

TOWN OF TAMWORTH
BOARD OF SELECTMEN
84 MAIN STREET
TAMWORTH, NH 03886
TELEPHONE: (603) 323-7525 FAX: (603) 323-2349
WWW.TAMWORTHNH.ORG

Selectmen's Meeting 6:00pm
Town Office

Thursday, May 21, 2020

DRAFT MINUTES

- **CALL TO ORDER:** The meeting was called to order at 6 pm by Selectman Farnum. Present are: Aaron Ricker, Melanie Steeter, Rebecca Mason, Kelly Goodson, and William Farnum. John Scruton, Melissa Donaldson, and Ed Comeau are also present. Jim Diamond and Dana Littlefield are present on Zoom.
- **APPOINTMENTS:**
 - Economic Development Commission – Wyatt Berrier - motion to appoint was made by Selectman Farnum, seconded by Selectman Goodson **5-0-0**
- **NEW BUSINESS:**
 - Review/Approval of Town Administrator Job Description - Selectman Mason asked about the advertising/legal requests portion of the description. Mr. Scruton recommends changing it to making legal inquiries at the request of the Board of Selectmen. She is also concerned about reconciliation/tax receipts. It should read "enters cash receipts from all departments." On #10 - Selectman Mason would like to include all DRA requirements. Mr. Scruton recommends "reporting that information to DRA" Selectman Farnum is concerned about #16, as some of that is included in #10. Can they be combined? Mr. Scruton recommends eliminating the first sentence. He also mentions that there is a duplicate regarding communication. In the last portion, should it include the Board of Selectmen? Yes, the list will start with that. Physical exertion - does not need to include the word frequent. Move bloodborne pathogens to be a bullet point. Add to physical environment - add what is on the Administrative Assistant description into the Administrator description. Amend both to read "25 pounds". Hours per week need to be "TBD" and add under duties - does minutes for the Board of Selectmen. Page 1 number 3 - change to include all input from Boards, Committees, and Departments. Being responsible for it does not mean that they have to put all of it on. Page 2 - number 9 change to "to the Town's accounting system" rather than business. Change to "for Departments". #13 add on - maintain a database. Selectman Mason made a motion to accept the Town Administrator/Finance Officer and Administrative Assistant descriptions as amended, Selectman Goodson seconded. **5-0-0**
 - Hardship Abatement Policy - The Welfare Director is concerned about being involved on decisions of hardship. If we get an application, we suggest they apply for general assistance. Selectman Mason made a motion to accept the Hardship Abatement Policy as written, Selectman Goodson seconded. **5-0-0**
 - Personnel Files Documentation Requirement Policy - 1st read. Selectman Mason added that an employee needs 4 files. Need to put the appointment form and criminal background check if applicable. Mr. Scruton adds that W4 line should include "if compensated"

- Administrator Update - John Scruton - employee status change - was voted on last meeting. Who signs the Shaker Chrysler Dodge Ram purchase agreement? Tax bills are being sent today. School, nurse, library, ambulance, gravel crushing are all anticipated expenses that are going out. There are also repairs needed for the Fire Department. The cruiser is expected around September. Payment in full is done at that time. Tax requests - approximately one million will come from the banks. There needs to be a deadline for when the tax rate needs to be set. Mr. Scruton says this needs to be September 1. Extensions go monthly and need to continue to be extended. The target should be to have the rate set by October 15. Meals on Wheels warrant for next year needs wording about billing per meal. NH Municipal has requested that the Governor allows towns to reduce their budget. The School may need a special increase for their budget due to the restrictions that may be in place for returning to schools. CIP numbers were reviewed. Selectman Farnum made a motion to sign the purchase and sale agreement for the new cruiser. Selectman Ricker and Selectman Streeter would like to wait a couple of weeks to see what happens. The motion was not seconded. Motion tabled.

Hazardous Household Waste Collection is scheduled for midsummer. \$3331 is the rate for the Town of Tamworth. Is the Town still committed to this? A meeting is being set up to discuss this topic. More information is needed. The check will be held and will attend the meeting. The manifest will be signed, and the check will be held. Mixed responses were received regarding paying for advertising for the police position. It is in the executive line under Board of Selectmen.

Where are elections going to be held? Kim needs to put up a posting. The Town House does not have room for social distancing. If school is not in session, the gym could be used. She will post it as the Town House and may have to change it in the future. Consider drive through voting? Selectman Farnum made a motion to use the Town House until a better location is found. Selectman Mason seconded. **5-0-0**

We are paying \$80 per weekend for cleaning. If we are opening up, additional cleaning will be required. Window cleaning was an additional project. Mr. Scruton will contact to check on CDC standards for cleaning. Window cleaning will be cancelled.

Town seal - There are various seals. The Clerk Seal needs to be corrected and a new die needs to be ordered. It has the wrong incorporation date on it. Selectman Mason suggests using the same seal as the Clerk with no picture on it. The picture on the 250th items are attractive. The one with the Town House is currently being used. Selectman Farnum made a motion to correct the seal that the Town Clerk is using and to use that as the official town seal. Selectman Mason seconded. **5-0-0**
- Transfer Station - Selectman Farnum has had conversations with Glenn to begin recycling and how it will be done. A map of the plan was explained and discussed. June 3 is the date that this would begin. There will be signs to help direct people. Selectman Streeter made a motion to accept the plan and start distributing as soon as possible, Selectman Mason seconded. **5-0-0** We will begin recycling on June 3.

Joh Scruton read a comment from Maureen (via Zoom). She feels that participation in the Hazardous Household Waste program is important. She feels that the remarks about declining participation were incorrect. Masks make the audio difficult to understand. Comments are not noticed on the web site. Selectman Mason said that comment was based on information received from Sue Stowbridge, who collects the statistics.

- Review Town Finance - covered in previous discussions

▪ **SIGNATURE FILE:**

- Selectmen's minutes for May 7, 2020 and May 14, 2020
May 7 – Selectman Farnum motion to approve, Selectman Mason seconded. **5-0-0**
May 14 – Selectman Farnum motion to approve, Selectman Mason seconded **4-0-1**
Selectman Ricker abstained
May 14 - Nonpublic Session 1 - sealed - motion to approve both by Selectman Farnum, seconded by Selectman Mason **4-0-1** Selectman Ricker abstained
May 14 - Nonpublic Session 2 - sealed -
- Accounts Payable Manifest - \$ 24,252.29, YTD \$4,138,584.19 Selectman Farnum made a motion to approve, Selectman Mason seconded. LRPC check in the amount of \$3331.00 to be held. **5-0-0**
- Application for Solar Exemption: Selectman Farnum made a motion to approve both listed below, Selectman Mason seconded. **5-0-0**
Map 213 Lot 043
Map 206 Lot 061
- Application for Solar and Woodheating Exemption – Map 411 Lot 031 - Selectman Farnum made a motion to approve, Selectman Mason seconded. **5-0-0**
- Abatements – Denied - Selectman Farnum made a motion to deny all 8 abatements listed below, Selectman Mason seconded
Map 216 Lot 142 Map 202 Lot 013
Map 206 Lot 079 Map 420 Lot 028
Map 408 Lot 065 Map 214 Lot 075
Map 214 Lot 068 Map 415 Lot 006
- Abatements - Approved - total \$648 plus interest. Motion to approve all abatements listed below was made by Selectman Farnum, seconded by Selectman Mason **5-0-0**
Map 407 Lot 028 Map 209 Lot 001 and 003
Map 208 Lot 029 Map 415 Lot 096
Map 413 Lot 019
- Application for Current Use – Map 414 Lot 55 - motion to approve was made by Selectman Farnum, seconded by Selectman Goodson **5-0-0**
- Application for Intent to Cut – Map 403 Lot 001 - motion to approve was made by Selectman Farnum, seconded by Selectman Mason **5-0-0**

▪ **SELECTMEN'S UPDATE:**

Selectman Ricker - met with Glenn numerous times this week.

Selectman Streeter - attended Emergency Management meeting on Monday. Attended a Zoom meeting on Food Security. St. Andrews has a great supply at this time. Friends of Town House have decorated the Town House for Memorial Day.

Selectman Goodson - Tamworth Recycling Project will be meeting next week. They are excited that recycling will be starting again. The EDC took down their Facebook and Instagram after the social policy was announced. The web site will be kept.

Selectman Mason - Attended the Emergency Management meeting on Monday. It will not be meeting next week due to holiday. Attended the Health webinar and has a couple of restaurants that she will be going out to. If they send policies, etc. prior to opening, it would

be very helpful. She is not in favor of a Town Facebook page.

Emergency Relief and Recovery Forms for the Town have been started. We have to sign contractual agreements (GOFERR). We can be reimbursed up to \$68,000. Stipend positions have not been figured out. This must be done by June 1 to cover March 1 through April 30. Paint for the Transfer Station, welfare expenses, the communications phone, and comparison of Waste Management rates may be included. This must be authorized by three Selectmen and submitted by June 1. The signing of the document will be on the agenda for next week. The Sewer Commission met. The new user fees have been approved. They are considering placing a lien on one piece of property. June 23 is the next meeting, and it may be held on Zoom to have a discussion about what the system actually is.

Selectman Farnum - NH Health Officer Zoom meeting. Road Agent, Richard, has informed Willie that they are willing to send their invoice and accept partial payment in July. He will be meeting with the CIP next week for Selectman's CIP plan. Roof, property revaluation, map revision and municipal building are currently in the plan. Municipal Building is defunct and should be removed. The roof costs were \$50,000 for shingles, or \$80,000 for steel. Building repair (painting) should be considered. There is some money in the budget for maintenance this year. Furnaces might be considered.

- **OLD BUSINESS:**
 - Job descriptions/Personnel Policies
 - Procedures for BOS
 - Traffic & Road Regulations & Policy
- **PUBLIC COMMENT:** Ed Comeau reported that Brookfield, Ossipee and the County have been given free videotaping. They have a link to the videos on their site. You could add a link to the live meetings on the site. The aspect is to break down the meeting, by jump points. It is also broken down by votes, motions etc. Make sure that there is a disclaimer that the video is not sanctioned by the town. Selectman Farnum made a motion to put a link on the Town website to Governmentoversite.com to allow people to view the video, Selectman Goodson seconded. **5-0-0**
- **Non- Public:** RSA 91-A:3 (a) and RSA 91-A:3 (c) A motion to go into nonpublic was made at 7:56 pm by Selectman Farnum, seconded by Selectman Mason.
Roll Call:
Selectman Ricker - yes
Selectman Mason - yes
Selectman Streeter - yes
Selectman Goodson - yes
Selectman Farnum - yes

A motion to exit non-public was made by Selectman Farnum at 8:58 pm, seconded by Selectman Mason

Roll call:

Selectman Ricker - yes
Selectman Mason - yes
Selectman Streeter - yes
Selectman Goodson - yes
Selectman Farnum - yes

A motion to seal Session #1 and Session #2 was made by Selectman Farnum, seconded by Selectman Goodson

Roll call:

Selectman Ricker - yes

Selectman Mason - yes

Selectman Streeter - yes

Selectman Goodson - yes

Selectman Farnum - yes

- **ADJOURNMENT:** A motion to adjourn was made by Selectman Mason at 8:59 pm, seconded by Selectman Ricker.

Respectfully submitted,
Melissa Donaldson
Recording Secretary

William W. Farnum

Rebecca Mason

Aaron Ricker

Melanie Streeter

Kelly Goodson