

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

Thursday, October 24, 2019

MINUTES

Present: Chairman Poirier, Selectmen Ricker, Farnum, Mason & Streeter; Advisory Budget Committee Members: Casslyn Cook, Madeline Siniscalchi, Arthur Mason; Road Agent Richard Roberts, Transfer Station Supervisor Glenn Johnson, General Assistance Administrator Chris Clyne, Treasurer Annie Burke, Conservation Commission Chairman Nelson O'Bryan, Conservation Commission Treasurer, Charlie Townsend, Economic Development Commission Chairman Pat Farley, Economic Development Commission Treasurer John Ferriera, Supervisor of the Checklist Sharon Nothnagle, Planning Board Chairman Sheldon Perry, Planning Board Treasurer Eric Dube, Finance Officer Kathy Estabrook, videographer from governmentoversite.com and 2 members of the public.

- **CALL TO ORDER:** At 5:30pm, Chairman Poirier called the meeting to order.
- **NEW BUSINESS:**
 - **2020 Budget Review**
 - **General Assistance** - Chris Clyne was available to answer questions on her budget proposal. She was asked about how the hours and other numbers for Tamworth compare to other towns. She really doesn't know what the workloads are in other towns. When asked about mileage, she explained that this is primarily for trips to Concord for trainings and meetings; occasionally she has to meet a client outside of the Town Offices. She added funds to the salary line for an increase since she is the lowest paid Administrator in the State, even with an increase last year.
 - **Treasurer** - Annie Burke discussed the proposed budget for the treasurer. She is actually asking for \$59 less this year. When asked about mileage, she responded that it is for trips to the bank. There was a brief discussion about the time spent on Sewer Department activity, but this amount would be in the Sewer Enterprise Fund budget.
 - **Economic Development Commission** - Pat Farley and John Ferriera were present to talk about the Economic Development Commission's proposed budget. There was a discussion about the website hosting. It was expected that their website would become a part of the Town's website, thereby eliminating the need for separate web hosting. The Board and Advisory Budget Committee stated that, in the future, this budget needs to be broken down into detailed line items. There was also some confusion about the Revenue Offset section of this budget. These are monies that are received and expended within the same year, not affecting taxes. The encumbrance for the printing of the business listing booklet was questioned by Selectman Farnum. He felt this should be raised in March at Town Meeting, since the expenditure doesn't occur until July. He went on to say that it would give voters the opportunity to approve or disapprove the expenditure.

- **Election/Registration** – Sharon Nothnagle explained that there are five elections this year, including Town Meeting. The Meals line was questioned as to whether this was enough money for all of the elections. Ms. Nothnagle explained that she does not arrange for the meals, so she would have to check on this.
- **Conservation Commission** – Chairman Nelson O'Bryan and Treasurer Charlie Townsend were on hand to talk about the proposed budget. There was a question about the overage for the past two years in the Supplies/Advertising line. It was agreed to increase that line from \$50 to \$100. \$100 was removed from Tower Expenses because it was already in Maintenance/Trails/Mngd Lands.
- **Planning Board** – Chairman Sheldon Perry and Treasurer Eric Dube answered questions about this proposed budget. There was a question about the Equipment line and it was explained that was nothing proposed at this time to be purchased next year, but this budget as a whole can fluctuate so much, they feel they need to have something in there for contingency. It was agreed to reduce the Equipment line from \$500 to \$250. Selectman Mason mentioned a letter from DES about 3 or 4 months ago regarding floodplain. Chairman Perry said he didn't believe he had seen the letter. The letter will be located and a copy given to the Planning Board.
- **Transfer Station** – Supervisor Glenn Johnson was asked if he felt comfortable with the reduction in the Hauling Services line. He does, at this time. It was discovered that his Dues/Subsc/Training isn't really over budget, but that a posting is in the wrong line. Supervisor Johnson stated that he has no need for the \$200 in Equip Computer/Printer. This was set to \$0.
- **Highway** – Road Agent Richard Roberts explained a couple of reductions he would like to make. He reduced Bridge Insp/Repair/Drainage from \$30k to \$20k and Culverts from \$20k to \$15k. Since his Telephone line looks like it will be underspent, it was decided to reduce this line from \$2,000 to \$1,500. Selectman Mason suggested contacting the security company to see what the cost would be for an alarm system for the garage. RA Roberts was asked about the Bunker Hill Bridge and he replied that project would go back out for bid this winter.

▪ **OLD BUSINESS:**

- Discuss Audit Proposals – Chairman Poirier asked if the other members of the Board had reviewed the two audit proposals. They had and **on a motion by Selectman Farnum, seconded by Selectman Streeter, the Board unanimously approved the proposal from Plodzik and Sanderson, P.A., which will cover the years of 2019, 2020, and 2021.** The Board would like to make sure that the proposal includes the preparation of the MS-535 and this question will be asked.
- Discuss Snow Shoveling Proposal - The Board approved advertising the Snow Shoveling RFP with submissions due by November 12th.
- Discuss MS-1 – This writer presented the numbers for the MS-1 and asked the Board if they were comfortable with the assessment for GSP White Lake LLC since DRA has not yet

finished their assessment for this property. The Board approved, by consensus, the submission of the MS-1 with the Town's valuation for GSP White Lake LLC.

▪ **SELECTMEN'S UPDATES:**

- Selectman Mason talked about the Health Officer budget since she would not be available for the next work session. Training fees were reduced by \$50.
- Selectman Farnum wanted to make sure that the change in meeting day for next week's meeting had been properly posted
- Chairman Poirier asked that all members make sure to review the Personal Wireless Service Facilities Ordinance proposed by the Planning Board. Further discussion will take place at next week's meeting. Any comments and/or suggestions should be given to the Planning Board before their public hearing.
- Chairman Poirier asked that the Board members review the proposal from MRI for temporary assistance in the Town Office. It will be voted on at the meeting on Wednesday, October 30th.
- Selectman Farnum stated that he met with Jeff Sires of HEB Engineers at the landfill. HEB will make sure all items in the Letter of Deficiency are completed. They will then create a report for the Board to sign and submit to DES. Also, regarding the landfill property, Selectman Farnum has met with Andrew Keller with respect to proposed solar arrays and will meet again with him after researching PILOT agreements in more detail.
- Selectman Mason stated that CC Broadband received the matching grant of \$250,000 that was applied for a feasibility study for bringing broadband service to Carroll County. The next meeting is on November 14th at 10 am at the Moultonborough Town Hall.
- Selectman Mason also wanted the Board to consider creating an ordinance that addresses campers on private property, not considered a campground. The Board needs to decide whether there should be a limit on the time a camper can be used in that situation. There are two other areas in Town that need to be addressed with letters. Selectman Mason will come into the office to help identify the particular properties.
- Selectman Mason stated that the Tamworth Exchange is being migrated to a new platform, no longer using Yahoo. It will be Google based from now on.
- Selectman Streeter reported that Jeff Moon will be doing the duct work at the Town House. The supplies will be delivered next Friday, with the work commencing on November 4th.

- **ADJOURNMENT: On a motion by Selectman Farnum, seconded by Selectman Streeter, the meeting was adjourned at 7:43 pm.**

Respectfully Submitted,

Robin Frost
Recording Secretary

Daniel J. Poirier

Rebecca Mason

Aaron Ricker

Melanie Streeter

William W. Farnum