

Town of Tamworth
Board of Selectmen's Meeting
October 28, 2010
Town Office

Members Present: John Roberts, William Farnum, and Robert Abraham

Others Present: Administrator Cassandra Pearce, Police Chief Dan Poirier, Road Agent Bruce Robinson, Anne Abear, Rosiland Gray, Ruth Timchak, Sandra Flanagan, Sam Martin, Mark McConkey, Robert Seston, Kim Noyes, Dana Littlefield, Ned Beecher, David Haskell, Wendell Dicey, Chris Canfield and other members of the public.

Chairman Roberts called the meeting to order at 4:02 p.m.

Department Reports

Police Department Chief Poirier discussed the employees of the police department working out very well. He further discussed a fire that occurred within Tamworth Pines on Tuesday of this week.

Chairman Roberts reminded Chief Poirier of the vacation allotment he had left on the books for the 2010 year. Chief Poirier indicated he would be taking some vacation allotment in the next two months.

Highway Department Mr. Robinson advised everything is going well within the highway department. He will be working along Chocorua Lake Road near the Helm property that will require the installation of culverts to direct the water away from the lake area.

The Board discussed the winter maintenance for Bolles Road. Mr. Robinson advised that the plowing will not be done to the turn around area that was previously maintained and requested the 3 property owners that will be effected be notified that the Town will no longer be plowing to their properties.

Mr. Robinson discussed the seminar he attended last week in Meredith regarding groundwater protection through the use of drainage and roadway maintenance.

Mr. Wayne Lloyd will be available this year to assist in hauling of the 10' sander for winter maintenance.

Mr. Farnum discussed the hole in the roadway on Main Street near 92 Main Street and the work to be done to the sidewalk in front of the Town Office. Mr. Robinson advised he has those items on his list to be done.

Mr. Robinson discussed a quote that he received for a 1-½" topcoat to be added to the Transfer Station roadway. This amount will be presented when the budget work sessions begin.

Mr. Robinson plans to attend a meeting at Runnell's Hall regarding salt usage on Friday, October 29.

Public Comment It was announced that the polls would be open at the KA Brett School on Tuesday, November 2 from 8:00 a.m. – 7:00 p.m.

Mr. Roberts offered Mr. Abraham to attend the meeting at Runnell's Hall regarding salt, as he will be unavailable to attend.

Emergency Management

- Hazard Mitigation Plan** Mr. Littlefield discussed the need to update of the Hazard Mitigation Plan and requested the Board allow for a committee to be set up to update the plan. The Board agreed to have the road agent, police chief, fire chief, a member of the Board, and the emergency management director as the committee. Mr. Abraham offered to be a member of this committee. The Board acknowledged his offer and requested the committee be established as outlined by Mr. Littlefield. The first meeting will be held on November 16, at 10:00 a.m.
- Emergency Op Plan** The emergency operations plan will be updated during the 2011 year. The Board will be requested to review and accept the policy once all the updates are made.
- Generator at the School** Mr. Littlefield presented a bid for the generator replacement at the school and a discussion ensued of how the bids will be received and opened either by the school board or the Selectmen. The Board requested to hold a joint meeting with the school board to open the bids. This meeting was requested for December 16, at 6:30 p.m.
- Mr. Roberts recommended working with one contractor and to bid the project out as a whole.
- The advertisement and bid specs will be worked on and will be sent out.
- Conservation Commission** Mr. Ned Beecher updated the Board on the land conservation easement project currently being negotiated. He advised that the land is expected to have a purchase and sale completed next week and as a condition of this purchase and sale, the Tamworth Conservation Commission will receive a Conservation Easement. The easement will follow all other Town easement practices regarding forestry, agricultural and the best management practices to provide the most protection of the natural resources.
- Rep. Mark McConkey** Mr. McConkey attended the meeting advising that as Mr. Roberts has decided not to run for representative during this term that he would be available to discuss concerns with any Tamworth residents and anticipates he will be attending Selectmen's meetings in the future.

Personnel Policies

Mr. Abraham presented vacation Policy The Board with a proposal to the current vacation policy. The Board reviewed this policy for all newly hired personnel hired after the date that the policy will be adopted. The revised policy would allow for a new hire to receive an allotment of vacation during the 1st year of employment where the current policy does not. Mr. Abraham advised he spoke to several other municipal employees some from Tamworth and some from other communities. The proposal further recommended giving new hire employees an allotment of vacation on the anniversary date and not at the beginning of the year. After further discussion, it was agreed upon by the Selectmen that the policy would be written in two parts in which the current policy in effect that offers employees vacation on January 1 for the number of years that they serve will remain in effect and any new employees will receive their vacation time allotment

on their anniversary date. The Board will review the policy after revisions have been made prior to presentation to the employees.

Compensation Policy The Board viewed the policy and agreed with the amendments that were made as recommended by the Board at a previous meeting.

Retirement Policy The Board viewed the new policy and agreed to add this new policy to the personnel policies as recommended at a prior meeting.

Responsibilities of
Employees Policy The Board viewed the policy and agreed with the amendments that were made as recommended by the Board at a previous meeting.

Health Insurance
Policy The Board viewed the policy and agreed with the amendments that were made as recommended by the Board at a previous meeting.

Electronic and Equipment
Security Policy The Board viewed the new proposed policy, made amendments and agreed to add it to the personnel policies as amended.

November 2010
Election Mr. Chris Canfield attended the meeting to discuss the upcoming elections to be held at the KA Brett School on November 2. He discussed the electioneering location change along with the proposed set up change within the voting area. Mr. Canfield advised that the direct path to the voting box when a voter comes into the door would be limited. Mr. Roberts was requested to supply cones and stakes for this election. Mr. Canfield advised that although he would like to see the voting returned to the Town House in the future, the flow of voters was much more successful at the school. Members of the Board discussed their schedule during the elections.

Selectmen Updates

1. Mr. Farnum discussed the Capital Improvement Plan that was passed off to the Planning Board at a recent meeting. The public hearing for this plan will be held on November 10 at 7:00 p.m.
2. Mr. Farnum advised the Energy Commission has additional no idling signs. The signs will be placed at the school, highway garage and at the town office (behind the building). The Board discussed the best location to place the signs.
3. Mr. Farnum advised he has heard some comment from the public regarding the appropriate placement of the new playground equipment as voted on by the Town in 2004. He recommended members of the Board view the warrant article and to be prepared to discuss it in the future.
4. Mr. Abraham discussed the need for the Planning Board to reschedule the 1st public hearing regarding the Innovative Zoning Ordinance due to the large gathering and limited space at the Town Office. The meeting will be moved to the school when a date and time is set to accommodate the attendance expected.
5. Mr. Abraham advised the Ground Water Protection hearing would be held on 11/17 beginning at 7:00 p.m. at the school.
6. Mr. Abraham discussed an email sent to Mr. Bergen of the Planning Board from Administrator Pearce advising that the Planning Board felt the email to be confusing regarding the posting and place of the public hearing meetings for the zoning ordinance. Mr. Roberts and Mr. Farnum advised that the decision of the Planning Board to hold the meeting at the Town Office had already been made before

the request was brought by Mr. Abraham to the Selectmen as the ad was in the paper the following day. They continued by advising the place and location is at the discretion of the planning board, not of the Selectmen. Mr. Abraham expressed a concern by indicating public comment at the Planning Board was useless as they do what they want to do. Mr. Farnum, Mr. Roberts and Ms. Timchak disagreed with Mr. Abraham stating that the Planning Board does consider all public comment that is given to them.

7. Mr. Abraham inquired if Shawn Bergeron had submitted pricing to the Selectmen for the Town House? No pricing has been received.
8. Mr. Abraham recommended Mrs. Abear's name be placed on the auto attendant answering machine for the Town Office.
9. Mr. Roberts thanked Mr. Abraham for attending the planning board meetings in his absence and advised he would start attending the meetings again at the November meeting.
10. Mr. Roberts advised that the Conservation Commission has yet to decide if they will hold a November 2010 monthly meeting.
11. Mr. Farnum advised he was not going to the LGC conference this year and will be available for the public hearings of the Planning Board.
12. Mr. Farnum reminded members of the Board of the blower door test to be held on November 6 at 10:00 a.m. at the Town Office.

Administration

1. Tax Incentive Program – The Board decided that they would like to work on a set of guidelines prior to placing this item on the Town's warrant; therefore, the Selectmen recommend further consideration of this program prior to placing an article on the 2012 Town Warrant.
2. The Town's Joint Loss Management Committee is recommending training be held for CPR/FA, AED and Blood borne Pathogens. The cost to the town for this training will be \$40. A recommendation was made to have the training on 12/13/10 at the Town Office. The Board decided the training would be mandatory for all full time personnel. The Board agreed to purchase lunch for the employees during this training day. At the end of the training the Board will hold a 1-hour personnel meeting to discuss several items with all of the employees.
3. *Mr. Abraham moved and Mr. Farnum supported to approve the amendment to the Transfer Station guidelines. Vote was unanimous. Motion passed.*
4. The Board decided they would continue to participate in the Mt. Washington Valley Economic Development Council for the coming year.
5. The Board signed a letter addressed to the NH State Liquor Commission regarding a new restaurant on Rt 16 that will be known as Cliffside Restaurant.
6. The Board signed an agreement and release for map 216 lot 124 for building on a class VI roadway.
7. A timber tax levy in the amount of \$166.86 was approved.
8. *Mr. Farnum moved and Mr. Abraham supported to approve the minutes of 10/14 regular meeting as written. Vote was unanimous. Motion passed.*
9. *Mr. Farnum moved and Mr. Abraham supported to approve the non-public minutes of 10/14 as written. Vote was unanimous. Motion passed.*
10. *Mr. Farnum moved and Mr. Abraham supported to approve the minutes of 10/19 regular meeting as written. Vote was unanimous. Motion passed.*
11. *Mr. Farnum moved and Mr. Roberts supported to approve the accounts payable manifest and check register in the amount of \$204,159.09. Vote was unanimous. Motion passed.*
12. *Mr. Farnum moved and Mr. Roberts supported to approve the payroll manifest in the amount of \$16,173.82. Vote was unanimous. Motion passed.*
13. Mrs. Abear reminded the Board of the meeting schedules for the month of November and announced that there would not be any regular evening meetings held during that month.

Kim Noyes
Use of Credit & Debit
Cards for payments

Ms. Noyes met with the Board to discuss the use of credit and debit cards at her counter for payment of property taxes, motor vehicle payments, dog registrations, and any other type of activity associated with the clerk's office. Ms. Noyes advised that if an individual were to utilize this form of payment the charge to the customer would require their acceptance of a 2.95% convenience fee with a \$1.50 minimum. Ms. Noyes described the type of equipment that would need to be utilized for this new procedure to take place.

Mr. Abraham moved and Mr. Roberts supported to accept the use of electronic funds payments through the use of credit and debit cards online and over the counter as outlined by Ms. Noyes. Vote was unanimous. Motion passed.

Adjournment

Mr. Farnum moved and Mr. Abraham supported to adjourn the meeting at 7:10 p.m. Vote was unanimous. Motion passed.

Respectfully submitted,
Anne M. Abear

Approved by Tamworth Board of Selectmen: 12/2/2010

John Roberts

William Farnum

Robert Abraham