

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

Thursday, April 9, 2020

Draft Minutes

Nonpublic RSA 91-A:3, II(c) Session #1

Motion to enter non-public was made by Selectman Farnum at 6 pm, seconded by Selectman Mason.

Streeter –yes

Mason-yes

Goodson-yes

Ricker-yes

Farnum-yes

- CALL TO ORDER: The regular meeting was called to order at 6:13 pm by Chairman Farnum. Present are: William Farnum, Rebecca Mason, Melanie Streeter, Kelly Goodson and Aaron Ricker

Chairman Farnum stated that the minutes from non-public session #1 were not sealed.

- APPOINTMENTS:
 - Hiring of Assessing Clerk
- NEW BUSINESS:
 - Governor's Order - Town Taxes - the order states that we can not charge interest for 4 months. There is also no deeding. Liens can go on. The issue is a cash flow issue for the town. Those that can pay their taxes need to do so. If you are able to pay, please pay, even if it is not the full amount. Selectman Farnum made a motion that we will not be charging interest on delinquent taxes for the first 4 months after the bill or deeding any out per the governor's order. Selectman Mason seconded. **5-0-0**
 - Governor Order - Family First and Essential Personnel - what is essential, and what are essential work hours? The transfer station? Reduced schedule. No rec. Library will be discussing at their meeting. We need to designate who is essential. Police, Fire Chief, Road Agent and Highway Department, Transfer Station, Town Clerk/Tax Collector and Selectmens Office and Finance are essential. Finance is currently working one day a week. That may not be sufficient, to be determined. Consider shortening the administrator office hours? Office to be open from nine to noon, five days a week and then the office is closed. Keep Monday as a longer day, Tuesday through Friday to be shorter days, 9 am to noon. Selectman Farnum made a motion to change the hours that the staff is in the office to Monday 9-5, T-F 9-12. Seconded by Selectman Goodson. **5-0-0** Office is closed to the public on Mondays. Transfer Station - are two employees necessary? We should have a discussion with Glenn about this. Selectman Farnum will talk to him.
Rec Department is not essential. Selectman Farnum made a motion that we cancel all rec programs until at least September 1. Selectman Streeter seconded. This will allow parents that use the rec program to plan ahead. **5-0-0** .
Swim program - Selectman Farnum cancel for 2020 season, Selectman Goodson seconded. **4-0-1** Selectman Mason abstained

Kim would like to maintain Libby as is in the tax collector's office. Training is better in person than online, no online training is available at this time. The tax assistant is essential. Treasurer and Welfare Office are considered essential. Is administrator essential at the Police Department? Selectman Farnum will speak to Dana.

- Administrator Update - we received correspondence from Dept. of Employment providing information that must be given to employees upon separation, regarding unemployment benefits. Meredith Village Bank - we got locked out earlier this week, but it has been reopened. There are forms to change the administrator name, meanwhile Darlene is that person.
 - Soda Bottle Drop Off - Ann Cady is making personal masks out of soda bottles. She asked if the Board would allow her to have a container on the porch here to collect donated 1 liter bottles in, to be picked up daily. Suggestions include the Transfer Station, Barnstormers Steps. Recommend a quarantine system to her. The consensus of the Board is no.
 - First draft Tamworth Drug Testing Policy - Police Department is not included under CDL drivers. Fire Chief would be added to the pool. Does this policy allow someone who is not a CDL driver to work on equipment that requires a CDL driver? Selectman Mason will follow up on this question. Can this policy cover the police as well as CDL, with a statement that they can not be tested in the same pool. It appears that contracted hires will also have to be in a pool somewhere. Are we or they required to pay for the testing. Do we have to do pre-contract testing? Do independent contractors fall under "driver". Under positive test results section, we need to have the information packet ready to go with the policy. We also need a consent form. That is being handled through the testing company. Will they be sending proof of testing to us to keep it in their file? John Wheeler will find out. The consent form should be added to the hiring checklist. Willie has questions about this portion - If a current employee refuses to be participate in a pre-employment drug test shall be permanently denied emploment for the position. Will everyone we have now have to take a test? If consent is not given to be run through theWarehouse, they cannot drive until they give consent. John has some minor edits that he will provide to Becky.
- SIGNATURE FILE:
- Selectmen's minutes for April 2, 2020 Selectman Farnum made a motion to approve. Selectman Mason seconded - spelling corrections are already made. **5-0-0**
 - Selectmen's Non- Public Minutes for April 2, 2020 - Selectman Farnum made a motion to approve. Selectman Mason seconded. **5-0-0**
 - Accounts Payable Manifest - \$102,411.43 Selectman Farnum made a motion to approve. Selectman Mason seconded **5-0-0**
- SELECTMEN'S UPDATE:

Aaron Ricker - nothing to report

Kelly Goodson - time is flying by. She does not have an answer on the email yet. Selectman Mason talked to Jon recently. He said that he reached out but has not made contact.

Melanie Streeter has been doing filing, and has found some stuff that she has sent to the vault. Is there any thought about a spending freeze? Money for a cruiser, bridge money have not come out yet. Selectman Streeter made a motion to have a spending freeze to only essential needs for each department. Selectman Mason seconded. 5-0-0 Did Avatar call back? She is trying to figure out if there was money appropriated to put the tax cards online. Cost mentioned in email was \$2915.00.

(10/2019) Selectman Farnum feels it is important to get the tax cards online. People are not allowed in the building currently so this is taking double the time to deal with. Selectman Streeter will follow up with that tomorrow.

Rebecca Mason - there was a sewer commission meeting Tuesday. They voted to allow single signature manifests. Following up on the audit, the bills manifest was signed off on. The new rates should be set by June. The calculations included the cost of runoff, and that should be removed. She placed an order for departments today. She could not get the items that they asked for. The Stat Alert about the parks and fields being closed was sent out. They have not been posted yet. Tape needs to go up around them. She is typing letters, working on policies and updating the web site.

Willie Farnum - did clarification on the audit report come around? John wanted to know who was signing the form. He does not feel that he should sign in as he did not participate in compiling it. Are we signing that it is correct or that we are taking responsibility for the content? We need to contact them and let them know that the finance person has left, and if they want us to accept it, we need them to come in and have a conversation about it. Set up for clarification/visit? Send it with a signing statement? He would like to see us work on getting all of our forms online so they don't need to come to the door for application (abatement, exemption, etc. Forms used to be available in the front foyer. Can we make them available out there again? Add this to old business. Website needs updating of names - Selectman, Finance officer. Tamworth Foundation sent a letter to the Selectmen to consult about how to best support the Town for Covid-19. Considerations are sanitizer, 68 hours of hunger, additional staff at Nurses Office. PO Box 128 Tamworth for donations, will double the amount raised. The Town may need help during the delayed tax period. There are 4 new funds set up for 501c3 organizations. The conference phone may not be covered. We will keep them in mind if we find that the need arises. Send them a Thank You letter. There have been people asking for the Town Report to be online. John reported that Robin told him the pages were sent to the printer individually. Selectman Mason thinks there was a final compiled draft of it that needed to be approved before it went to print.

- OLD BUSINESS:
 - Job descriptions/Personnel Policies
 - Procedures for BOS
 - Traffic & Road Regulations & Policy
- PUBLIC COMMENT: Daymond Steer asked who the person making the masks is? Ann Cady. Just the Rec. was considered as a non-essential worker? There was also one that that was at the Transfer Station who also works for the DPW. Does the Town think that Tamworth's efforts are what is keeping the virus at bay in this Town? Selectman Goodson feels that the Town as a whole has been proactive and made some important quick decisions. Town Office hours - will call in hours be restricted? No, they can call anytime. They will get a live person Tuesday through Friday mornings, and they can leave messages. The Town Clerk/Tax Collector will still be available. Clarified cancellations of Swim Program and Rec Program.

Selectman Mason spoke to Jon about being able to do remote VPN if we have to, but there is a cost involved.

Motion to go into non-public was made by Selectman Farnum at 7:47 pm, Selectman Mason seconded. Roll call:

Streeter –yes

Mason-yes

Goodson-yes

Ricker-yes

Farnum-yes

- Non-Public - RSA 91-A:3, II(a) Session #2
- Non-Public - RSA 91:3, II (b) Session #3
- Non-Public - RSA 91:3, II (c) Session #4

Motion to leave non-public at 8:44 pm was made by Selectman Farnum, seconded by Selectman Mason. Roll call:

Streeter –yes

Mason-yes

Goodson-yes

Ricker-yes

Farnum-yes

Motion to seal non-public session #2, Session #3 and #4 not sealed was made by Selectman Farnum, seconded by Selectman Mason. Passed unanimously.

ADJOURNMENT: Selectman Mason made a motion to adjourn at 8:46 pm. Selectman Goodson seconded. The meeting was adjourned.

Respectfully submitted,
Melissa Donaldson
Recording Secretary

William W. Farnum - Selectman

Rebecca Mason - Selectman

Aaron Ricker - Selectman

Melanie Streeter - Selectman

Kelly Goodson - Selectman