie Streeter

\_\_\_\_\_  
William W. Farnum