

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

Thursday, July 23, 2020

DRAFT MINUTES

- CALL TO ORDER: The meeting was called to order at 6 pm by Willie Farnum. Present are Melanie Streeter, Rebecca Mason, Aaron Ricker, Kelly Goodson, and Willie Farnum. Also present are John Scruton-Interim Administrator, Melissa Donaldson-Recording Secretary, and Ed Comeau. Jim and Maureen Diamond are present on Zoom.
- APPOINTMENTS: Conservation Easement Request – Nelson O'Bryan and Grace Payne – see below
- PUBLIC INPUT – Mr. Scruton read a message from Joe Haas regarding State funding for education. Parker Roberts asked when the Board would like to meet. Mr. Scruton has emailed him.
- NEW BUSINESS:
 - Audit Review – John Scruton reviewed his recommendations. An internal control policy should be developed. Monthly reviews should be done in several categories. Finance software should be upgraded. Personnel folders need to be reviewed and reorganized. The Marshall Fund has already been taken care of. The charging procedure at the Transfer Station should be looked at. Clarification is needed on the Capital Assets. The Sewer Commission is working on the sewer billing. The Library Trustees are working on the library fund. Gatsby – implementation was mentioned. The Investment Policy needs to be reviewed. The Auditors should be invited to review their work (September?) Mr. Scruton will email the assessor to request that the work will be completed by September 1.
 - HEB – Transfer Station – Email was received from Eric Grenier re: trying to reduce costs. Do we have someone who has the expertise to do this work – review the forms and open the bid process for testers. Nelson O'Bryan recommends that this be broken into two parts – documentation & submission, and testing.
 - APPOINTMENTS: Conservation Easement Request – Nelson O'Bryan and Grace Payne – Mr. O'Bryan presented for Ms. Payne. This is in regards to a property located at Map 411 Lot 34. Ms. Payne would like to donate 28 acres to the Town through a conservation easement. The Conservation Commission has looked at the property. It abuts the State Forest. Part of the Town Tower Trail is located on it. The Townspeople use this trail. The deed is standard, and Atty. Matthew Serge has signed off on it. Acceptance of the donation is being requested. Most of the area is not buildable. Selectman Farnum made a motion to accept the conservation easement on Map 411 Lot 34. Selectman Goodson seconded.

Selectman Streeter – yes
Selectman Mason – yes
Selectman Goodson – yes

Selectman Ricker – yes
Selectman Farnum – yes

- Indemnify: Under RSA 31:105 and 31:106 – change manager to administrator. Selectman Mason made a motion to Indemnify under RSA 31:105 and 31:106. Selectman Goodson seconded.

Selectman Streeter – yes	Selectman Ricker – yes
Selectman Mason – yes	Selectman Farnum – yes
Selectman Goodson – yes	
- Meeting Room Usage Guidelines - second read/approve – see below
- Approval of revised COVID-19 Employee guidelines for work policy – see below
- Approval of revised COVID - 19 Risk Questionnaire – see below
- Administrator Update – Mr. Scruton – There is an application for a temporary driveway permit for a logging operation at 388 Page Hill Rd. This needs signatures. Selectman Goodson noted that it has already been installed.

Elizabeth (Betsy) Loughran needs to be appointed to the Board of Trustees for the Cook Memorial Library. Selectman Farnum made a motion to appoint Elizabeth (Betsy) Loughran to the Board of Trustees for the Cook Memorial Library, Selectman Goodson seconded.

Selectman Streeter – yes	Selectman Ricker – yes
Selectman Mason – yes	Selectman Farnum – yes
Selectman Goodson – yes	

Regarding the 10 year plan from Lakes Region Planning Commission – what is already in there? What was dropped? Mr. Scruton will ask for this information, and he will email it to John Gotjen.

▪ SIGNATURE FILE:

Selectmen's minutes for July 16, 2020 – Selectman Farnum made a motion to not approve the use of PA-28 Inventory of Taxable Property-2021, Selectman Mason seconded.

Selectman Streeter – yes	Selectman Ricker – yes
Selectman Mason – yes	Selectman Farnum -abstained
Selectman Goodson – yes	

- Selectmen's non-public minutes for July 16, 2020 - Session #1 - RSA 91-A:3 II (a) - not sealed
Selectman Farnum made a motion to approve, Selectman Goodson seconded

Selectman Streeter – yes	Selectman Ricker – yes
Selectman Mason – yes	Selectman Farnum -abstained
Selectman Goodson – yes	

- Selectmen's non-public minutes for July 16, 2020 - Session #2 - RSA 91-A:3 II (b) - not sealed
Selectman Farnum made a motion to approve, Selectman Streeter seconded

Selectman Streeter – yes	Selectman Ricker – yes
Selectman Mason – yes	Selectman Farnum -abstained
Selectman Goodson – yes	

- Selectmen's non-public minutes for July 16, 2020 - Session #2 - RSA 91-A:3 II (b) - not sealed
Selectman Farnum made a motion to approve, Streeter seconded

Selectman Streeter – yes	Selectman Ricker – yes
Selectman Mason – yes	Selectman Farnum -abstained
Selectman Goodson – yes	

Selectman Ricker – there is an issue with a gravestone at the Chocorua Cemetery. This needs to be addressed with the Cemetery Trustees.

Selectman Streeter – The Joint Loss Committee meeting was Tuesday. The number of OCC lunches at the Town House is currently at 26. Calls have been received about Chocorua Lake being too busy. The Road Agent would like approval to rent an excavator for a month. The amount is over \$5000. Will the Board waive the quote process? Selectman Farnum made a motion to allow the Road Agent to proceed with renting the excavator for one month, at a cost of \$7000, without going to bid. Selectman Goodson seconded. Remove item #7. Selectman Mason made a motion to accept as revised, Selectman Goodson seconded.

Selectman Streeter – yes

Selectman Ricker – yes

Selectman Mason – yes

Selectman Farnum – yes

Selectman Goodson – yes

Selectman Mason – also attended the Joint Loss Committee meeting. They may seek additional (other) members. They reviewed incident reports. They will be meeting again regarding the Safety Manual. She has spoken with the Highway Department about getting set up for Primex training.

The Department of Education has produced a 56 page guidebook regarding the Back to School protocol. School is supposed to start around the beginning of September. There is a new method for absentee ballots. The next School Board meeting is August 20. Move the Selectboard meeting to August 19 to allow attendance at the School Board meeting. Speak to Jack Waldron about being on the agenda. Selectman Farnum made a motion to hold an additional Select Board meeting on August 19 at 6 pm at the Town Office, with Zoom available. Selectman Goodson seconded. Remove item #7. Selectman Mason made a motion to accept as revised, Selectman Goodson seconded.

Selectman Streeter – yes

Selectman Ricker – yes

Selectman Mason – yes

Selectman Farnum – yes

Selectman Goodson – yes

Selectman Streeter will do next week's meeting agenda.

Finance and school rate were discussed.

Selectman Farnum asked about the hazmat program. The Joint Loss Committee is discussing a computerized system for safety data sheets. The cost is approximately \$3000.

The GOFFER fund has changed. First responder and police salaries are reimbursable.

Overtime due to COVID can go in. 10/15/20 is the last submission date. Anything to do with PPE belongs in FEMA. We are allotted up to \$68000 for the GOFFER fund.

Selectman Farnum – the posting for the Bunker Hill bridge project is done. He also attended the DHHS School Reopening Program.

Selectman Mason asked Mr. Scruton to check with the Tax Collector to find out what supplies the State is giving her for elections. Does she need assistance? Selectman Farnum is concerned and feels that we need to be ordering more supplies.

- PUBLIC INPUT: Maureen asked if there was any feedback regarding the Transfer Station closure last Sunday. One person was upset but was understanding once it was explained.

- OLD BUSINESS:
 - Job descriptions/Personnel Policies
 - Disposal of Town Owned Property – Method
 - Summer Cottage Roads
 - Traffic and Roads policy

NON-PUBLIC: Motion to enter into non public at 7:41 pm was made by Selectman Farnum, seconded by Selectman Goodson

Selectman Streeter – yes
 Selectman Mason – yes
 Selectman Goodson – yes

Selectman Ricker – yes
 Selectman Farnum -yes

RSA 91-A:3,II (b) Session 1

RSA 91-A:3, II (c) Session 2

Motion to leave non public made by Selectman Farnum, seconded by Selectman Goodson

Selectman Streeter – yes
 Selectman Mason – yes
 Selectman Goodson – yes

Selectman Ricker – yes
 Selectman Farnum -yes

Public session reconvened at 8:46 pm

- ADJOURNMENT: Motion to adjourn was made by Selectman Mason at 8:46 pm, seconded by Selectman Ricker

Selectman Streeter – yes	Selectman Ricker – yes
Selectman Mason – yes	Selectman Farnum -yes
Selectman Goodson – yes	

Respectfully submitted,
 Melissa Donaldson
 Recording Secretary

 William W. Farnum

 Rebecca Mason

 Aaron Ricker

 Melanie Streeter

 Kelly Goodson