

TOWN OF TAMWORTH BOARD
OF SELECTMEN 84 MAIN
STREET
TAMWORTH, NH 03886
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Selectmen's Meeting 6:00pm
Office

Thursday, August 20, 2020 Town

Minutes

- **CALL TO ORDER:** The meeting was called to order by Chairman Willie Farnum at 6 pm. Present are: William Farnum, Rebecca Mason, Aaron Ricker, Melanie Streeter and Kelly Goodson (6:01 pm). Also present are John Scruton-Interim Administrator, Ed Comeau-Government Oversight, and Melissa Donaldson-Recording Secretary. Jim and Maureen Dimond, Mike Campo, Tyler Payne are present on Zoom.
- **APPOINTMENTS:**
 - **Richard Roberts - Highway Department Report** - A lot of work was done this summer, many culvert replacements. Shoulder work and ditching has been done. Stumping is done at the Town Garage. A rock was removed on Fowlers Mill Road. Grading needs to be done, but we need rain. There is some chipping of trees that needs to be done. Bridge - some footings have been set. Fall maintenance and winter prep need to be done. Signs were printed for the Chocorua Lake Association. He will assist with putting them up. Back roads are getting a lot of traffic. Calcium has been put down on Washington Hill Road. The tree at the Town House has been removed. The stump will be ground down. Pete Hoag is checking into treatments for the Liberty Elm varieties. Cleanup needs to be done at the testing well at the Transfer Station. Discussion was held regarding the old fire truck. Roadside mowing was not done this year. It will have to be done next year. A shoveler needs to be hired for the Town Office and the Town House. The Town crew took care of the walkways at the Fire Stations. Perhaps someone from the Transfer Station could help with the shoveling. Discussion was held regarding the steps in Chocorua and what to do to repair the area. The Page Hill stop sign ahead sign is causing confusion. People are stopping for the view on Page Hill Road. Consider signage - No Stopping/Parking. People are also trespassing into that field.
 - **Plodzick & Saunderson - Audit Report** - Tyler Payne and Mike Campo -Implementation of New Gadby - requirements for reporting that may or may not impact the audit. The only ones to be concerned about are lease items. The warrant for user fees was done for the Sewer. This was corrected and will be looked at during the next audit. You can provide documentation that it was done ahead of time if you would like. Mr. Scruton asked about capital assets - is there a spreadsheet or a program that they would suggest? Update the existing spreadsheet. He will work with the new administrator. Mr. Scruton also asked if there was a particular software they would recommend. Tyler Technologies has some options. They recommend speaking to some Towns about what they are using. Their advice is to exhaust all options with your current software before changing. The next audit will be on the same timeframe, February/March.
- **PUBLIC COMMENT:**
- **NEW BUSINESS:**
 - **Recreation Program** - program has been suspended since Covid started. Selectman Farnum made a motion to not operate any Recreation Programs through March 2021 due to the pandemic. Seconded by Selectman Goodson. Roll call vote:
Streeter – yes
Ricker abstained
Mason – yes
Goodson – yes
Farnum – yes

- Administrative Assistant - advertise now so candidates can be lined up. Selectman Mason feels that it should be a full time position. Selectman Streeter feels that there are items on the job description that need attention, e.g assisting the assessing clerk. Also regarding the maintenance of the Town website. She would like that changed to updating rather than maintenance. #10 - financial records of departments, etc. - should be assist the Town Administrator. #11 - Selectmen's Correspondence -should also read "assist the Administrator". Salary - \$17-\$20 depending on experience. Mr. Scruton will get the position advertised.
- Review Final Copy -Road and Traffic Policy- notice for the public hearing on September 24, 6 pm, regarding this policy needs to be posted.
- Correction of July 23, 2020 minutes - under "Indemnification", add in positions -" all agencies, employees, commissioners, trustees, health officer and deputy and welfare officer and deputy."
- Review Town Finance - within the next week - MS434 must be filled out. Mr. Scruton intends to keep the numbers the same as what was in the Town report. Revenue for Rec Department needs to be removed. Trim the number for the Transfer Station. Remove the Fire Department line.
- Acceptance of Tax Deeds - There is one, Luann Campobasso 2017 Revocable Trust, located at 1067 Washington Hill Road, Map 401 Lot 37. Mr. Scruton recommends accepting. Selectman Farnum made a motion to accept, Selectman Goodson seconded. Selectman Farnum has viewed the property. There is power at the property. A padlock and a No Trespassing sign will need to be placed if this is accepted. Roll call vote:

Streeter – yes	Goodson – yes
Ricker abstained	Farnum – yes
Mason – yes	

Letter to the Liquor Commissioners - additional language was read. Add "in compliance with the NH Liquor RSAs".

HEB and Transfer Station - EPA and water issues. This has been waiting for 5 years. Scheduling down on Mr. Scruton's hours as new Administrator begins.

Finance/Town Administrator has been hired, Karen Anthony. She will begin on August 24.

Mr. Scruton explained his plan for training for the new employee.

Selectman Streeter is available on Tuesday to assist her. They will work on the agenda. Glen may need to stay on longer if she needs help.

- Change in Health Officers Roles with Governor's Emergency Orders - Health Officers now have enforcement capabilities. Events can be shut down or fines can be issued. There are many exemptions. Moving events have a mask requirement, seated events with assigned seats do not require masks while seated.
- Administrator Update - see above

▪ SIGNATURE FILE:

- Selectmen's minutes for August 13, 2020 - a motion to approve was made by Selectman Farnum, seconded by Selectman Goodson.
Roll call vote:

Streeter – yes	Goodson – yes
Ricker abstained	Farnum – yes
Mason – yes	

Selectmen's Non-public minutes for August 13,2020 - Session #1 and #2 - a motion to approve Session 1 was made by Selectman Farnum, seconded by Selectman Goodson. Roll call vote:

Streeter – yes	Goodson – yes
Ricker - abstained	Farnum – yes
Mason – yes	

Session 2 - Selectman Farnum made a motion to approve, Selectman Goodson seconded. Roll call vote:

Streeter – yes	Goodson – yes
Ricker - abstained	Farnum – yes
Mason – yes	

- Payroll Manifest - \$23,441.28 - ytd \$6,181,808.51 – Selectman Farnum made a motion to approve, Selectman Goodson seconded. Roll call vote:

Streeter – yes	Goodson – yes
Ricker - yes	Farnum – yes
Mason – yes	

- Accounts Payable Manifest - \$55,896.82 - Selectman Farnum made a motion to approve, Selectman Goodson seconded. Roll call vote:

Streeter – yes	Goodson – yes
Ricker - yes	Farnum – yes
Mason – yes	

- Investment Policy - needs signature
- Welfare Guidelines - needs signature
- Application for Solar Exemption – Map 403 Lot 003 - motion to approve by Selectman Farnum, seconded by Selectman Goodson. Roll call vote:

Streeter – yes	Goodson – yes
Ricker - yes	Farnum – yes
Mason – yes	

Application for Elderly Exemption – Map 402 Lot 005 - motion to approve by Selectman Farnum, seconded by Selectman Goodson. Roll call vote:

Streeter – yes	Goodson – yes
Ricker - yes	Farnum – yes
Mason – yes	

- Abatements – Denied
Map 206 Lot 81 and 83 - A motion to deny was made by Selectman Farnum, Selectman Goodson seconded. Roll call vote:

Streeter – yes	Goodson – yes
Ricker - yes	Farnum – yes
Mason – yes	

Map 202 Lot 039 A motion to deny was made by Selectman Farnum, Selectman Goodson seconded. Roll call vote:

Streeter – yes	Goodson – yes
Ricker - yes	Farnum – yes
Mason – yes	

Map 413 Lot 005 A motion to deny was made by Selectman Farnum, Selectman Goodson seconded. Roll call vote:

Streeter – yes
Ricker - yes
Mason – yes

Goodson – yes
Farnum – yes

- Driveway permit for single residence on Old Mail Road Map 410 Lot 26 - motion to approve by Selectman Farnum, seconded by Selectman Goodson. Roll call vote:

Streeter – yes
Ricker - yes
Mason – yes

Goodson – yes
Farnum – yes

▪ **SELECTMEN’S UPDATE:**

Selectman Ricker -nothing to report

Selectman Streeter - Chris canfield called regarding the voting stuff that is at the Town House, needs to be moved to the School. Furnace at the Town Office- do we write a letter to the vendor? This will need to be addressed. American Air needs to be contacted. Selectman Farnum requested that Mr. Scruton contact them. Will any of the Town property taken for taxes be sold? Selectman Mason has not found a hard core policy on this. A policy needs to be adopted. She will look for a policy. Selectman Goodson - Tamworth Recycling Project met on Tuesday. They spoke about getting better signage to increase recycling.

Selectman Mason - Kim has completed the paperwork to run people through SAM. Chris Canfield wanted explanation about the grant. They are going to do a partially processed absentee ballot option. They would like the process approved for Thursday September 3. He would like to use the gym at the School. The grant covers absentee ballot only. A letter was received regarding the Tamworth Camping Area on the 22nd and the 29th. They are not doing anything for motorcycle weekend. The following weekend there will be a 2 day Elders Powwow. Masks and distancing are being required, and temperatures will be checked at the entrance. The Sewer Commissioners had a meeting. The Sewer maintenance company is being changed. The 18 month commissioner is up in December 2020. The Town will be receiving a check from the dissolving of the TVA, approximately \$1400 of unanticipated funds.

Selectman Farnum - found a well in the sumac at the landfill and marked it. Affinity is working on the lighting. Mary Cronin would like to have her eyeball camera back. Mr. Scruton has ordered one. Some PPE has been received. Request one of those thermometers on hand for the Town House.

Voting is from 8 am - 7 pm. A quorum is required for the entire time. Selectman Mason and Ricker will do the late shift. Selectman Goodson and Selectman Farnum will be there at 8 am. Selectman Farnum will cover the whole day. Selectman Ricker 3-7. Selectman Mason 10-1, then 4-7. Selectman Goodson will do 8-10 and 1-4. Selectman Streeter will cover 8-2.

▪ **OLD BUSINESS:**

- Job descriptions/Personnel Policies
- Disposal of Town Owned Property
- Transfer Station

▪ **PUBLIC COMMENT:**

A motion to enter non-public at 7:52 pm was made by Selectman Farnum, seconded by Selectman Goodson. Roll call vote:

Streeter – yes
Ricker - yes
Mason – yes

Goodson – yes
Farnum – yes

Motion to leave non public made by Selectman Ricker, seconded by Selectman Goodson at 9:03 pm. Roll call vote:

Streeter – yes

Goodson – yes

Ricker - yes

Farnum – yes

Mason – yes

Session 1 RSA 91-A:3,II (a)

Motion to seal the minutes by Selectman Farnum, seconded by Selectman Goodson. Roll call vote:

Streeter – yes

Goodson – yes

Ricker - yes

Farnum – yes

Mason – yes

Session 2 RSA 91-A:3, II (b)

Motion to seal the minutes by Selectman Farnum, seconded by Selectman Goodson. Roll call vote:

Streeter – yes

Goodson – yes

Ricker - yes

Farnum – yes

Mason – yes

- ADJOURNMENT: Meeting adjourned at 9:04 pm

Respectfully submitted,
Melissa Donaldson
Recording Secretary

William W. Farnum

Rebecca Mason

Aaron Ricker

Melanie Streeter

Kelly Goodson