

TOWN OF TAMWORTH
BOARD OF SELECTMEN
84 MAIN STREET
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Selectmen's Meeting 5:30pm
Town office

Thursday, September 5, 2019

MINUTES

Approved as written: September 19, 2019

Present: Chairman Poirier, Selectmen Ricker, Farnum, Mason and Streeter, Carroll County Commissioner Brevard, Babson and McCarthy, Representatives Cordelli and Marsh, MWV Age Friendly Reps Cleveland and Macomber, Auditor Webb, Resident Garrett, Road Agent Roberts, Recreation Director Roberts, Transfer Station Supervisor Johnson, Fire Chief Colcord, Asst Fire Chief Bowles, Police Chief Littlefield, EDC Chairman Farley & D Farley, Friends of the Town House Members C Cook and L Cook, Town Administrator McWhirter, government videographer and several members of the public.

- CALL TO ORDER: Chairman Poirier opened the meeting at 5:30pm.
- APPOINTMENTS:
 - Carroll County Commissioners Amanda Bevard, David Babson and Terry McCarthy met with the board. Commissioner Babson stated that the county had an energy audit performed throughout all the county buildings. The county took out a \$3.2m bond and should see savings within 17 years. Some of the items that were corrected: new air conditioning in the jail, new roof on the administration building and new lighting in all the buildings. They discussed what is happening at the county farm and the possibility of using inmates to clean up the roadsides or work at the farm. They briefly discussed the capacity of the jail and the county nursing home. At the present time the old nursing home houses laundry facilities and building maintenance. It is also used for storage. The commissioners are still researching other uses for the old nursing home building. Commissioner Babson stated that there has been positive employment at the Mountainview Nursing home.
- DEPARTMENTS & COMMITTEES:
 - Highway
 - Road Agent Roberts reported the crew is still working on Washington Hill Road. The crew has been taking down small trees on Pine Hill Road. Mr. Roberts stated they are still working on regular maintenance. There is still mowing to be done and they will be working on culverts.
 - Recreation
 - Director Roberts was on vacation for the last couple of weeks. Soccer for grades K - 6 will begin in 2 weeks with sign-ups beginning next week at the Brett School. He will begin to line the fields and clean up in Remick Park.
 - Police
 - Police Chief Littlefield submitted the departments statistics for August and is working to change the format. Chief Littlefield presented quotes for the new police vehicle.

- Fire
 - Fire Chief Colcord presented department statistics for the month of August. In September the department will be hosting NH Fire and Standards Training at Central Station. Assistant Fire Chief Jim Bowles reported that some items are on back order to fully equip the new fire truck. The department responded to 59 calls in August.
- Transfer Station
 - Supervisor Johnson reported that a container was damaged by Waste Management. He has contacted the representative to rectify the situation. This summer has been very busy. Mr. Johnson thanked Road Agent Roberts for the work his crew did at the transfer station to prepare for next year's CIP project.
- EDC
 - At their last meeting, Chairman Farley stated that the members of EDC discussed the 2019 Street Fair and suggestions for changes next year. They did discuss having a portable toilet available next year. Selectman Streeter questioned the cost of the red balloons lining the bridge and the fact that they were not cleaned up this year. Chairman Farley stated that the red balloons are a signature of the Street Fair. This year the helium cost for the balloons was donated and in the past the boy scouts removed the balloons.
- Friends of the Town House
 - Member C Cook reported that the quilt raffle earned \$303 and the winner of the quilt was James Warren. A grant application was completed to the Tamworth Foundation for \$9,000 to complete the duct work in the basement of the town house.
- Administration
 - Town Administrator McWhirter reported that 2 of the 5 non-functioning street lights have been repaired. The office ordered a new printer/scanner/fax to replace 2 machines. The invitations have gone out to all the tax-exempt charitable organizations. The meeting is scheduled for September 26 at 6pm. The floor in the administration office is being replaced on Saturday, September 14. Chief Colcord offered to help move items from the office in preparation.

Selectman Farnum made a motion to close the Selectmen's office at noon on Friday to move all the furnishings. The motion was seconded by Chairman Poirier and passed unanimously.

The 2020 appropriation requests have gone out to the department heads, committee chairs and outside agencies in preparation for the 2020 budget. The MS- 434 (Estimate Revenue) has been filed with NH DRA. Selectman Farnum questioned some of the recreation revenue figures.

- APPOINTMENTS:
 - MWV Age Friendly Community representatives George Cleveland and Charlie Macomber updated the board regarding on going activities. There are 11 communities involved in the project. MWV won the NH state award for the plan they submitted. The group is working with several organizations, creating programs and streamlining assistance for our elderly population. The board was invited to attend the first annual meeting on September 11th at 8:30am.
 - Keith Garrett reviewed the IT Service bids from Rmon Networks, Certified Computer Solutions, Lakes Region Computer and Cyberton Networks and IT Solutions. He stated that everyone submitting a bid is very qualified. His recommendation was to accept the bid from Cybertron Networks and IT Services. Chairman Poirier thanked Mr. Garrett for offering his services.

Chairman Poirier made a motion to accept the recommendation by Mr. Garrett and accept the bid from Cybertron Networks and IT Services. The motion was seconded by Selectman Ricker and passed unanimously.

- Auditor Tammy Webb from Vachon Clukay & Company came before the board to present the 2018 audit findings. She reviewed the audit process. The Town received 2 different opinions on its financial statements. An adverse opinion was issued on the governmental activities. An actuarial valuation was not completed on the single-employer OPEB Plan under GASB 75. An unmodified opinion was issued on the general fund and the aggregate remaining information, which is a clean opinion on the financial statements. Ms. Webb reviewed highlights for the 2018 audit and stated they encountered no significant difficulties in performing and completing the audit. Per GASB 51 included in the 2018 financial statements were \$1.3 million from conservation easements, which had not been reported in the past. Ms. Webb reviewed the general fund budget and the actual comparison with the board. She discussed the town's budgetary fund balance trends, stating that the town has maintained a very healthy financial position. The board agreed to prepare an RFP for a 3-year proposal for a CPA auditing firm.
- NEW BUSINESS:
 - Ambulance bids were received from Brewster Ambulance Service, Life Star Emergency Medical Services, LLC, CarePlus Ambulance Service, Inc. and ActionEMS Ambulance Service, Inc. The board will meet in a work session on September 12th at 5:00pm to discuss the bids and prepare for the 6-town meeting on September 16th. The 6-town group has decided not to form a sub oversight group for complaints next year.
- SELECTMEN'S UPDATES:
 - Chairman Poirier attended the NH DOT meeting regarding the bridge closure on Rt 16, traffic will be rerouted to Route 171 and Route 25. The road will be closed from September 27 @ 6pm to Oct 1st.
 - Selectman Mason attended a meeting in Conway regarding broadband, the next Carroll County Broadband meeting will be on September 18 in Wakefield. There is a health alert regarding vaping and encephalitis.
 - Selectman Farnum attended the Road Study Committee meeting and asked for volunteers to conduct research in Dover. He shared his concerns regarding the possibility of Pinetree Power pumping into the aquifer. The permit to allow this action has since been withdrawn. Mr. Farnum believes the board should comment to DES if this comes up again.
 - Selectman Streeter reported that the library will be closed from September 16 to 24th for renovations and will operate a satellite library at the town house.

Selectman Mason left the meeting at 7:15pm.

- SIGNATURE:
 - Chairman Poirier made a motion to approve and sign the Selectmen's minutes dated August 15, 2019. The motion was seconded by Selectman Farnum and passed (3-0-1 Ricker).
 - Selectman Poirier made a motion to approve and sign the Selectmen's minutes dated August 22, 2019. The motion was seconded by Chairman Poirier. After a few minor changes the motion was passed unanimously as amended.
 - Chairman Poirier made a motion to approve and sign the (3) sets of Selectmen's non-public minutes dated August 15, 2019. The motion was seconded by Selectmen Farnum and passed (3-0-1 Ricker)
 - Chairman Poirier made a motion to approve and sign the accounts payable manifest dated September 5, 2019 in the amount of \$308,302.92. The motion was seconded by Selectman Farnum and passed unanimously

- Chairman Poirier made a motion to approve and sign the accounts payable manifest dated September 5, 2019 in the amount of \$(1,346.30). The motion was seconded by Selectman Farnum and passed unanimously.
- Chairman Poirier made a motion to approve and sign the payroll manifest date September 9, 2019. In the amount of \$32,905.59. The motion was seconded by Selectman Farnum and passed unanimously.
- Chairman Poirier made a motion to approve and sign the following items: The motion was seconded by Selectman Farnum and passed unanimously.
 - Tamworth Foundation Grant Application: \$8,000 for the ductwork at the Town House.
 - Letter to K A Brett School
 - Yield Tax Levy – Map 408-060
 - Driveway Permit – Map 206-53
- OLD BUSINESS:
 - Social Media Policy will be discussed at the September 12th Selectmen’s work session.
 - Custodial – was not discussed
 - 2019 BOS Goals – was not discussed
- PUBLIC COMMENT:
 - Budget Advisory Committee meeting has been changed from Monday, September 9th to Tuesday, September 10th.
- NON-PUBLIC: per RSA 91-A:3, II (a) & (c)
 - At 7:40pm, Chairman Farnum made a motion to enter no- public session per RSA 91-A:3, II (c). The motion was seconded by Selectman Farnum and passed. Poirier Y, Ricker, Y Farnum Y & Streeter Y.
 - At 8:35pm, Selectman Farnum made a motion to reopen the regular meeting. The motion was seconded by Selectman Mason and passed. Poirier Y, Ricker Y, Farnum Y & Streeter Y.

Chairman Poirier made a motion to seal the session #1, #2 & #3 non-public meeting minutes, as it would adversely affect a reputation. The motion was seconded by Selectman Farnum and passed unanimously.

The board will meet in a work session on September 12, 2019 to discuss the police vehicle bids, the ambulance bids, social media and traffic and road regulations polices. Selectman Farnum will chair the meeting in Chairman Poirier’s absence.

- ADJOURNMENT: At 8:39pm, Selectman Farnum made a motion to adjourn the meeting. The motion was seconded by Selectman Ricker and passed unanimously.

Respectfully Submitted,

Darlene McWhirter
Town Administrator

Daniel J. Poirier

Rebecca Mason

Aaron Ricker

Melanie Streeter

William W. Farnum