

TOWN OF TAMWORTH
BOARD OF SELECTMEN
84 MAIN STREET
TAMWORTH, NH 03886
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Selectmen's Meeting 6:00pm
Town Office

Thursday, March 19, 2020

DRAFT MINUTES

CALL TO ORDER: The meeting was called to order at 6:02 pm by Willie Farnum, Acting Chairman. Present are: Melanie Streeter, Aaron Ricker, Kelly Goodson, Willie Farnum, Becky Mason, John Wheeler

ELECTION OF CHAIR OF THE BOARD – Selectman Mason made a motion for Willie Farnum to be chair, Selectman Streeter seconded. 4-0-1

APPOINTMENTS:

- Indemnify The Board of Selectmen
RSA 31:104 - Good Faith Immunity -a motion to accept by Selectman Farnum, Selectman Mason seconded **5-0-0**
RSA 31:105 - Indemnification for Negligence - Selectman Farnum, Selectman Mason seconded **5-0-0**
RSA 31:106 - Indemnification for Civil Rights - Selectman Farnum, Selectman Mason seconded **5-0-0**
- Board Members Committee Assignments – see committee list
- Appointment of Assistant Health Officer- Selectman Mason is the Health Officer. This person does not have to be a Selectman. Selectman Farnum is nominated as Assistant by Selectman Mason. Selectman Streeter seconded the motion. **4-0-1**

NEW BUSINESS:

- DOT communication for proposed Auto Dealership - Cheryl Lloyd is the owner of the lot. The person requesting is not the owner of the land. Authorization letter is needed. Return to the State as owner is not the same as the applicant and we can't grant it. Selectman Mason made a motion, Selectman Goodson seconded. **5-0-0**
- Selectman Mason made a motion that the Chair is the representative signature for the town when one signature is required, from here going forward. Selectman Streeter seconded. 5-0-0

SIGNATURE FILE:

- Selectmen's minutes for March 12, 2020 - Selectman Farnum made a motion to approve, seconded by Selectman Mason as amended. Changed tow to two, selectman to selectmen, and add first names. **3-0-2** Goodson and Ricker abstained
- Selectmen's Minutes for March 16,2020 Selectman Farnum made a motion to approve, seconded by Selectman Mason **4-0-1** Ricker abstained
- Dubois and King Bridge Contract - for continuing with bridge project. (dated 3/19) \$ 542,617 Selectman Farnum made a motion to approve, seconded by Selectman Mason **5-0-0**

- Application for Current Use Assessment – Map 411 Lot 30 - Selectman Farnum has questions on this. Map does not show individual areas, filing fee not there, documented stewardship does not appear to be included. More information is needed. No action taken
- Notice of Intent to Excavate - Map 413 Lot 13 – motion to approve by Selectman Farnum, seconded by Selectman Mason **5-0-0**
- Notice of Intent to Excavate - Map 413 Lot 14 - motion to approve by Selectman Farnum, seconded by Selectman Mason **5-0-0**
- Notice of Intent to Excavate - Map 206 Lot 40 - motion to approve by Selectman Farnum, seconded by Selectman Mason **5-0-0**
- Notice of Intent to Excavate - Map 210 Lot 003-000 - motion to approve by Selectman Farnum, seconded by Selectman Mason **5-0-0**
- Another Intent to Excavate Map 218 Lot 098 - missing information
- PILOT for Tri Community Action - \$3800, 2 equal payments per year. Selectman Farnum made a motion to send to them for their approval, seconded by Selectman Mason. John Wheeler pointed out that the years are listed incorrectly. This should read 2020-2025. He will make the correction and a draft will be sent to them for signature. **5-0-0**
- Account Payable Manifest - \$286,375.61, \$ 2,097,640.59 YTD Selectman Farnum made a motion to approve, Selectman Mason seconded **5-0-0** \$ 2,169,487.90 is the total YTD including the truck purchase.
- \$38,404.00 was not included in the total expenditures YTD. This is for the truck. Selectman Farnum made a motion to approve, Selectman Mason seconded. **5-0-0**
- Payroll \$33443.31 Selectman Farnum made a motion to approve, Selectman Mason seconded **5-0-0**
- Clarification/correction of nomination to Lakes Region TAC committee. John Gotjen is doing this, Selectman Farnum made a motion to sign a new form with John Gotjen listed as representative, Selectman Mason seconded **5-0-0**

2020 MS 232 - report of appropriations actually voted at Town Meeting, required to be filed 20 days after the meeting. Selectman Farnum made a motion to sign and submit, Selectman Mason seconded. Total \$4,532,654.00 **5-0-0**

No signatures required - from Tri County CAP - information about why they are exempt. This should be placed in the pilot book.

Agreement with Affinity LED lighting to redo street lights - proof of insurances was received. The Town Administrator is listed as the signature person and point of contact. Total price is \$13,465. Selectman Farnum made a motion to approve, Selectman Mason seconded **5-0-0**

Public Service had a form submitted by Affinity, the depreciated cost is \$929.47. John Wheeler does not believe anything has to be done with this. We will get a reimbursement from Eversource for \$4200.

We have an ongoing issue with too many trailers on a lot. This is the second notification sent to the owner of 725 Turkey Street. Selectman Mason - Health Officer gave a review of the situation. She has informed the owner that he would be receiving a Cease and Desist. Once signed, he will have 30 days to comply. The costs can be incurred back on the property. People are living in those trailers. Selectman Farnum made a motion to approve issuance of the Cease and Desist, Selectman Mason seconded. **5-0-0** It has to be sent certified mail, regular mail, and copies for each unit have to be hand delivered by the police.

SELECTMEN'S UPDATE:

Welcome to Kelly Goodson.

Selectman Ricker has nothing to report.

Selectman Mason - NH Municipal – John Wheeler should contact to get Kelly Goodson signed in for webinars, etc. Another COVID-19 work meeting will be held on Monday to support the Emergency Management. This meeting will be non-public. Not all cases of suspected Covid-19 are being tested at this point. There will not be a Sewer Commission meeting this month. Ed Comeau spoke regarding Local Emergency Operations Plan - the County has a plan also. Other towns do not seem to be implementing this. Chief Littlefield stated that the State EOC is activated. The Regional Health Network is reaching out. John Wheeler has a folder that has all of the Governor's Proclamations in it. The Selectboard recognizes that the Emergency Management Plan has been activated. Chief Colcord is sitting in on the Homeland Security calls. All information provided to the public needs to be succinct.

Selectman Streeter - Glen at the Transfer Station would like to know what he should do with the funds collected at the Transfer Station. He was allowed in and the funds were collected, per John Wheeler. The Office should decide what they are comfortable with, and put it into writing. Also, changing the number on the door lock is a concern. Chief Littlefield recommends getting a lock that has individual codes so they can be removed from the system if they are no longer supposed to be in the building. Temporarily, at least changing the code and giving it to only key personnel is considered. Selectman Farnum made a motion to change the locks, Selectman Goodson seconded. **5-0-0** A memo will be sent to appropriate personnel.

Selectman Farnum contacted NH Employment Security to find out if people would have to use their sick, personal and vacation time before receiving benefits. He has not received an answer at this time. The sealed minutes reviewed were not relative to the 91-A request. John Wheeler - the drum for the copier has been ordered and should be arriving. Selectman Farnum handed out a calendar with highlighted dates on it. School Board Budget meetings are generally held in November, December and January. Coming up they fall on a Payroll/AP Week in those months. The only other conflict is in April. Selectman Mason recommends that weekly meetings be held through May. Selectman Farnum feels that the meetings should be left on Thursdays at 6 pm. Selectman Mason recommends that non-publics be placed at the end of the agenda when possible. If not able to do so, post an estimated time to return to public session. We have not received a payment from CarePlus and have not issued a check. John Wheeler will send a certified letter.

ADMINISTRATOR – John Wheeler has mailed a memo to Brenda Robinson concerning the job description. The town clerk/tax collector has contacted John Rich, IT of ControlScan of Hartland (credit cards). The scan was done at the end of December, but the company says the scans have not gone through. Have all towns approved the new ambulance contract? Selectman Mason will email them to find out. Parker Roberts has notified the Fireworks company. Regarding sick leave, etc. - we have one department head who is self quarantined at this point. Temporary office assistance - someone is needed for filing, etc. Fridays are a busy day. Should we send something to Department heads in regards to Covid-19 recording? Selectman Mason suggests that they just let us know they are in self quarantine via phone call. Sick, sick family member, no child care - just a simple form so there is a record. Kudos to Kathy for her complete instructions on payroll, accounts, etc. MRI will be in on Mondays.

Brenda Robinson does not want to come into the office until this passes.

OLD BUSINESS:

- Job descriptions/Personnel Policies
- Procedures for BOS
- Traffic & Road Regulations & Policy

PUBLIC COMMENT:

Ed Comeau spoke about the process the county is using for non-publics.

Non- Public : Session #1 - RSA 91: -A:3, II(b) Session #2 : RSA 91A: - 3,II(c) - Non-public was entered at 7:32 pm on a motion by Selectman Mason with a reading of the procedure. Selectman Farnum seconded.

Roll call

Streeter- Yes

Mason – Yes

Ricker – Yes

Goodson – Yes

Farnum – Yes

A motion to come out of non-Public was made by Selectman Mason at 8:16 pm, seconded by Selectmen Goodson

Roll call

Farnum – Yes

Mason Yes

Goodson – Yes

Ricker – Yes

Streeter yes

Chairman Farnum stated that the non-public minutes would not be sealed.

An announcement was made by Selectmen Mason that Ashley Farnum had been hired as Deputy Town Clerk/Tax Collector.

ADJOURNMENT:

A motion to adjourn was made at 8:18 pm by Selectman Mason, seconded by Selectmen Streeter **5-0-0**

Respectfully submitted,
Melissa Donaldson