

Town of Tamworth
Board of Selectmen's Meeting
January 14 & 15, 2010
Tamworth Town Office

Members Present Tom Abugelis, William Farnum and John Roberts

Other Present Administrative Asst. Cassandra Pearce, Police Chief Dan Poirier, Sam Martin, Tom Peters, Bob Abraham, Dana Littlefield, Anne Abear, Representatives of FST Engineering – Kevin Gagne, David McNamara and William Moore, Representatives of HE Bergeron Engineering – Jay Poulin and Ed Bergeron, and Representative of KV Partners LLC – Michael Vignale and Arek Galle of Gates, Leighton & Associates and other members of the public.

Chairman Abugelis called the meeting to order at 3:02 p.m.

Chocorua Community
Project Engineering
RFQ Interviews

The Board met with engineering firms of FST, HE Bergeron and KV Partners to discuss their RFQs that were submitted for the Chocorua Community Project. Each firm reviewed their proposals and gave the Board the qualifications that they believe are going to benefit the community of Tamworth. Once interviews were completed, each Board member was requested to score the individual firms as required by the State in selecting an adequate firm for this project. The scores were tallied at the end of the interviews and the Board was given the tallied scores.

FST Engineering – introduced members of their firm that will be responsible for the job and proceeded to present their firm's qualifications advising the advantage that would be available from them as they conducted phase I of the project. Mr. Moore gave a brief overview of the FST Engineering firm and the experience that would be offered from FST. Further discussion included an overview of phase I to include an engineering study, permitting requirements and lessons learned by all. In addition, the approach for the upcoming phases was discussed to include management and the technical scheduling. A very aggressive schedule was presented with an initial kick off meeting proposed for February 1, bidding mid summer 2010 and construction beginning on or about September 15, 2010.

The Board discussed the items of concern that arose in phase I and the experience offered by FST for grant administration.

HEB Engineering – Jay Poulin and Ed Bergeron of HEB discussed their familiarity with the project as they travel the roadway of Route 16 on a daily basis, they also discussed their understanding of items that caused the Town concern from phase I. Mr. Bergeron advised the project was very important

for the protection and safety of the people of Chocorua and understood the need for traffic calming. HEB has been working within the community of Tamworth for more than 35 years and felt they had a very good working relationship with the community. Both representatives present will have a role in this project with Jay Poulin being the overall project manager and Ed Bergeron being the principle in charge. Key points were discussed with working with the community of Tamworth. Mr. Poulin discussed projects that HEB is currently involved in and the experience and working relationship that HEB currently has with the State of NH – DOT in regards to Transportation Enhancement (TE) funding requirements and audits. Mr. Poulin gave HEB's understanding of the project from preliminary design, permitting, final design, bidding, construction administration, and reimbursement. He felt the master plan should be the starting point along with public input meetings. The estimated time frame of the project according to HEB was to attempt to start construction in 2010 and finish the project in 2011. The Board discussed the need for an engineer to be on site at all times.

KV Partners - Mike McNally introduced himself and Arek Galle, advising the firm of KV Partners is a new firm, but the experience of the partners is extensive. Mr. McNally discussed the multitude of contract terms that could be established to include a not to exceed fee. He explained the need for traffic calming and described a project that was just completed under the direction of KV Partners, which included traffic calming via lane shifting. Mr. McNally advised his firm is very familiar with the TE funding process and their experience associated with the requirements of the State of NH – DOT. An inquiry was presented about how many TE projects in NH that KV Partners had been involved in. The response was 2. The Board discussed the need for an engineer to be on site at all times. Mr. McNally did not believe that to be necessary. The Board inquired about the techniques of problem solving. Mr. McNally discussed the creativity of the company and the amount of experience that would be offered.

Departmental Reports

Police Department Chief Poirier presented the December 2009 and January – December 2009 stats for the Board's review. He indicated that the overall calls for service has increased and estimated 10 calls for service were received each day.

Chief Poirier discussed the application deadline for the open sergeant's position within the police department. The deadline was originally set for 1/15/10. Chief Poirier has received 3 inquiries for the position and has now posted the position on the website of LGC with the deadline extended to 1/29/10. The need for a sergeant was discussed over the need for another patrolman.

The Board discussed the location of the spare cruiser. They were advised the vehicle is parked in the garage at this time and the current patrolman is using the SUV.

Highway Department

Mr. Farnum advised Mr. Robinson was unavailable to attend this meeting.

Emergency Management

State funding from 2008 floods - Mr. Dana Littlefield advised he received a request from the State regarding the State of NH's ability to now pay their amount of funding from the August 2008 flooding. He presented the paperwork to be completed and discussed that one portion of the approved funding project had not been completed. He requested the Board look into whether the federal funding had been received and if it had, why it was received and signed off on as complete when the projects were not. He advised the State is holding approximately \$5,000 to be released to the Town. Due to the fact that Mr. Robinson was unavailable for this meeting, the Board will place this item on the agenda of 1/28 for further discussion.

Generator at the KA Brett School – Mr. Littlefield discussed a grant proposal for the generator to be replaced at the KA Brett School, which is also the emergency shelter if needed for the Town. He advised from his last conversation with the Board that they would take on the grant; allocate funds at the 2010 meeting for their portion and also budget costs for maintaining the equipment. The Board advised they were unwilling to take on the responsibility of maintaining the equipment, as it would be utilized more by the school system. An estimated cost of the equipment was \$49,000 plus the cost of propane, removal of the current system, set up of the new system, barriers, etc. which could be up to a cost of \$63,000. Mrs. Pearce inquired about the status of the grant. Mr. Littlefield advised it had not been put in yet and that the Board did not have to sign the grant. The Board felt that they did have to sign the grant due to the responsibility associated with the approved grant and the funding running through the Town's books if it was accepted. Mr. Littlefield advised he is on the school board and they have not expressed an interest in placing this equipment on their warrant nor did they want to maintain the equipment. The Board advised they would be willing to meet with the School Board if it was necessary. Mr. Littlefield did not feel that was necessary at this time.

KA Brett School Mr. Littlefield announced that the 2010 budget public hearing would be held on January 25 at 6:00 p.m. and the vote by the school Board would be held on February 3.

Public Comment Attorney Judy Reardon discussed the maintenance needs of the new sidewalks put in Chocorua and her understanding of the municipal agreement requirement that the Town is required to maintain the sidewalks due to the funding that was received. She requested to review the municipal agreements that were signed by the Board for phase I. She discussed a proposal from George Fadden to maintain the sidewalks for a price of \$450/storm. The Board discussed their understanding at the time the municipal agreement was signed in which they were advised that the Town did not have to maintain the sidewalks. The Board will also review the municipal agreements also.

Chocorua Village
Items

Mr. Peters discussed the following with the Board:

1. Funding for phase II and III. The Board gave Mr. Peters and update of the interview process that took place earlier in the meeting, advised the warrant article approved last year was a non-lapsing article good through 2012. Mr. Peters discussed the time frame for these phases. The Board advised the bulk of the work would not take place until spring of 2011.
2. Future Funding for the Chocorua Project – Mr. Peters advised it was time for the CCA to go back to the State Government officials asking for their support for future funding of the project.
3. Chocorua Village Banners – Mr. Peters advised that PSNH had approved and returned their contract. The Town awaits the contract from Fairpoint.
4. Chair of the CCA – Mr. Peters advised there was no chairman of the CCA at this time. Mr. John Gotgen is the current Vice Chair.

Cook Library

Tom Abugelis advised he met with the Library Trustees and discussed two issues:

1. Appointment of Sara Tatarczuk – *William Farnum moved and John Roberts supported to appoint Sara Tatarczuk to the Library Board of Trustees. Vote was unanimous.*

Non-Public
Session

Mr. Abugelis moved and Mr. Roberts supported to enter into a non-public session at 5:59 p.m. per RSA 91-A:II 3 c. Vote was: Farnum, Yes, Abugelis, Yes, Roberts, Yes. Motion passed.

Mr. Abugelis moved and Mr. Roberts supported to adjourn the non-public session at 6:12 p.m. Vote was unanimous.

Library Meetings

Members of the Library Trustees reminded the Board of future meetings of the Cook Library Trustee to be held on 1/21, 2/25 and 3/25 all starting at 6:00 p.m.

Selectmen's Items

1. Street Lights - Mr. Farnum discussed the proposal of the energy committee to reduce some of the streetlights in the community in an effort to reduce the expense of the streetlights. A total of 36 lights are being proposed to be turned off throughout the community. Several other lights are in need of being repaired. An estimated savings for this change is \$480/month. Mr. Roberts discussed two lights that he would like to offer to the property owners to take over before they are disconnected. They are in front of the S. Tamworth Post Office and behind the Unitarian Church. The Board agreed and thanked Mr. Farnum and the Energy Committee for their work on this project.

Administrative Matters:

Mrs. Pearce presented and the Board approved:

1. An intent to cut for map 419-004,005, and 5-1,
2. An intent to cut for map 419-007,
3. An intent to cut for map 407-064
4. A land use change tax for map 414-091 in which the Board requested additional information. The Board reviewed the proposal and information submitted and agreed to sign the warrant at the next meeting.
5. A timber tax levy in the amount of \$602.81.
6. Old current use applications for map 413-013 & 014. It was discovered during a review of the current use parcels that these applications were never recorded.
7. An abatement for map 408-016 with a refund in the amount of \$270.60,
8. An abatement for map 401-002 with a refund in the amount of \$209.18.
9. *Mr. Roberts moved and Mr. Farnum supported to approve the minutes of 12/17/2009 as written. Vote was unanimous. Motion passed.*
10. *Mr. Roberts moved and Mr. Farnum supported to approve the minutes of 12/30/2009 as written. Vote was unanimous. Motion passed.*
11. *Mr. Farnum moved and Mr. Roberts supported to approve the minutes of 12/22/2009 as written. Vote was (2-0-1). Motion passed.*
12. The Board will hold a meeting with the Town employees to discuss the proposed health insurance plan effective 7/1/10. This meeting will be held on 1/25 beginning at 1:30 p.m.
13. The Board discussed holding a retirement, thank you, and open house for Phil Ames who recently retired from the highway department. The office staff will work on setting up this gathering.

Chocorua Community
Project – RFQ
Results

Mrs. Pearce announced the results of the tally sheets from the interviews held earlier with the engineers for the Chocorua Community Project Phase II & III. The results are:

1. HE Bergeron Engineering – 144
2. FST Engineering – 105
3. KV Partners – 90.5

The Board agreed with these summaries and requested the information be forwarded to the State requesting permission to enter into negotiations with HE Bergeron Engineering.

Mrs. Pearce advised the State has approved the estimated administrative costs for this project at \$18,701.

Non-Public Session

Mr. Abugelis moved and Mr. Roberts supported to enter into a non-public session per RSA 91 A: 3 II a, b, c, & e. Motion was made at 7:05 p.m. Vote was Abugelis, Yes, Roberts, Yes, Farnum, Yes. Motion passed.

Mr. Abugelis moved to adjourn the non-public session at 7:34 p.m. Mr. Farnum supported this motion. Vote was unanimous. Motion passed.

Recess *Mr. Farnum moved and Mr. Abugelis supported to recess this meeting until Friday, January 15 at 3:00 p.m. in which interviews will be conducted on the three individuals who applied for the highway job opening. Vote was unanimous. Motion passed.*

Reconvene *Mr. Farnum called the meeting to order at 3:06 p.m. on Friday, January 15, 2010.*

Members Present Tom Abugelis, John Roberts, and William Farnum

Others Present Road Agent, Bruce Robinson, Anne Abear and three potential candidates for the open highway position attended throughout the meeting.

Non-Public Session *Mr. Roberts moved and Mr. Farnum supported to enter into a non-public session at 3:06 p.m. per RSA 91A: 3 II a & c. Vote was Roberts, Yes, Farnum, Yes. Motion passed. Mr. Abugelis arrived at 3:10 p.m.*

Mr. Roberts moved and Mr. Farnum supported to adjourn the non-public session at 4:52 p.m. Vote was unanimous. Motion passed.

Administrative Issues The Board discussed the following:

1. Street Lights – The Board signed two letters to property owners who may desire to take over a streetlight on their property that the Board is considering disconnecting.
2. Retirement Gathering – The Board reviewed a retirement gathering proposal for Phil Ames. The proposal is to hold the event on 1/28 from 2-4 p.m. The regular meeting of the Board will begin at 4:30 p.m.
3. Job Description for Highway Position – The Board requested Mr. Robinson view the two job descriptions for the recent posted job and requested he consider combining the descriptions.

Adjournment *Mr. Abugelis moved and Mr. Roberts supported to adjourn the meeting at 5:03 p.m. Vote was unanimous. Motion passed.*

Respectfully submitted,
Anne Abear

Approved by Tamworth Board of Selectmen: 1/28/10

Tom Abugelis

William Farnum

John Roberts