

TOWN OF TAMWORTH
BOARD OF SELECTMEN
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Selectmen's Meeting 6:00pm
Office

Thursday, September 3, 2020 Town

Draft Minutes

- **CALL TO ORDER:** The meeting was called to order at 6 pm by Chairman Farnum. Present are: William Farnum, Melanie Streeter, Kelly Goodson and Rebecca Mason. Karen Anthony-Administrator, Melissa Donaldson-Recording Secretary, Ed Comeau-Government Oversight, Chief Colcord and Chief Littlefield are also present. Aaron Ricker is absent. Linda Cook, Jim Dimond are present on Zoom.
- **APPOINTMENTS:** none
- **PUBLIC INPUT:** none
- **NEW BUSINESS:**
 - **Fire / Rescue - Chief Colcord** - A \$179,937.42 grant was received for the forestry vehicle. This will cost the town \$20,000 . The HGAC Appropriation Program may be used to acquire the vehicle. Things are going well. Training is difficult at this time. Zoom is available for some trainings. Chief has attended the meeting regarding the grant. We may have to pay for the chassis and get reimbursed. (estimated \$50,000). Selectmen are welcome at the Fire meetings. Covid expenses from Jan 1 to Sept 15 - there is a second round of firefighter assistance grants. A good supply of PPE is available. The school has borrowed some supplies as theirs have not arrived yet. Selectman Farnum spoke about some items behind the South Tamworth Fire Station that need to be cleaned up. The department will speak about it tonight. Schools have a Covid site now, check WMUR. There have been 14 building fires in town this year. Selectman Mason requested a report on what reimbursements have been received this year. Action Ambulance received good feedback from Chief Colcord.
 - **Facilities Permit Stickers** - expire December 31. They have not been ordered yet. Discussion was held regarding enforcement of this policy. Selectman Goodson would like a brighter colored sticker. (yellow?) Chief Littlefield recommends having more of a policy. How many guests are allowed per sticker? He will send Sandwich Parking Enforcement Policy to the Board for review.
 - **Administrator Update** - Chief Littlefield has asked for review of a quote for a cruiser. The model year has advanced. The quote is up approximately \$1800. The chief does not want to have two cruisers placed on next year. The funds from this year can be encumbered if there is a purchase order by the end of December. Information is needed in order to set the tax rate. The administrator will contact DRA. Crest did some repairs to the 2013 cruiser. The radios that are in the cruisers are out of date. A new one has been ordered. They are approximately \$3500. More financial information is needed regarding where the Town stands.

John and Glen from MRI are not returning. Resumes for Administrative Assistant position are being collected until the 9th of September. The Board would like to meet with the top 3 candidates. Selectmen Streeter and Mason volunteered.

Is there a cleaning schedule? Selectman Mason has a note at home regarding what is being done.

Budget sheets are being created.

Rolling over vacation time - how do we handle this? An individual needs to use his time before September 17, but the Department head does not want him gone over Labor Day. This would require taking a couple of extra days after the 17th. Rollovers can be approved during a non-public session.

Would the Board like Karen to sign up to be a Notary? Yes

Doorbell for the back door? Front door is not handicapped accessible. Yes. We need one that is a different chime for the Selectmen's office. Selectman Farnum will pick another one up.

Karen is not needed to assist at voting.

Changes to agenda - a Treasurer's report is needed - bank statement and cash on hand. Weekly is requested. Also, a report from Kim is needed. Remove summer cottages and traffic, add police cruiser and sticker policy, vacation to agenda. Personnel policy needs updating.

▪ SIGNATURE FILE:

- August 20 minutes - to be re-signed. A motion was made by Selectman Farnum, seconded by Selectman Goodson.

Streeter – yes

Mason – yes

Goodson – yes

Farnum – yes

- Selectmen's minutes for August 27, 2020 – A motion to approve was made by Selectman Farnum, seconded by Selectman Goodson.

Streeter – yes

Mason – abstain

Goodson – yes

Farnum – yes

- Selectmen's non-public minutes for August 27, 2020 - Session #1 - RSA 91-A:3 II (c) - sealed – A motion to approve was made by Selectman Farnum, seconded by Selectman Goodson .

Streeter – yes

Mason – abstain

Goodson – yes

Farnum – yes

- Account payable manifest - \$26,151.03, ytd \$6,574,798.93 . A motion to approve was made by Selectman Farnum, seconded by Selectman Goodson.

Streeter – yes

Mason – yes

Goodson – yes

Farnum – yes

Payroll manifest - \$27,242.81. A motion to approve was made by Selectman Farnum, seconded by Selectman Goodson .

Streeter – yes

Mason – yes

Goodson – yes

Farnum – yes

- Intent to cut Map 407 Lot 112 - motion to approve by Selectman Farnum, seconded by Selectman Goodson. Selectman Mason - are taxes paid, is there a cemetery on the property? There is a checklist that asks for this information.

Streeter – yes

Mason – yes

Goodson – yes

Farnum – yes

▪ SELECTMEN'S UPDATE:

Selectman Streeter - has spent a Couple of days working with Karen. Kim provided policy for disposal of town owned property. She and Karen will work on a policy.

Selectman Goodson - attended Albany zoom meeting, but there were not enough present to hold a meeting.

Selectman Mason - web page can be posted on now. Everything is up to date now. CIP public hearing is posted, it is being held on the 16th at 6pm. There is a new web site for tracking school cases of Covid. An urgent alert was posted regarding the voting next week. ECO will be meeting on the 14th of September.

Selectman Farnum - Affinity Lighting has finished installation. They are supposed to be picking up the remnants at the Transfer Station. Selectman Mason commented about the lighting at the South Tamworth Fire Station needing to be adjusted. The Road Agent has an old plow for the old grader at the Highway Garage. He would like to be able to sell it off. It is worth approximately \$1000. Selectman Mason made a motion to allow the Highway Agent to liquidate the old plow, Selectman Goodson seconded.

Streeter – yes

Goodson – yes

Mason – yes

Farnum – yes

Sticker policy - hope to have first read by September 17.

Jim Dimond – snow is a four letter word.

- OLD BUSINESS:
 - Job descriptions/Personnel Policies
 - Disposal of Town Owned Property – Method
 - Summer Cottage Roads
 - Traffic and Roads policy

- NON-PUBLIC:

ADJOURNMENT: A motion to adjourn was made by Selectman Mason at 7:10 pm, seconded by Selectman Goodson .

Streeter – yes

Goodson – yes

Mason – yes

Farnum – yes

Respectfully submitted,
Melissa Donaldson
Recording Secretary

William W. Farnum

Rebecca Mason

Aaron Ricker

Melanie Streeter

Kelly Goodson