

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

Thursday, May 28, 2020

DRAFT MINUTES

- CALL TO ORDER: The meeting was called to order at 6 pm by Selectman Farnum. Present are: Willie Farnum, Melanie Streeter, Rebecca Mason, and Kelly Goodson. Also present are: John Scruton-Interim Administrator, Ed Comeau, Jim and Maureen Diamond. Aaron Ricker is absent.
- APPOINTMENTS: None
- NEW BUSINESS:
  - Personnel Files Documentation Requirement Policy - There is an addition that speaks to disciplinary action (form). Employee volunteer files were updated regarding W4, criminal background check, miscellaneous state forms. Selectman Mason made a motion to accept the personnel records policy. Selectman Goodson seconded. **4-0-0**
  - GOFERR Grant - Selectman Mason has filled out the application. We can claim up to \$68,800 . The chairman should sign the forms. There is a concern about how we will reimburse for the transfer station items. MSW was less in March, and increased in April over 2019 totals. We are asking for \$1572.48 . \$609.54 is the total for demo. Total submitted is \$2182.02. The phone and welfare officer time are also being included. Selectman Farnum made a motion to sign the grant agreement, Selectman Mason seconded. **4-0-0**
  - Transfer Station - update: Recyclables will be accepted beginning on the 3rd of June. Signs, string and ribbon will be in place. The map is online and available at the Transfer Station.
  - Review Town Finance - 67% of appropriation is left. If subtractions of capital reserves, etc. are done, we are at 60%. 58.3% of the year is remaining. The first two days of tax receipts were good. Cash flow should get us through July alright. We will move money to the reserves as the bills come in. There is \$465,000 in the checkbook right now, with \$500,000 coming out for the school next month. There should be about a million coming in from the banks near the end of the month. The Library and the Nurses will be coming out in June as well. Library may be able to wait until closer to July for their payment. Mr. Scruton will check with them.
  - Administrator Update - John Scruton - Hazardous Household Waste collection check is being held. The one in Ossipee has been cancelled. Belmont, Franklin, Gilford, Bristol, Laconia and Moultonboro locations are being held. Last year Tamworth had 72 participants. \$3331 is the cost. Selectman Farnum suggests that Wolfeboro has a continuous hazardous waste facility. We could offer a voucher to anyone who would like to take up to 5 gallons to Wolfeboro, and they would pay 50%. The cost is \$40 for 0-5 gallons, and that includes the can. A gallon can is one gallon, even if there is only 2 inches of waste in it. Selectman Mason prefers a reimbursement process rather than a voucher. Selectman Mason made a motion to not participate with Lakes Region Hazardous Waste Collection. Selectman Streeter seconded. **4-0-0**

We may need to limit the amount of reimbursements if the costs go above what is available. Selectman Mason feels that we should set a certain amount rather than a percentage. She recommends reimbursement of \$20 for up to 150 taxpayers for residential waste, for June 1 to September 1. Wolfeboro accepts waste on the third Saturday of the month from May to October. Selectman Farnum made a motion for Tamworth homeowners for residential use; we will provide a reimbursement of \$15 per trip to the Household Hazardous Waste collection site in Wolfeboro, until they close in October, beginning June 1. The reimbursements will not exceed \$3000. Reimbursements will be issued for up to three trips per household. Selectman Goodson seconded. **4-0-0**

E-911 - Robin and Darlene are listed as the liaisons, signature is needed to authorize Mr. Scruton and Roxie. Selectman Farnum made a motion to sign the form authorizing the contacts to be changed to Roxie and John Scruton. Selectman Mason seconded. **4-0-0**

Licensing - someone is looking to see if there are licensing requirement to go door to door. (No). HVA, locksmith, etc.does this trigger a building notification.(\$5000 is the amount that triggers it.)

Health trust - info was emailed to the Board, it will be placed on next week's agenda. Resignation was received from Robin Frost. Selectman Farnum made a motion to accept the resignation with regret, Selectman Mason seconded. The Board thanked Robin for her help. Mr. Scruton will send a letter with her last paycheck.

We need to change our cash receipting and petty cash policy. We state that a bounced check will incur a fee of \$50 plus costs, but State RSA allowed amount is \$25. Selectman Farnum made a motion to reflect state RSAs on bounced check fees, Selectman Mason seconded. **4-0-0**

▪ **SIGNATURE FILE:**

- Selectmen's minutes for May 21, 2020 - corrections noted. In Selectman Farnum's report, replace "they" with "Ambrose Brothers", are: partial payment, add \$10,000 less than full amount in June and the remainder in July. Change "website" to website"" Selectman Farnum made a motion to approve as amended, Selectman Mason seconded. **4-0-0**
- Non- Public Minutes Session #1 and #2 - sealed - Selectman Farnum made a motion to approve session #1, Selectman Mason seconded.**4-0-0**  
Selectman Farnum made a motion to approve session #2, Selectman Mason seconded. **4-0-0**
- Accounts Payable Manifest - \$ 278,235.55 , ytd \$ 4,443,535.85 Motion to approve by Selectman Farnum , seconded by Selectman Mason. Selectman Farnum made a motion to rescind \$3,331 check #39651 to Lakes Region Planning Commission for Hazardous Waste Collection, seconded by Selectman Mason. **4-0-0**
- Payroll Manifest - \$26,716.11 , Motion to approve by Selectman Farnum, seconded by Selectman Mason **4-0-0**
- Certification of Yield Tax Assessed - Map 415 Lot 056-000 - \$482.46 - Selectman Farnum motioned to approve, seconded by Selectman Mason **4-0-0**

▪ **SELECTMEN'S UPDATE:**

Selectman Streeter - June 11 - Drummond and Woodsome are having a Covid meeting, she is signed up for it. NH Municipal Association webinar on reopening is being held next week.

Selectman Goodson - was approached by someone who suggested using Barnstormers for voting. They also suggested that the website needs to be updated. TRP held a zoom meeting. They are happy to support Selectman Farnum if he needs help on June 3. Ossipee Aquifer zoom meeting was held yesterday. It was very informative. They receive money from the Foundation for the Get Wet program in the schools.

Selectman Mason - has been working on Finances for open positions. This will be discussed later. She would like the Board to vote to allow her VPN access to the computer system. Once Covid is over and we have hired in, the access would be deleted. Selectman Farnum made a motion to allow WPN access for Selectman Mason while the Covid crisis is active, and under interim administration. Selectman Goodson seconded. **3-0-1** Selectman Mason abstained.

Mr. Scruton mentioned that the Planning Board had concerns about the mailing addresses not being included on the tax cards. Mr. Scruton has resolved this issue via Avitar. Some of the changes we have made may make things easier down the road regarding electronic items.

Selectman Mason spoke about the server being changed over. The new server is larger than the old one. The current server is covered with paper etc. IT would like to keep it in the basement, but the room will need to be sheetrocked, and the door would need to be locked. This would free up space in the vault for a new file cabinet for tax cards. He is willing to work up a cost for cleaning up the wiring down there. A 3' distance in front of the electrical panel is required. He would also like a small desk down there. Selectman Farnum will look at this.

Selectman Farnum - spoke to the CIP representatives to review what is on the plan for next year. The roof is on there, we need to be looking for a more fixed price. Revaluation is on there. Map revisions are on there at \$50,000 for 2021. This needs to be done before the Buildout Analysis in 2022. Municipal Safety Building can be deleted. \$4 million in 2030 for safety building can be left in there. The computer server is done. We may possibly need a new furnace at \$15,000. Transfer Station - needs a recycling building. Selectman Farnum has begun work on this. Building need is approximately 10000 square feet. The cost for the building is about \$327,000. There is cement work planned for this year. There will also be a cost for infrastructure - truck scales, balers, forklift or machinery to move bales around. (approximately \$268,000 for that). Engineering costs around \$15,000. Total cost estimate is \$610,250. This is not in the CIP yet. The septic and well are already planned, but Selectman Farnum is concerned that this could interfere with the new building location, etc. There is a group that will come in to review the site, and there are grants available if all the information is organized. DES footprint may require changes as well. Washing station cost would be \$1500 a month.

Quotes for the roof here have been received in the past. Selectman Farnum will ask AR to work on finalizing prices, Selectman Streeter volunteered to work on this project. AR and Selectman Streeter will work on this together.

Congregate Meals Curbside starts Monday. There are 16 signed up for it. Menus for the month of June will be handed out Monday.

Selectman Farnum received a complaint about residents parking stickers at the North end of Chocorua Lake.

Make a note to the Police Department about this.

At present the beaches are not allowing sunbathing or sitting. This is not a Town beach. Is sitting allowed? As of right now, White Lake is not opening this year.

- OLD BUSINESS:
  - Job descriptions/Personnel Policies
  - Procedures for BOS
  - Traffic & Road Regulations & Policy
- PUBLIC COMMENT: none
- Non- Public: RSA 91-A:3 (a) and RSA 91-A:3 (c) - Selectman Farnum made a motion to enter non-public at 7:22 pm, Selectman Mason seconded.  
Roll Call:  
Selectman Goodson – yes  
Selectman Streeter - yes  
Selectman Mason – yes  
Selectman Farnum – yes

Selectman Farnum made a motion to leave non-public @ 9:03 pm, Selectman Mason seconded.

Roll Call:  
Selectman Goodson – yes  
Selectman Streeter - yes  
Selectman Mason – yes  
Selectman Farnum – yes

Selectman Farnum made a motion to seal minutes of Session #1 and #2 – Selectman Mason seconded. Based on reputation

Roll Call:  
Selectman Goodson – yes  
Selectman Streeter - yes  
Selectman Mason – yes  
Selectman Farnum – yes

- ADJOURNMENT: Selectman Mason made a motion to adjourn at 9:04 pm, Selectman Goodson seconded. The meeting was adjourned.

Respectfully submitted,  
Melissa Donaldson  
Recording Secretary

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William W. Farnum

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Rebecca Mason

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Aaron Ricker

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Melanie Streeter

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Kelly Goodson

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