

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

Thursday, May 7, 2020

Draft Minutes

CALL TO ORDER: The meeting was called to order at 6 pm by Selectman Farnum. Present are: Melanie Streeter, Rebecca Mason, Willie Farnum, Kelly Goodson and Aaron Ricker. Also present are Ed Comeau, Melissa Donaldson. Jim Diamond and Dana Littlefield are online.

APPOINTMENTS:

Police Officer - A motion to authorize clerk to sign him in was made by Selectman Farnum, seconded by Selectman Mason. **5-0-0**

NEW BUSINESS:

Town Revenue Review - Treasurer statement showing funds at \$1,167,774.00, the other has approximately \$75,000. We will be paying the school 2 payments, approximately \$500,000. We spend \$250,000 at the school every month. Payroll is \$20-\$30,000 every two weeks. Miscellaneous bills also add up. We do not want to be in a position where we have to borrow money. We will not be receiving Rooms and Meals tax money from the State, and the gas tax will be reduced. There is also concern that the PILOT money will not be coming in. We need to really pay attention to this so we do not have to borrow money. First Responders will be receiving extra stipends in their checks for the next 8 weeks. This totals approximately \$29,000, but we have to pay taxes and benefits on that as well. We should be able to get the wages reimbursed.

Spending Policy - draft was presented. Its purpose was read to the group. John Scruton mentioned that there is an earlier draft, and feels that the numbers in there are much more appropriate to Tamworth. Also, Tamworth does not use a purchase order system. He suggests starting by reviewing the draft from last year. He read the guidelines from that policy. On the Barrington plan, there are items that are exempt from the bid procedure listed. Selectman Mason suggests combining the two, and bringing back suggestions next week. The Board appears to be supportive of the number guidelines listed. She has a concern about the conflict of interest policy, because in this town, many people are related to many others, and they may be giving the lowest bid. There must be disclosure of being related. Mr. Scruton suggest that before awarding to anyone that is related, it must be approved by the Selectmen. Selectman Mason mentions a concern about what will happen if a line is overexpended. They should mention why they are overspending, but she would also like to know where they will be taking the money from. We do not have an approved vendor list in this Town. Selectman Mason would like this draft sent out to the Department heads as well. Some Departments may need to have a higher number than \$500. Mr. Scruton feels that some of the gravel, etc. may fall under bulk goods of a recurring nature. We may need to make a split schedule by Department. Ask Richard what his suggested limits should be. Selectman Farnum suggests including a list of things that are considered essential in the draft. Selectman Mason suggests adding a statement that there may be times that the purchasing policy will refer to essential items only, and that there will need to be a meeting with Selectmen to discuss.

Social Media Policy - Mr. Scruton suggests adopting tonight. Selectman Mason mentions that there was one correction that was never completed. There is a correction needed on Ms. Mason's name. Town of Tamworth Boards, Commissions, Committees, and Departments needs to be inserted in the line

that says "insert here". Number 5 - ass approval by the Board of Selectmen. Page 3 #7 - it states shall include the Town Seal. We do not seem to have ever voted on an official Town seal. Mr. Scruton will research the various seals and bring them to the next meeting for Selectmen decision. Selectman Farnum is uncomfortable with "whenever possible" in #8. Also change should to shall. Mr. Scruton is uncomfortable with the change without legal advise, but he is going to make the change. The spacing on page 2 needs repair. There is another one on Page 4. This is justified type. Mr. Scruton will make a change to that. Once the policy is adopted, there needs to be a training service for Department heads.

Administrator Update - Mr. Scruton - Does the Town want to authorize Fire and Police chief to apply for the first responder funding? He is supportive of the Selectmen approving this. He suggests we should ask the chiefs to find room in their budget to pay for the increase. Can that money be recouped from the CARE money? Chief Littlefield spoke regarding this. The Selectmen have the forms, and they are able to send them over. The rosters can be merged onto one form. Some of the employees work for more than one town, so it will need to be determined which town is claiming them. Selectman Mason made a motion that we accept the First responder stipend as issued by the Governor to include FT Fire Department, PT Fire Department, and Police Department. Seconded by Selectman Farnum. **5-0-0** These monies do not have to be accepted as unanticipated revenue is how Selectman Mason understands this. He has a few items for nonpublic under reputation and personnel. There is a packet regarding audit report that Selectman Mason is looking for. She would also like Mr. Scruton to check on the Selectman Streeter 535. He received an overdue notice. She also asked about a \$28,000 bill to find out what the details were. Selectman Farnum says that the Transfer Station received a form from EPA. Mr. Scruton spoke about the ongoing annual water sampling. Mr. Scruton will check with Richard regarding this. Selectman Mason would like to know if Glen from MRI knows what the school payment changes to on July 1. Ambulance payments will be coming up.

SIGNATURE FILE:

Selectmen's minutes for April 30, 2020 -corrections – under unanticipated revenue insert motion by Selectman Farnum, under Selectmen Updates – Mason, change to Effingham wants to eliminate response to smoke. A motion to approve as amended was made by Selectman Farnum, seconded by Selectman Mason **5-0-0**

Accounts Payable Manifest - \$528,098.82, ytd \$3,777,846.16 Motion to approve by Selectman Farnum, seconded by Selectman Mason. **5-0-0** Note: this includes 2 school payments of \$250,000 each.

Nonpublic Session 1 - 4/30/20 Motion to approve Selectman Farnum, seconded by Selectman Mason **5-0-0**

Nonpublic Session 2 - 4/30/20 Sealed - Motion to approve by Selectman Farnum, seconded by Selectman Goodson **5-0-0**

Tax Warrant - Tax Levy - to collect \$4,273,766.00 with 8% interest after July 31, 2020 .This needs to be signed. Motion to approve by Selectman Farnum, seconded by Selectman Mason. **5-0-0** Mr. Scruton has sent the proposed language to be placed with the bill to the Municipal Association for a legal opinion. **5-0-0**

There is a building notification form, on which the owner has indicated that they do not know if they are in the floodplain. This property is on Route 41. Selectman Mason feels that we may need a legal opinion on this in regards to FEMA. A letter will be sent to the applicants indicating that they have to determine whether they are in the floodplain or not.

SELECTMEN'S UPDATE:

Selectman Ricker - has been receiving calls about thefts happening in surrounding towns. Catalytic converters are being stolen.

Selectman Goodson - Economic Development Commission will be meeting next Tuesday. TRP sent email about State Recognition of the Transfer Station people, we should be honoring the fact that they are at a high risk at this time. There has been good response about the actions taken at the Transfer Station. She will be attending a webinar training on Local Government through NH Municipal Assn. on May 19.

Selectman Streeter - has there been any information about the street lights? Selectman Farnum says that we need to reach out to them. We are still waiting for information on the solar panel. Selectman Farnum will reach out to them. Work at the Town House - Certificate of Insurance has been received. Materials are ordered.

Selectman Mason - sat in on a Health Officers conference today. They are going to be on State of NH Reopen 2.0 . Businesses will have to have written policies. Selectman Mason will have to check campgrounds. There is a three strike rule. Non-compliance will eventually land at the Attorney General. Local governments can shut down their campgrounds. Transfer stations, restaurants, day camps will be addressed in upcoming weekly sessions. Health officers are encouraged to be attending 5 different webinars each week.

Selectman Farnum - Farmers Market has decided to move down to the School. Selectman Goodson will respond to an email on behalf of the Board. He is still concerned with Emergency Management not having a list of supplies. Mr. Scruton will ask the Emergency Management Director to request a list of supplies that we have on hand. He has spoken with the Planning Board regarding the proposed gravel pit. The Road Agent has reached out to two additional alarm companies. Brnstormers will not be holding a season this year. GMCG sent a letter suggesting that the fee for the spreadsheet might be reduced to \$25. Selectman Mason made a motion to allow Green Mountain Conservation Group be charged \$25 for Tamworth property inventory. Selectman Goodson seconded. **5-0-0**

Mr. Scruton will respond to them.

Nate Winship sent a letter regarding people being loaded with chips at the Transfer Station. He would like the policy changed so that the Town could load personal vehicles. He suggests that members could be on an approved list and sign an insurance waiver. The Board discussed this, and they do not feel that the insurance would allow this. Selectman Farnum spoke with Glenn regarding ways to restart the recycling. Ideas included being open another day a week, turning cans in the other direction. Selectman Mason suggests waiting until future guidance is received from the State. Glenn indicated that he may need additional help. a handwashing station was requested for the Transfer Station. Some people are appreciative of the changes at the transfer station, others are impatient, and some have even been rude and derogatory to employees. We need to consider looking for a grant for a building and balers. Selectman Farnum requests \$62.89 total reimbursement is requested for signs, and ground marking paint \$24.91 for the transfer station, \$37.00 for overhead door springs for rec building.

Selectman Mason - TCNA is going to let everyone know she is concerned about food insecurities. They will be holding a Zoom meeting on this issue.

Selectman Streeter - how are we going to approach the spending issue with Department heads? Information is needed, can Glen provide this? Selectman Streeter suggests that meetings be held with the department heads. What do they see as essential? Will furloughs need to happen? Send email to them requesting that they review their line item budget, and state a deadline. What is their essential budget through July 1? This is needed before the next meeting. Mr. Scruton suggests that you may be able to work out a payment delay with the School. Selectman Mason suggests that the PILOTs should be listed out. Mr. Scruton is asked to write to the Department heads informing them that spending needs to be reduced to bare minimum, for the next two months. Review their budget to see what they can do with their budget. Do they have any staff that could be furloughed or reduced time? Mr. Scruton would like to contact the Town banks regarding time needed for loans.

OLD BUSINESS:

- Job descriptions/Personnel Policies
- Procedures for BOS
- Traffic & Road Regulations & Policy

PUBLIC COMMENT:

- Non- Public: Session 1 - RSA 91-A:3 (c)
- Session 2 - RSA 91-A:3(a)
- Session 3 - RSA 91-A:3(i)

Selectman Farnum made a motion to enter non-public session at 8:01 pm, Selectman Mason seconded.

- Goodson - Yes
- Ricker - Yes
- Mason - Yes
- Streeter - Yes
- Farnum - Yes

Selectman Farnum motioned to come out of Non-public at 8:29 pm, Selectman Mason seconded.

Motion to seal Session #1 -RSA 91-A:3 (c) and Session #3 RSA 91-A:3 (I)

- Goodson - Yes
- Ricker - Yes
- Mason - Yes
- Streeter - Yes
- Farnum - Yes

ADJOURNMENT: Selectman Mason motioned to adjourn at 8:29 pm, Selectman Farnum seconded. The meeting was adjourned.

Respectfully submitted,
Melissa Donaldson
Recording Secretary

William W. Farnum

Rebecca Mason

Aaron Ricker

Melanie Streeter

Kelly Goodson

DRAFT