

TOWN OF TAMWORTH  
BOARD OF SELECTMEN  
84 MAIN STREET  
TAMWORTH, NH 03886  
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Selectmen's Meeting  
Town Office

Thursday, April 16, 2020

DRAFT MINUTES

Present: Selectmen William Farnum, Rebecca Mason, Aaron Ricker, Kelly Goodson, Melanie Streeter, Interim Administrator John Wheeler; Ed Comeau - Government Oversight.

- CALL TO ORDER: At 6:00 pm, Chairman Farnum called the meeting to order.
- APPOINTMENTS: BOS hired an Assessing Clerk and moving ahead with the required paperwork.
- NEW BUSSINESS:
  - Acceptance of Tamworth Foundation Grant monies: Motion made by Chairman Farnum and seconded by Selectman Mason to accept \$2500.00 for the Tamworth Swim Program. Passed unanimously. Motion made by Chairman Farnum and seconded by Selectman Mason to return the \$2500.00 grant money back to the Tamworth Foundation due to cancellation of the program for this year. Passed unanimously. Motion made by Chairman Farnum and seconded by Selectman Mason to accept \$2697.00 for the Townhouse hand rails. Passed unanimously.
  - Governor Emergency Order # 28- Identification of Isolation Sites: Discussion ensued regarding possible areas that could be converted into isolation sites if needed for the Town. This will be addressed again should the need arise.
  - Governor Emergency Order # 29 - Statutory or Regulatory deadlines: Discussion ensued. It has already been determined by the BOS that interest would not be charged for the four months after the July due date and that only liens would be applied to property that is in arrears. No deedings to take place at present time.
  - Audit Update: Selectman Mason informed the BOS that the auditors were willing to have a telephone conference meeting at next Thursday Selectmen's meeting. They would like any questions sent to them regarding the audit by Monday afternoon. Selectman Mason stated that they would send another signature letter to be signed. Selectman Mason stated that the Assessing Clerk had reviewed the MS-535 for submission. Interim Administrator Wheeler informed the BOS that the letter from the lawyers had been received and forwarded to the auditors as requested.
- ADMINISTRATION:

John Wheeler informed the Board that the Town's Assessor would like remote access during COVID 19. Mr. Wheeler had contacted the towns IT company Cybertron to determine how this could be done. Jon Rich of Cybertron sent an email stating that there would be a \$200.00 bi-annual fee for two(2) simultaneous users on a Virtual Private Network (VPN) a time. That the Town could have as many users as they approved but only

two users could be on the VPN at one time. Cybertron will charge for the set-up of user computers from the support funds already in the original contract. Mr. Wheeler to follow-up with this and obtain a contract. Chairman Farnum made a motion to proceed with a contract for the VPN at \$200.00 bi-annually seconded by Selectman Mason. Passed unanimously.

Mr. Wheeler informed the BOS that he had been able to secure a copy of the Town Report to be placed on the Town web page. Selectman Mason to follow-up.

Mr. Wheeler informed the BOS that Dexter Harding had submitted his resignation from the Conservation Commission. Motion made by Chairman Farnum and seconded by Selectman Goodson to accept the resignation. Passed unanimously.

Mr. Wheeler asked the BOS if the time for filing Elderly exemptions dates was extended due to COVID 19. The BOS responded as the filing dates had not changed. Additionally, he inquired where the Solar Exemptions paperwork could be found and was informed that it was on one of the forms located in the office. Mr. Wheeler stated that with the cutting of hours he had determined that an additional ten hours were needed in the office to complete the work, so he would like a full day on Friday's as well. This was approved.

▪ SIGNATURE FILE:

- Selectmen's minutes for April 9, 2020 - Motion made by Chairman Farnum seconded by Selectman Mason to accepted the minutes. Passed unanimously.
- Selectmen's Non- Public Minutes for April 9, 2020 - Sessions # 1 - Motion made by Chairman Farnum seconded by Selectman Mason to accept the minutes. Passed unanimously.
- Selectmen's Non- Public Minutes for April 9, 2020 - Sessions # 2 - Motion made by Chairman Farnum seconded by Selectman Mason to accept the minutes. Passed unanimously.
- Selectmen's Non- Public Minutes for April 9, 2020 - Sessions # 3 - Motion made by Chairman Farnum seconded by Selectman Goodson to accept the minutes. Passed unanimously.
- Selectmen's Non- Public Minutes for April 9, 2020 - Sessions # 4 - Motion made by Chairman Farnum seconded by Selectman Goodson to accept the minutes. Passed unanimously.
- Accounts Payable Manifest - Motion made by Chairman Farnum to sign the account payable manifest for \$282,235.71 seconded by Selectman Mason. Passed unanimously.
- Payroll Manifest - Motion made by Chairman Farnum and seconded by Selectman Mason to sign the payroll manifest for \$25,299.31. Passed unanimously.
- Application for Current Use - Map 209 Lot 1 and 3 - Motion made by Chairman Farnum seconded by Selectman Goodson to accept the current use application. Passed unanimously.
- Application for Current Use - Map 405 Lot 7 and 7-1 - Motion made by Chairman Farnum seconded by Selectman Goodson to accept the current use application. Passed unanimously.
- Application for Current Use - Map 414 Lot 77 - Motion made by Chairman Farnum seconded by Selectman Goodson to accept the current use application. Passed unanimously.
- Certification of Yield Tax Assessed - Map 403 Lot 010-000 - Motion made by Chairman Farnum seconded by Selectman Goodson to accept the yield tax assessment for \$96.13. Passed unanimously.
- Certification of Yield Tax Assessed - Map 217 Lot 022 and 017- Motion made by Chairman Farnum seconded by Selectman Goodson to accept the yield tax assessment for \$857.38. Passed unanimously.

- Notice of Intent to Cut - Map 414 Lot 077-000 - Motion made by Chairman Farnum seconded by Selectman Goodson to accept the Intent to Cut. Passed unanimously.
  - Notice of Intent to Cut - Map 214 Lot 162.2 - Motion made by Chairman Farnum seconded by Selectman Goodson to accept the Intent to Cut. Passed unanimously
  - Notice of Intent to Excavate - Map 202 Lot 9 - Motion made by Chairman Farnum seconded by Selectman Mason to accept the Intent to Excavate. Passed unanimously
  - Notice of Intent to Excavate - Map 201 Lot 39 - Motion made by Chairman Farnum seconded by Selectman Mason to accept the Intent to Excavate. Passed unanimously
  - Avitar Association of New England, Inc Contract - on line tax cards Motion made by Chairman Farnum and seconded by Selectman Mason to sign the Avitar contract for \$2518.00. Passed unanimously. Requires one signature.
- **SELECTMEN'S UPDATE:**
- Selectman Streeter thanked Linda Cook for helping with the filing. Many items still need to be reviewed and filed. She stated that they have checked the Town House and everything looks good. She stated that next week she would present the \$303.00 from the Friends of the Town House for the remainder of the stairs hand rails. Additionally, she stated that the Friends of the Town House would begin yard work this next week.
  - Selectman Ricker stated that the Planning Board held their meeting via video conference and it seemed to go well. He thanked the Fire Department for their job at the house fire today, stating that they had prevented it from spreading.
  - Selectman Goodson stated that the Library was waiting for the Governor to determine if the schools were going to stay closed to determine what their next step would be. She stated to begin taking and returning books again is very labor intensive on the staff. She stated that she had gotten her Town email set up. Additionally, she stated that the Tamworth Recycle group had been reviewing webinars on recycle during COVID 19.
  - Selectman Mason updated the BOS concerning the Emergency Management meeting held every Monday. She informed the group of the legal telephone conference with the Department of Labor concerning the Family First and extended FMLA benefits. The major point was that these are two separate processes in one bill and that anyone who wishes to apply for these can only do so with incidents that occurred on or after April 1, 2020. She informed the BOS that there are many steps that have to be followed by the Town for determination of pay and time allowed for the employee. Selectman Mason requested that the BOS send a letter to the NH Governor expressing their concerns regarding the opening of campgrounds. Motion made by Selectman Mason seconded by Selectman Streeter to send the letter. Passed unanimously. Letter will have single signature.
  - Chairman Farnum stated that he had spoken with Glenn at the Transfer Station and that he is working the second employee for now. He informed the BOS that the can crusher was out to be fixed. Chairman Farnum stated that the Highway Director Richard Roberts was lifting the Town load limits on Monday, April 20, 2020. Additionally, he stated that the Richard Roberts is continuing to have the Washington Hill grinding project continue as the road is so rough. He stated that R. Roberts stated the Town Highway crew is on a four day workweek, the sweeping of the roads is almost complete and that he will be holding off on paving for now due to the spending freeze .
  - Chairman Farnum brought up for discussion Tamworth 4th of July parade and Family day. Discussion ensued. Motion by Chairman Farnum and seconded by Selectman Mason to cancel these events this year due to the uncertainty with COVID 19. Passed unanimously. Selectman Mason to post to the Town Web page.

- Selectman Mason introduced the idea of a vote for single signature in the event that the BOS went to remote meetings. Discussion ensued. Motion made by Selectmen Mason and seconded by Selectman Streeter to allow for a single signature on Town documents if needed. Signature to be determined at the time of the meeting. Passed unanimously.

▪ **PUBLIC COMMENT:**

- Chief Littlefield discussed the police cruiser situation for last year's budgeted cruiser. It is now being outfitted and should be in service by the end of the month. Additionally, he informed the BOS regarding the cruiser in this year's budget which he had looked into before the spending freeze. He has obtained quotes and will send the information to the Town Administrator for next week's meeting. The BOS informed him that at present the Town is looking at the immediate need versus the amount of funds available.

- **NON-PUBLIC SESSION** – Per RSA 91-A:3 II(a) - Session #1  
- Per RSA 91-A:3 II(b) - Session #2  
- Per RSA 91-A:3 II(c) - Session #3

At 7:24 pm, on a motion by Chairman Farnum, seconded by Selectman Mason, the Board moved into non-public under the above provisions by roll call vote. Farnum – Yes, Mason – Yes, Ricker – Yes, Streeter – Yes, Goodson - Yes.

On a motion by Chairman Farnum, seconded by Selectman Mason, the Board returned to public session at 8:30 pm by roll call vote. Farnum – Yes, Mason – Yes, Ricker – Yes, Streeter – Yes, Goodson - Yes.

- **ADJOURNMENT: On a motion by Selectman Mason, seconded by Selectman Goodson, the Board voted unanimously to adjourn the meeting at 8:31 pm.**

Respectfully Submitted,

Rebecca Mason  
Recording Secretary

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William W. Farnum

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Rebecca Mason

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Aaron Ricker

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Melanie Streeter

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Kelly Goodson