

**Town of Tamworth
Board of Selectmen's Meeting
Town Office
July 26, 2012**

Members Present Robert Abraham, John Roberts, and James Hidden

Others Present Cassandra Pearce, Richard Roberts, Daniel Poirier, William Farnum, Steve Gray, David Little, John Wheeler, Patricia Farley, Bruno Siniscalchi, Sam Martin, Rosalind Gray, John Gotjen, Maynard Thompson, Duane Dale, Anne Abear and other members of the public.

Chairman Abraham called the meeting to order at 2:31 p.m.

CIP Committee - 2013 Review

The Board met with the Capital Improvement Committee for a discussion of the needs of the Highway Department and Town Administration for the 2013 year and beyond. Items discussed included:

1. Cleveland Hill Road and the work that will be done this year. It is projected that the \$45,000 that was approved for this project to be done in 2012 will cover the entire cost of the project. The Board requested that the \$45,000 originally requested for 2014 be removed.

The intention of the road agent is to leave the roadway gravel once it is completed. The wall work was discussed for the drainage that needs to be done. It is the intention to put the wall back in the shape it is currently when the drainage is completed.

2. Screen purchase – It is believed that a good used screen can be purchased for a price of \$30,000. This was placed into the 2013 budget request.
3. Bridges – The Board discussed the bridges that will be worked on or plans for future repairs. The specific bridges being discussed are the Chocorua Lake Bridge and the bridge on Whittier Road. The Board requested the cost estimates be sought which have been received from HE Bergeron in 2004 prior to determining the amount of funds that will be placed within the budget or the capital reserve for 2013 and beyond. R Roberts will acquire a price from a pipe company to replace the bridge on Whittier Road with that of a culvert. Further discussion on these prices will be held at the next meeting.

It was reported that the capital reserve account for the bridges will have an estimated \$132,000 in it by the end of 2012.

4. Fire Alarm System – Highway Garage – The Board felt this could be accomplished within the general budget and did not have to be a CIP item. A price will be sought for the 2013 budget.

5. Office renovations for additional space – The estimated cost of an addition to the Town Office are \$75,000. At this time, although the Board would like to accomplish the expansion, it is not a priority and was moved out to another year. The Board discussed the lease agreement that is held between the Town of Tamworth and the TCNA. The Board will review the lease agreement.
6. Revaluation – The Board received an estimate from RB Wood & Associates to do a complete statistical update of town property values by the end of year 2014. The estimate given was \$15,000 and the Board requested the cost be split between the years 2013 and 2014.
7. Tax Map Revisions with GIS – on the schedule CIP for 2017.
8. Generator for the Town Office – being looked into by Dana Littlefield and was placed on the listing for purchase in 2013 if a grant is found.

The Board was informed by members of the CIP Committee that all departments have been most helpful to date on their requests for funding and have been able to move funds if it interferes with another department's more urgent need.

The CIP Committee plans to present the final CIP plan at a meeting of August 23, hold a public hearing on September 25 and finalize the report on or before the 1st week in October 2012 in preparation for the 2013 budget.

Chairman Abraham recessed the meeting at 3:48 p.m.

Chairman Abraham called the meeting back to order at 4:00 p.m.

Department Reports

Police Department – Chief Dan Poirier:

1. The Police Department is ready for the Chocorua Day festivities that are scheduled for July 28.
2. The emergency lights have been repaired within the police department.
3. The Board discussed the concern with the traffic flow hazard that is being created by attendees of the Barnstormer's Theatre. The concern is not necessarily the parking as sufficient parking areas are available; the concern is the attendees standing in the roadway during intermission, impeding traffic on Main Street. Chief Poirier advised he has his officers in the area watching for this concern.

Highway Department – Richard Roberts:

1. Work on Turkey Street has been completed; Page Hill Road is being worked on.

2. It was reported that Narrows Bridge recently had work done to allow sand from the roadway to run off. R Roberts indicated this was not done by the highway department.
3. Gravel crushing will be done either Friday 7/27 or Monday 7/30. The cost is \$5/yard plus the expense of moving the equipment to the site.
4. R Abraham discussed a letter that will be presented to the Board later in the meeting for the Selectmen's signatures regarding a driveway permit that was previously issued and the requirement of paving the entrance has not been completed.
5. J Roberts requested the highway department contact DigSafe anytime they have digging to be done.
6. J Gotjen discussed the little guys in the roadway of the Chocorua Village and inquired when the crosswalks were going to be painted. A contact will be made to the company who painted the crosswalks last year to determine their schedule.

Selectmen Updates

1. J Roberts discussed the meeting held this past Monday of the Cemetery Trustees. They are working with Paul King to review the boundaries of the Chocorua Cemetery.
2. J Hidden discussed the last planning board meeting in which they met to review the CVL application. CVL has now been sent to the Conservation Commission for an item that requires their approval prior to moving forward with the planning board.
3. R Abraham indicated he had not attended any recent meetings, but will be meeting with the new SAU Superintendent on Friday, July 27, 2012.
4. R Abraham reported on a site walk that took place on July 16, 2012 at GP Auto Salvage. The Board found the area acceptable and will sign the junkyard license later in the meeting.
5. R Abraham presented personnel policies that have been worked on at the request of members of the Board; specifically personnel files and electronic use policies. After an expression of concern was offered by the staff present at the meeting, *J Roberts moved and J Hidden supported to allow for time to review the proposed policies, giving time for departments to review the proposed changes and to bring the item back for discussion at the meeting of August 9. Vote was: 2-1-0. Motion passed.*

A suggestion was made by Sam Martin to have an offsite backup system similar to the one that is done in Ossipee. The Board would like to acquire a price for this practice. Proposed changes include:

- a. Personnel File Policy – All files shall be securely locked and will only be accessible by a minimum of two people at the same time, one being a Selectman, the other being a designee. Employees wanting to view their files will be required to have both of the above representatives present. No employee will be able to view another employee's file without the 1st employee's consent, any access to the file will be logged into a book detailing the reason for the access, date, time, who opened the file, what files were viewed, description of documents added to or removed from a personnel file and the time the cabinet was

relocked. The file will be locked with a double locking system requiring two keys. Both locks must be unlocked to gain access to the file.

- b. Electronics Policy – Any electronic data storage device containing any Town information, such as but not limited to, external hard drives, CDs, flash drives, etc shall not be removed from town property and should be kept in a secure place in the appropriate department.

Maynard Thompson –
State Representative Candidate

Mr. Thompson attended the meeting to discuss his run for State Representative. As a local person from the Town of Freedom, he indicated his focus is that of keeping the young people who live in NH here by creating the jobs necessary to keep them in the State and local. His campaign information can be found at maynardfthompson.com.

Mr. Thompson indicated Mark McConkey recently had a health scare and is doing better at this time.

Duane Dale –
St. Andrew's Church

The Board met with Mr. Dale to discuss a basement flooding issue within the St. Andrew's Church. It was reported to the Board that running two sump pumps cannot keep up with the water coming into the building. The proposal is to divert the roof run off away from the buildings, install French drains near the surface and possibly catch basins to capture roof run off that is going to the memorial garden and south of the parish hall. Further, the church is requesting permission to terminate the drainage pipe in the town right of way between the two parking lot entrances as shown on the plans presented to the Selectmen. The Board viewed the plans and decided they would meet at the site on August 9, 2012 beginning at 3:15 p.m. R Roberts will be requested to join this meeting.

Eastern Field Easement
Conservation Commission

David Little representing the Conservation Commission Land Review Committee met with the Board to explain the purchase of a Conservation Easement on Bearcamp Valley Farm – known as Eastern Field Map 420 lot 014. The requests from this committee were for the Selectmen to agree to proceed with the project and sign a Conservation Easement when it is presented to them and to vote to accept contributions from private donors up to \$40,000.

R Abraham moved and J Roberts supported to proceed with the conservation easement for the eastern field and to accept the donations up to \$40,000 for this purpose. Vote was unanimous. Motion passed.

Public Comment

1. Jim Bowditch inquired about the Chocorua Community project being placed on hold due to funds not being available for a special study. R Abraham indicated the State was unable to appropriate the funds necessary to cover a sound study that cost \$4,000. The Town is unwilling at this time to place any funds into the project as it was to not cost the Town funds when the project began. J Bowditch encouraged the Board to move forward with the lights being placed within the village as the money is available for this work. The Board advised that the project cannot move forward without the funds for the sound study being approved.
2. John Gotjen advised that the Chocorua Community Association would be interested in having members of the Board attend their next meeting for the purpose of explaining the funds that need to be acquired to get this project moving forward. Members of the Board will attend the meeting of the CCA on August 6 beginning at 7:00 p.m. at the Chocorua Library.

Administrative Items

Cassandra Pearce presented the following for review, approval and signatures as required:

1. An application for a junkyard license for Ricker's Auto Salvage. The Board will meet at the site on 8/9/2012 at 2:15 p.m.
2. 3 names have been received from residents interested in serving on a Finance Committee.
3. The Board discussed the safety barrier/window for the town clerk's office. A description of the window was given. The Board agreed to move forward with the work if agreed upon by Kim Trammell.
4. An abatement for map 214 lot 024 was signed.
5. A junkyard renewal license was approved for GP Auto Salvage
6. An intent to excavate was signed for map 217 lot 023-3
7. A current use application was approved for map 410 lot 136
8. Intent to cuts for the following were signed:
 - a. 410-136-000
 - b. 415-003-000
 - c. 206-029-000
 - d. 423-001-000
9. An application to the State of NH DRA was signed for payment to the Town for federal forest land within the community.
10. A 3 year contract was signed with Waste Management.
11. A letter was signed to Mr. & Mrs. Forcier requesting that they pave the driveway entrance to the garage.
12. *R Abraham moved and J Hidden supported to approve a payroll manifest for 7/26/2012 in the amount of \$22,194.52, a transfer in the amount of \$12,374.73 for Direct Deposit Transfer (included in the initial amount) and a transfer in the amount of \$6,367.20 for the Federal Tax Deposit. Vote was unanimous. Motion passed.*
13. *R Abraham moved and J Hidden supported to approve an accounts payable check register in the amount of \$302,973.12. Vote was unanimous. Motion passed.*

14. *R Abraham moved and J Hidden supported to approve an accounts payable manifest in the amount of \$302,973.12. Vote was unanimous. Motion passed.*
15. *R Abraham moved and J Hidden supported to approve the regular meeting minutes of July 16, 2012 as written. Vote was unanimous. Motion passed.*
16. *R Abraham moved and J Hidden supported to approve the regular meeting minutes of July 12, 2012. Vote was unanimous. Motion passed.*
17. *R Abraham moved and J Hidden supported to approve the non-public meeting minutes of July 12, 2012. Vote was unanimous. Motion passed.*
18. *R Abraham moved and J Hidden supported to approve the sealed non-public session minutes of July 12, 2012. Vote was unanimous. Motion passed.*
19. *Cash Policy – after a brief discussion of the changes made to the cash policy following the meeting with the departments, and the amount of cash that is handled by the individual departments, R Abraham moved and J Hidden approved the cash policy as written. Vote was 2-1-0. Motion passed.*

Adjournment

R Abraham moved and J Hidden supported to adjourn the meeting at 5:30 p.m. Vote was unanimous. Motion passed.

Respectfully submitted,
Anne M. Abear

Approved by the Board of Selectmen: 8/9/2012

Robert Abraham

John Roberts

James Hidden