

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

Thursday, May 14, 2020

Draft MINUTES

Present: Selectmen William Farnum, Rebecca Mason, Kelly Goodson, Melanie Streeter, Interim Administrator John Scruton; Chief Littlefield and Ed Comeau - Government Oversight.

- **CALL TO ORDER:** At 6:00 pm, Chairman Farnum called the meeting to order.
- **APPOINTMENTS:** None
- **NEW BUSINESS:**
 - Purchasing Policy: Discussion regarding the policy. Changing the second cost level for approval to include the Town Administrator or the Selectmen. Motion made by Selectman Mason and seconded by Selectman Goodson to accept the and institute the policy as amended . Passed unanimously.
 - Social Media Policy- Motion made by Selectman Mason and seconded by Selectman Goodson to accept the Social Media Policy. Passed unanimously. Policy to not to be distributed until education class arranged by Interim Administrator for all Department Heads. Additionally once the Official Town Seal has been voted on by the Selectmen it will be incorporated into the Social Media Policy. Motion made by Chairman Farnum and seconded by Selectman Goodson that Selectman Streeter be the Social Media Selectman. Passed unanimously
 - Tax Bill Insert - Discussion ensued regarding the tax bill insert regarding the collection of interest after July 31, 2020. Through discussion it was decided that there would be no insert placed in the tax bills and that the taxes would be due by July1.
 - Disposal of Town Property: Discussion ensued regarding the procedure used for the disposal of Town owned properties. Selectman Mason motioned to suspend the disposal of town owned properties for the next six(6) months. Seconded by Chairman Farnum. Passed unanimously. Selectman Mason to send letters to those individuals inquiring about properties indicating the six month suspension.
 - Tax Warrant: Motion made by Chairman Farnum and seconded by Selectman Goodson to rescind the 2020 Property Tax Levy for the Town of Tamworth for \$4,273,766.00 dated with a due date of July 31, 2020. Passed unanimously. Motion made by Chairman Farnum and seconded by Selectman Goodson to draft and sign a 2020 Property Tax Levy for the Town of Tamworth for \$4,273,766.00 dated with a due date of July 1, 2020. Passed unanimously. Motion made by Chairman Farnum and seconded by Selectman Goodson to rescind any previous waivers on interest for July of 2020. Passed unanimously. Chairman Farnum made an announcement that there will no interest grace period for the tax bills due July 1, 2020. New Tax Levy to be signed May 15, 2020 indicating the date of July1, 2020 as due date.

- Acceptance of Resignations: Chairman Farnum made a motion and seconded by Selectman Goodson to accept Officer Koch resignation effective May 26, 2020. Passed unanimously. Motion made by Chairman Farnum seconded by Selectman Goodson to accept the resignation of Darlene McWhirter effective May 31, 2020. Passed unanimously.
- Review of Town Administrator Job Description: Interim Administrator informed the BOS that with a town the size of Tamworth it should be possible for the town to combine the position of Administrator and Financial Officer and add an Administrator Assistant. He presented a draft job description for first read. He will look at the finances for both positions at present an present at next meeting a possible salary range for both positions.
- **ADMINISTRATION:**

Interim Administrator Scruton stated that the paperwork for the new police cruiser could not be located. Discussion ensued regarding the present cruisers. Chairman Farnum suggested that the present cruisers showing engine codes might benefit from taking them to the dealer for diagnostic checks. Chief Littlefield presented the purchase request paperwork for the purchase of the 2020 cruiser. Chief Littlefield stated the new cruiser would be here tomorrow. Interim Administrator Scruton stated that the MS 535 needed to be signed. **Selectman Mason made a motion seconded by Selectman Goodson that the Board of Selectmen sign the MS 535. Passed unanimously.** Interim Administrator Scruton stated that the BOS should have a Hardship abatement format/policy. He stated he would work on this and present to the BOS for approval. Interim Administrator Scruton passed out information from NHMA and DES guidelines for COVID-19. Additionally he asked if a residence in Town received a transfer station sticker. He was informed that it did. He stated he had received an inquiry regarding an outside resident who wished to clean out a Tamworth residence that wished to transport to the transfer station. Discussion ensued. He will inform the out of state residence of NH COVID-19 guidelines and that they can use the transfer station. Chairman Farnum informed the BOS that the Transfer Station is looking to recycle aluminum cans again. He stated that no date for this has been set. That different traffic flow patterns and education would have to be in place before it will happen. He stated that Glenn Johnson is working on this. Interim Administrator Scruton presented the projected expenses for the Police and Highway Departments. He stated that the Fire Department stated it would be the normal monthly expenses. Discussion ensued. Interim Administrator Scruton stated that Tamworth's participation in the 2020 Census was only 27.3% and that the State of NH was 57.8%. Discussion ensued. Notices regarding the importance of this to be placed on the Tamworth Exchange and ask to be placed again in the weekly library news.
- **SIGNATURE FILE:**
 - Selectmen's minutes for May 7, 2020 - Table until next week.
 - Selectmen's Non- Public Minutes for May 7, 2020 - Sessions # 1 - Motion made by Chairman Farnum seconded by Selectman Goodson to accept the minutes. Passed unanimously.
 - Selectmen's Non- Public Minutes for May 7, 2020 - Sessions # 2 - Motion made by Chairman Farnum seconded by Selectman to accept the minutes. Passed unanimously.
 - Selectmen's Non- Public Minutes for May 7, 2020 - Sessions # 3 - Motion made by Chairman Farnum seconded by Selectman Goodson to accept the minutes. Passed unanimously.
 - Application for Elderly Exemption - Map 207 Lot 22 - Motion made by Chairman Farnum seconded by Selectman Goodson to deny the Elderly Exemption. Passed unanimously.
 - Application for Elderly Exemption - Map 210 Lot 006 - Motion made by Chairman Farnum seconded by Selectman Goodson to approve the Elderly Exemption. Passed unanimously.

- Application for Elderly Exemption - Map 216 Lot 197 - Motion made by Chairman Farnum seconded by Selectman Goodson to approve the Elderly Exemption. Passed unanimously.
- Application for Elderly Exemption - Map 206 Lot 013 - Motion made by Chairman Farnum seconded by Selectman Goodson to approve the Elderly Exemption. Passed unanimously.
- Application for Elderly Exemption - Map 415 Lot 005 - Motion made by Chairman Farnum seconded by Selectman Streeter to approve the Elderly Exemption. Passed unanimously.
- Application for Veterans Exemption - Map 408 Lot 044 - Motion made by Chairman Farnum seconded by Selectman Mason to approve the Veterans Exemption. Passed unanimously.
- Application for Veterans Exemption (Spouse)- Map 415 Lot 090-010 - Motion made by Chairman Farnum seconded by Selectman Streeter to approve the Veterans Exemption. Passed unanimously.
- Application for Veterans Exemption - Map 206 Lot 075 - Motion made by Chairman Farnum seconded by Selectman Streeter to approve the Veterans Exemption. Passed unanimously.
- Application for Veterans Exemption - Map 415 Lot 003 - Motion made by Chairman Farnum seconded by Selectman Streeter to approve the Veterans Exemption. Passed unanimously.
- Application for Veterans Exemption and Solar Exemption - Map 415 Lot 056 - Motion made by Chairman Farnum seconded by Selectman Goodson to approve the Veterans and Solar Exemption. Passed unanimously.
- Application for Solar Exemption - Map 404 Lot 017 - Motion made by Chairman Farnum seconded by Selectman Goodson to approve the Solar Exemption. Passed unanimously.
- Application for Solar Exemption - Map 218 Lot 064 - Motion made by Chairman Farnum seconded by Selectman Goodson to approve the Solar Exemption. Passed unanimously.
- Application for Solar and Woodheating Exemption - Map 411 Lot 031 - Motion made by Chairman Farnum seconded by Selectman Goodson to table to next meeting due to lack of signature by requestor. Passed unanimously.
- Application for Current Use - Map 414 Lot 78 and 78-01 - Motion made by Chairman Farnum seconded by Selectman Goodson to accept the current use application. Passed unanimously.
- Notice of Intent to Cut - Map 401 Lot 30 - Motion made by Chairman Farnum seconded by Selectman Streeter to approve Intent to Cut. Passed unanimously.
- SELECTMEN'S UPDATE:
 - Selectman Streeter stated she attended a Library Zoom meeting and that they are working on plans to re-open. She attended the Emergency Management Meeting. She stated that she attended a conference call on Municipal CARE funding. Additionally, she spoke with Ossipee Concerned Citizens to restart the Monday congregate meals at the Townhouse. This would be curbside pick-up with no contact. Individuals would place their orders on Friday for Monday pick-up. This will start June 1, 2020. She will place information on the Exchange and send information to be placed on the Town web page. **Motion made by Selectman Mason and seconded by Selectman Goodson to start the Monday congregate meals again as of June 1, 2020. Passed unanimously.** Additionally, she has signed up for the NHMA June 3rd webinar for Opening of Municipal Buildings.
 - Selectman Goodson stated she attended the Economic Development Committee Zoom meeting. She stated that the committee would like a Thank-you letter to indicate that they had given back part of their budget to the Town, so they had something if this became an issue regarding future budgets. She strongly encouraged the Selectmen to meet with the School Board to see what they could do in regards to their budget in light of the Town financial position. Discussion ensued. She stated that she felt that a letter be sent to Department Heads to request any possible reduction of budgets and what truly essential personnel was needed. She stated that EDC had tabled most of their forums but are considering a Career Day via

ZOOM or the Tamworth Exchange. Selectman Goodson stated that due to work commitments she would not be able to attend the NHMA webinar next week.

- Selectman Mason updated the BOS concerning the Emergency Management meeting held every Monday. She stated she is working on a policy of what should be in place for Town Personnel files and hopes to have it presented and approved at the next meeting. She presented a Employee Status Form to be approved as requested by the Finance Interim and stated that it should be part of any personnel file. **Motion made by Selectman Mason and seconded by Selectman Goodson to approve the Employee Status Change Form. Passed unanimously.** Selectman Mason stated that she had a conference call for Public input on Guidelines for the State Phase 2.0. Additionally, she has signed up for the NHMA June 3rd webinar for Opening of Municipal Buildings.
- Chairman Farnum stated that he already spoken about the transfer station. He stated he had concerns about the financial situation of the Town.

▪ PUBLIC COMMENT:

- Chief Littlefield informed the BOS that he had placed a Public Service Announcement out concerning the thefts of catalytic converters as there has been an increase in theft of these.

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

At 8:28 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, Streeter – Yes, Goodson - Yes.

On a motion by Chairman Farnum, seconded by Selectman Goodson, the Board returned to public session at 9:57 pm by roll call vote. Farnum – Yes, Mason – Yes, Ricker – Yes, Streeter – Yes, Goodson - Yes.

Motion made by Chairman Farnum and seconded by Selectman Goodson to seal the minutes of Non-Public Session #1 and #2. Passed unanimously.

- ADJOURNMENT: **On a motion by Selectman Mason, seconded by Selectman Goodson, the Board voted unanimously to adjourn the meeting at 9:58 pm.**

Respectfully Submitted,

Rebecca Mason
Recording Secretary

William W. Farnum

Rebecca Mason

Aaron Ricker

Melanie Streeter

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