

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
Town Office

Thursday, April 19, 2018

MINUTES

Approved April 19, 2018

Present: Chairman Gray, Selectmen Poirier, Farnum and Mason, Road Agent Roberts, Transfer Station Supervisor Johnson, Fire Chief Colcord, Police Chief Littlefield, Recreation Director Roberts, Economic Development Chair Farley, Friends of Town House members Streeter, Town Administrator McWhirter, videographer from governmentoversite.com and several members of the public.

- CALL TO ORDER: Chairman Gray called the meeting to order at 6:09pm.
 - The board opened sealed paving bids. F R Carroll, GMI and RD Paving submitted bids. Per the recommendation from Road Agent Roberts the following motion was made.

*Selectman Mason made a motion to accept the low bid of \$139,757.00 from GMI.
The motion was seconded by Selectman Farnum and passed unanimously.*
- DEPARTMENTS & COMMITTEES:
 - Highway Department
 - After a lengthy discussion regarding overtime pay and clarification of the personnel policy regarding overtime

*Selectman Mason made a motion to change the current overtime policy to read:
Employees on hourly wage shall be entitled to overtime at the rate of one and one half times their normal rate after 40 hours of work to include vacation, sick and personal time in one week upon verification and explanation by the Department Head. Motion was seconded by Selectman Farnum. After more discussion
Selectman Farnum amended the original motion to eliminate sick time from counting toward overtime. The amendment was seconded by Chairman Gray.
Motion passed (3-1). All in favor to approve the motion was amended.*
 - Transfer Station
 - Supervisor Johnson asked the board to sign off on a quote from Atlantic Recycling Equipment for a new 30yd container at a cost of \$6,480.00.

Selectman Mason made a motion to purchase the container for \$6,480.00. The motion was seconded by Selectman Farnum and passed unanimously.
 - Mr. Johnson has a request from an out of town commercial hauler to use the Tamworth recycling center on behalf of businesses in town. He would be hauling recyclables from wedding venues. Mr. Johnson will come up with some type of agreement to allow this kind of use.

- Boards in the past have not been agreeable to mandatory recycling Mr. Johnson would like this board to reconsider it. Many towns in the area have mandatory recycling. He is suggesting that we try it for a year or so, then possibly move to pay as you throw recycling.
- Fire Department
 - Fire Chief Colcord reported that all is going well with the Fire/Rescue Department. The ambulance has been out of service since Tuesday, with electrical issues. He should have the new fire truck specifications finalized tonight and it should be ordered by next week. A reminder that fire permits are required for all outside burning.
 - Chief Colcord reported that after months of work the HAZ-MIT plan is done. The final report should be available within two weeks. The State of NH and FEMA is beginning to collect paperwork for the October 30th storm. The chief will be working with Road Agent Roberts and Darlene to gather all the necessary paperwork. The Chief is actively looking for funding to create a program to encourage E911 signage through town.
 - Health /Code Officer: Regarding health issues, the Chief has been working mostly with tenant/landlord issues. The state will be coming out April 30th to collect samples on 2 wells that may be contaminated.

Chairman Gray made a motion to approve and sign the Federal Excess Property Co-operative agreement for the 1952 ¼ ton truck and 1952 ¾ ton truck.

Approve and sign the appointment for Richard Colcord as Forest Fire Warden, Zachary Remick and Kim Remick as Deputy Forest Fire Wardens. The motion was seconded by Selectman Farnum and passed 3-1.

- Police Department
 - Police Chief Littlefield presented the department statistics for March 2018. The department will be participating in the national drug take back day on April 28, 2018 from 10am to 2pm. The board discussed a payment made on behalf of the Chief for ground maintenance. The vendor was being paid for the entire year. The board asked for this to be billed quarterly. This payment will be pulled out of the accounts payable manifest and paid when a new invoice is submitted.
- Recreation Department
 - Recreation Director Roberts stated he was excited with the warm weather to get out on the fields, but that didn't last long. All the adult programs are wrapping up. He has been doing spring clean up on all the fields. Opening day for Cal Ripken is April 28. The girls softball opening day is May 1st or 2nd. T-Ball is also beginning the first week in May.
- EDC
 - Chairman Pat Farley stated that the Economic Development May meeting will be moved from May 8 to May 14. The Lakes Region Planning Commission's Annual Dinner is June 25 in Meredith. The LRP commissioner's meeting on May 21 to discuss the Safety of Route 16. It will be held at the Library in Ossipee. Tamworth Selectmen have been participating in the LRPC regionalization projects and will continue this year with the oil & propane pricing. The library will to be included with oil and propane program.
- Friends of the Town House
 - Representative Melanie Streeter reported they are awaiting bids from 2 contractors to redo the kitchen in the town house. She also received bids from plumbers to do the work

needed to upgrade pipes, install a check valve, hook up sprinklers and install an electric water heater. The application has been filed to place the town house on the historical registry. The committee has met with 3 different contractors to fix the drainage at the town house. The committee will be meeting with Arnold Graton from Holderness to discuss the best way to deal with the drainage.

- Chief Colcord will provide a list to the board of all items that need to be repaired or replaced at the town house. Ms. Streeter reported there is no water coming into the building at this time.

- NEW BUSINESS:

- Selectman Farnum presented and read a draft policy regarding work being done at the town house. Selectmen Mason made a motion to accept the policy as written. The motion was seconded by Selectman Farnum. Chairman Gray made a motion to amend the policy as written to state that any structural and safety issues must involve Chief Colcord. Selectman Mason regards this policy as a spending policy with all expenditures being brought to the board, she doesn't feel this is a building code policy. *The amendment did not pass, lacking a second. After more discussion, the original motion passed (3-1).*

- PUBLIC COMMENT:

- Chairman Gray stated that the BOS met with town counsel regarding the push for Selectman Farnum to recuse himself from votes regarding CMI. The attorney and the board have worked on possible ways to get the parties to talk. Resident's asked about the assessed value of CMI and if the property was still in current use. The assessment for the track has been adjusted appropriately by the town's assessor. As more building is completed at the track the value of the property will increase accordingly. There was a small discussion about the high taxes in Tamworth and exempt properties.
- Information requested from CMI after the last meeting regarding sound monitoring results has not been received. The town does have an operating plan from CMI from 2005. The board has not purchased a decibel monitor as of yet. A concern was raised as to targeting CMI with a noise ordinance, but no other businesses in town will have to comply with this ordinance. Residents voiced their support for the enforcement of the noise ordinance. The board will be working diligently to meet with CMI and work towards a common goal.

- SIGNATURE FILE:

- Chairman Gray made a motion to approve and sign the Selectmen's minutes for March 22, 2018. The motion was seconded by Selectmen Poirier. Corrections made by Selectman Farnum to the March 22, 2018 Selectmen's minutes are as follows: The vote made by Selectman Farnum and seconded by Selectman Mason to ask CMI for monitoring records was included, a few typographical errors were corrected, in the signature file the votes taken to approve the selectmen's minutes and no public minutes were changed from unanimous to (2-0-3), a correction of the vote to appoint Sam Martin the deputy welfare officer from passed to failed. After a brief discussion the draft minutes will be corrected and approved as amended. The changes will be part of the current meeting minutes.
- Chairman Gray made a motion to approve and sign the payroll manifest dated April 12, 2018 in the amount of \$31,438.14. The motion was seconded by Selectman Poirier and passed unanimously.
- Chairman Gray made a motion to approve and sign the accounts payable manifest and check register dated April 26, 2018 in the amount of \$16,000. The motion was seconded by Selectman Poirier and passed unanimously.

- Chairman Gray made a motion to approve and sign the accounts payable manifest and check register dated April 12, 2018 in the amount of \$148.72. The motion was seconded by Selectman Poirier and passed unanimously.
- Chairman Gray made a motion to approve and sign the accounts payable manifest and check register dated April 26, 2018 in the amount of \$262,686.41. The motion was seconded by Selectman Poirier and passed unanimously. Chairman Gray made a motion to reconsider the vote, to take a check away from the manifest. The motion was seconded by Selectman Poirier and passed unanimously.
- Chairman Gray made a motion to approve and sign the amended accounts payable manifest and check register dated April 26, 2018. Minus check #366868 for \$1,525.00. The total accounts payable manifest and check register is \$261,161.41. The motion was seconded by Selectman Poirier and passed unanimously.
- Chairman Gray made a motion to approve and sign the Raffle Permit for Friends of Cook Memorial Library. Motion was seconded by Selectman Poirier and passed unanimously.
- Chairman Gray made a motion to approve and sign HEB letter of Agreement for the landfill testing. The agreement came in \$1,500 more than the proposal. The motion was seconded by Selectman Poirier and passed unanimously.
- Chairman Gray made a motion to approve and sign the Gravel Tax Levy for 8 gravel operations in the amount of \$1,923.62. The motion was seconded by Selectman Poirier and passed unanimously.
- Chairman Gray made a motion to approve and sign (2) Intents to cut for map 407-30, 33 & 66 off of Philbrick Neighborhood Road and map 411-56 off of Chinook Trail. The motion was seconded by Selectman Poirier and passed unanimously.
- Chairman Gray made a motion to approve and sign an appointment form for Jennifer Hurd as the Deputy Town Clerk/Tax Collector. The motion was seconded by Selectman Poirier and passed unanimously.
- Chairman Gray made a motion to approve and sign a current use application for map 407-57 & 58 on Loring Road. The motion was seconded by Selectman Poirier and passed unanimously.
- Chairman Gray made a motion to approve and sign the current use for map 411-31. The motion was seconded by Selectman Poirier and passed unanimously.
- Chairman Gray made a motion to approve and sign the solar exemption for map 412-034. The motion was seconded by Selectman Poirier and passed (3-0-1).
- Chairman Gray made a motion to approve and sign the solar exemption for map 411-022. The motion was seconded by Selectman Poirier and passed unanimously.
- Chairman Gray made a motion to approve and sign the solar exemption for map 411-035. The motion was seconded by Selectman Poirier and passed unanimously.
- Chairman Gray made a motion to approve and sign the abatement on map 407-039 in the amount of \$697.13. The motion was seconded by Selectman Poirier and passed unanimously.
- Chairman Gray made a motion to approve and sign the yield tax levy on map 407-039. The motion was seconded by Selectman Poirier and passed unanimously.
- Chairman Gray made a motion to approve and sign the abatement on map 215-049-0B4 in the amount of \$186.00. The motion was seconded by Selectman Poirier and passed unanimously.
- Chairman Gray made a motion to approve and sign the land use change tax on map 407-028 in the amount of \$2,000.00. The motion was seconded by Selectman Poirier and passed unanimously.
- The land use change tax on map 413-017-003 was tabled until the next meeting.
- SELECTMEN'S UPDATE:
 - Selectman Poirier attend the Economic Development Commission meeting.

- Selectman Mason would like to consult with an attorney from Donahue, Tucker and Ciandella to assist in negotiating the cable franchise agreement. The board agreed to meet with an attorney. She also attended the listening session at the library, which she said was very eye opening. This listening session was held to assist the library with their strategic plan.
- Selectman Farnum attended the Library Trustees meeting, in which they discussed the upcoming cable franchise agreement. The library would like a little more band width. He did mention that the contract doesn't mention free cable service for the municipality. Selectman Farnum and Chairman Gray attended the regional select board meeting. He stated that the 2nd bid round for the electrical agreement will be distributed in June. LRPC will be preparing an RFP for propane and oil for the upcoming heating season. Also, at the regional meeting they discussed the possibility of negotiating ambulance and school bus contracts. No parties were interested in catch basin cleaning as a regional product.

Selectman Farnum made the following motion: The Town of Tamworth authorizes the LRPC to issue a request for proposals (RFP) on our behalf to take part in a regional propane and/or oil joint purchasing initiative. We understand this means jointly issuing an RFP to purchase oil and/or propane at a group rate. We agree not to shop around during the joint bidding process so that our group will have a stable purchasing volume for bidders to base their bid price on. We further understand that we are under no obligation to accept the joint bid price if it is not competitive for our town to do so. This motion was seconded by Selectman Mason and passed unanimously.

- Chairman Gray attended the final HAZ-MIT working session. The plan has been finalized, proof reading is still necessary. Dimmers will be installed in 3 the street lights in Chocorua at the end of April. Tamworth Conservation Commission hosted a bird walk and will be doing a vernal pool walk. A wild flower walk is planned for June 13th. TCC did an event with the Library regarding chasing hawks on motorcycles. They have conducted a few educational projects at the KA Brett School. The TCC public hearing is scheduled for May 14th. Selectman Farnum mentioned that the NH DOT will be removing the blinking light in Chocorua. Chairman Farnum reminded residents to drive carefully coming down Page Hill Road, as through traffic does not stop. He also commented that a letter to the NH DOT to request signage to that affect would be helpful.
- OLD BUSINESS:
 - Selectmen Mason spoke about the Memorandum of Agreement for Irene's Way. Chief Littlefield explained traditionally that Tamworth PD has patrolled in the park and assisted with issues when necessary. Chief Littlefield feels very strongly both personally and as chief a well-defined parking area with a kiosk would be helpful in managing that area. Often times it would be hard to launch a boat due to parking issues.
 - After a lengthy discussion regarding how to calculate the overtime rate for hourly employees who receive the insurance buyout/prosecution stipend, it was agreed to follow the requirements of the FLSA should be followed.

Chairman Gray made a motion to approve the overtime pay requirements following FLSA and this will be retroactive to January 1, 2018. The motion was seconded by Selectman Poirier and passed unanimously.
 - Chairman Gray made a motion to approve the Secretary/Assessing clerk job descriptions as presented. The motion was seconded by Selectmen Poirier. After a lengthy discussion to revise the job description the vote to approve the job description as written failed (2-2). *Selectman Mason made a motion to post the position without a final job description. The motion was seconded by Chairman Gray and passed unanimously.*

- PUBLIC COMMENT:
 - Scott Aspinall has a small piece of land that he would like to town to be able to use. He is exploring options. Once a year it is used during the street fair. It was mentioned that the loam pile should be removed.
 - Melanie Streeter asked the board if they were going to vote on the proposals that were presented earlier for repairs at the town house.

Selectman Farnum made a motion to approve and sign the proposal for ACCS Plumbing and Heating to begin work at the town house at a cost of \$3,500.00. The bid includes repiping all drainage, install check valve, hook up sprinkler heads, install shut offs beyond sprinkler heads, install electric water heater and work on the kitchen sink. The motion was seconded by Selectman Poirier and passed unanimously.
- ADJOURNMENT: At 9:24 pm, Selectman Poirier made a motion to adjourn the meeting. The motion was seconded by Chairman Gray and passed unanimously.

Respectfully Submitted,

Darlene McWhirter
Town Administrator

Approved by the Board of Selectmen

Steve G. Gray

Daniel J. Poirier

Aaron Ricker

William W. Farnum

Rebecca Mason