

TOWN OF TAMWORTH
BOARD OF SELECTMEN
84 MAIN STREET
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Selectmen's Work Session 6:00pm
Selectmen's Meeting 6:30pm
Town Office

Thursday, July 14, 2016

Work Session Minutes

Present: Chairman Roberts, Selectmen Hidden and Gray, Fire Chief Richard Colcord, Fire Ward Dave Bowles, Jim & Diane Bowles, Fire Ward John Hartley, Ruth Timchak, Rosalind Gray, Dave Dinwoodie, Peg Poirier, Dave & Pat Farley, Bruno Siniscalchi, Will Robinson, Jack Waldron and Town Administrator Darlene McWhirter.

- I. Call to Order: At 6:02 pm, Chairman Roberts called the meeting to order.
- II. Administration:
 - The board discussed a noise complaint regarding the highway garage. They reviewed a draft letter regarding the concern. Changes to the letter will be made and reviewed at a later date.
 - The board has changed the meeting format. Going forward the board will meet in a work session beginning at 6:00pm and moving into the regular Selectmen's meeting at 6:30pm. Instead of asking the department heads to attend the Selectmen's meeting, the board members will meet individually and submit a report on behalf of the department heads. Chairman Roberts will meet with Chief Colby, Selectmen Hidden will meet with Parks and Rec Director and Selectman Gray will meet with Transfer Station Supervisor and Road Agent.
 - All paperwork has been submitted to Donna Lane for the CDBG grant.
 - Finance Officer Estabrook was given permission to make the 3% employer match to the SIMPLE-IRA into an employees account on a monthly basis, instead of yearly.
 - The Town Administrator and Town Clerk will participate in the Street Fair on August 6th.
 - Police Department report was distributed for review.
- III. Signature File:
 - Motion made by Chairman Roberts to approve and sign the minutes of June 30, 2016. Motion seconded by Selectman Hidden and passed unanimously.
 - The Board of Selectmen approved and signed the following items:
 - Intent to Cut 412-017 and 215-039
 - Veteran's Credit 412-010
 - Junkyard license 215-036
 - Chairman Roberts made a motion to accept the Assessor's recommendation to approve the following abatements: 202-013, 410-074, 415-075, 202-005 and 206-082. The Motion was seconded by Selectman Hidden and passed unanimously.
 - Chairman Roberts made a motion to approve and sign the payroll manifest in the amount of \$29,759.51 with authorization for a transfer in the amount of \$14,928.63 for direct deposit (included in this amount) and an additional transfer of \$6,641.15 for the Federal Tax Deposit (not included in the above amount). A transfer to Checkmate of \$1,027.25 includes processing fee of \$127.25 and a one-time set up fee of \$900.00. Motion seconded by Selectman Hidden and passed unanimously.

- Motion made by Chairman Roberts to approve and sign the accounts payable manifest and check register dated July 7, 2016 in the amount of \$479,866.19. Motion was seconded by Selectman Hidden and passed unanimously.
- Motion made by Chairman Roberts to approve and sign the accounts payable manifest and check register dated July 21, 2016 in the amount of \$358,254.47. Motion was seconded by Selectman Hidden and passed unanimously.
- Motion made by Chairman Roberts to approve and sign accounts payable voided check registers dated July 4, July 7 and July 12, 2016. Motion seconded by Selectman Hidden and passed unanimously.

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IV. COMMITTEE UPDATES

- Bruno Siniscalchi reported a successful Family Day and July 4th Celebration. A Chicken BBQ is being held at the Behr Farm on July 30th.
- Pat Farley from the Economic Development Commission is expecting at least 31 participants for the Street fair planned for August 6th. There was a brief discussion regarding parking during the street fair. Mrs. Farley is continuing to work on parking, specifics regarding the road closure and the possibility for allowing 2 additional handicapped spaces be added for the day of the event. Pat Farley will discuss details with Chief Colby regarding these issues and using Great Hill Road as an exit.

V. APPOINTMENTS:

- Will Robinson of Dube and Robinson, LLC explained the new rules regarding wine and beer tastings at Farmer's Markets. The Board was provided with a copy of the RSA as requested. Mr. Robinson did say that the Unitarian Church already gave permission for the tastings. The board agreed to give permission at this time and will send a letter to the NH Liquor Commission on behalf of Dube and Robinson.
- CIP Chairman Jack Waldron came before the board to discuss placing a new Safety Building in the CIP plan. The Fire Department would like money in the CIP in 2017. There is concern that without money set aside, it could tie the Fire Department's hands if a property became available. The CIP committee would prefer to see a plan before including money in CIP plan. Mr. Siniscalchi asked if an addition can be put on the existing station and was told by Fire Ward Bowles that there is not extra space on that lot. The CIP recommends that the Board of Selectmen form a committee to study building a new municipal safety building.
 - Chairman Roberts made a motion to appoint a committee to investigate the building of a new municipal safety building. That committee, at a minimum, should include representatives from the fire department, emergency management, police, rescue, CIP, Selectmen and a member of the general public. The motion was seconded by Selectmen Hidden and passed unanimously.
 - Chairman Roberts made a motion to defer discussion of funding mechanisms until completion of the recommended study. After some discussion, Chairman Roberts motioned to withdraw this motion. Selectman Hidden withdrew his second.

If funds are needed for plans and drawings for a municipal safety building, money can be placed on the 2017 warrant. It does not necessarily need to be placed in the CIP plan at this time.

The board briefly discussed the possibility of an addition to the side of the Town office near the back door that would square off the building. Before a decision was made the board would need more information from an engineer regarding the roof. The board agreed to include \$25,000 in 2017 and \$50,000 in 2018 as a place holder in the CIP plan for renovations to the town office.

After discussing the cost of the 2019 revaluation and changing assessing software, the board placed \$50,000 in 2018 and \$50,000 in 2019's CIP plan.

VI. SELECTMEN'S UPDATE:

- Selectman Gray attended the Cook Memorial Library meeting and reported they are working on a lot of projects. The CDBG Public Hearing held on July 7, 2016 was well attended. He also reported that the CIP committee will be meeting with the Fire Wards. Selectman Gray did meet with the Transfer Station Supervisor and shared that he was selected to serve on Jury Duty which begins July 25th.

VII. OLD BUSINESS

- The board will be meeting with Surveyor Paul King to discuss Irene's Way.

VIII. PUBLIC COMMENT:

- Peg Poirier came on behalf of the Chocorua Church is asking how they should handle questions regarding general assistance. They had 2 inquires recently that they feel should be handled by the town general assistance.
- Bruno Siniscalchi asked why the Department heads were not present at this selectmen's meeting. He feels they should attend the meetings even though they are being held later in the evening.

IX. NON PUBLIC PER RSA 91- A:3 II (a)

- Motion made by Chairman Hidden at 7:32pm to enter into a non-public session under RSA 91 A: 3 II (a). Motion seconded by Selectman Hidden and passed by roll call vote. Roberts Y, Hidden Y, Gray Y.
- Motion made by Chairman Hidden to reopen the regular session at 8:08 pm. Motion seconded by Selectman Hidden and passed unanimously.

- X. ADJOURNMENT: At 8:10pm, Chairman Roberts made a motion to adjourn the meeting. Motion was seconded by Selectmen Hidden and passed unanimously.

Respectfully submitted,

Darlene McWhirter
Town Administrator

Approved by the Board of Selectmen

John E. Roberts

James S. Hidden

Steven G. Gray