

# TOWN OF TAMWORTH

## SELECT BOARD OFFICE

Select Board Meeting: 5:00 PM

Thursday, March 16, 2023

### Meeting Minutes

**CALL TO ORDER:** Select Board member Prentice called the meeting to order at 5:05. Those present are Select Board members Prentice, Behr, Doucette, Chairman Roberts on Zoom, Town Administrator Myer, and Ed Comeau. Prentice motioned to go into non public RSA 91-A:3,II (a) session #1, and RSA 91-A:3,II (a) session #2 at 5:06, Behr seconded, roll call vote Doucette yes, Behr yes, Prentice yes, Roberts yes.

Prentice motioned to come out of non public session #2 at 6:04, entering the meeting are Police Chief Littlefield, Emergency Management Director Zach Remick, Assessing Clerk, Emily Verny, Steve Schaeffer entered the room at 6:50.

**CHANGES/ADDITIONS TO AGENDA:** Correction to the Tax yield Certificate dollar amount to \$1,975.94.

### **NEW BUSINESS:**

- Department Head Reports:
  - Chief Littlefield announced the Spring Drug Take-Back event on April 22<sup>nd</sup>, from 10:00 -2:00 pm. People can drop off their expired or unneeded medications. The Chief requested that no needles or liquids or recreational drugs, or anything with batteries. This effort is a part of National drug take back program. Littlefield shared that there have been more than usual deer strikes and that there are a lot of deer on the move, in the Chocorua corridor. PD's new recruit is half way through his Academy training and is scheduled to graduate on April 20<sup>th</sup>.
  - Rick Moreau, Maintenance: Has been managing snow, and shared that all the generators are serviced and up to speed, it is now time for spring cleaning of the furnaces. The Town house and library will be serviced today and tomorrow. Moreau worked on the Highway Department building, converating all the lights to LED lights. The 725 Gardner Hill Property is completely empty. Doucette mentioned that the Friends of the Town House are pursuing a grant to do a formal inspection, and instructed Mr. Moreau that he should be included in that inspection. Moreau will follow up with Ms. Streeter.
- Town Generator Update, Zach Remick presenting: Remick met with the State several times, joined by Myer on one occasion. He has learned about a State grant to fund the Emergency Shelter Generator which will be in need of replacement. The grant is a 50/50 share. Tamworth could apply for the maximum amount of \$150,000 which would give the Town \$75,000 toward the Generator. The current estimate to replace it \$112,000. Tamworth would need \$37,500 cash on hand, the remaining match can be counted by any funds invested in emergency equipment – in either the year preceeding the grant or two years following. Moreau wondered if could the old generator be sold? Remick will research. A discussion ensued as the pros and cons of waiting until next year to replace the generator. Final conclusion is to wait until later in the year, when final ARPA decisions are made, and build the needed cash into the 2024 town budget if needed. Other generators the town owns are located at the Police Department, the Town Office, the Fire Station, and the school . The Road Agent would like one for the Town Garage and has a quote for \$25,000, which would not be grant fundable in the same way as the Emergency Shelter generator would be. All agreed generators should be added to the Capital Investment Planning. Using ARPA funds for the Town Garage generator was also raised.
- Remick mentioned that Brad Staaterman is willing to be the Deputy Emergency Management Director. Doucette motioned to appoint Brad Staaterman Deputy as Emergency Management Director, Behr seconded, roll call vote Doucette yes, Behr yes, Prentice yes, Roberts yes.

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- Emery Roberts disconnected from the Zoom at 6:41.
- Personnel Policy & Department Head Evaluation
  - Prentice reported that the Personnel Committee updated the Performance Evaluation Report tool, noting the Select Board had received it earlier in the week for review. Doucette motioned to update the Performance Evaluation Report as presented, Behr seconded. Roll call vote Doucette yes, Behr yes, Prentice yes, Roberts yes.
  - In conversation with the Town Attorney, Prentice discussed the timing of when evaluations happen – the Attorney advised to select two months, six months apart and make those the two periods when the SB would do all its Department Head evaluations. Prentice read the relevant language: *“After completion of a successful probation period, Town employees will next be evaluated in April or October, depending on which is closest to their anniversary date. If the end of the probationary period is close to that annual evaluation month, the Department Head and Board may choose to waive the first full annual evaluation, using the probationary evaluation in its stead.”* Doucette moved to amend the Town of Tamworth’s Personnel Policy as presented. Behr seconded, roll call vote Doucette yes, Behr yes, Prentice yes.
- Veteran’s Benefits Discussion: Emily Verny presented. The Select Board has received emails about Warrant Article #3 and 4, and so it was agreed that Verny would join the meeting to discuss the articles. A discussion ensued clarifying laws and options, no actions taken.

## OLD BUSINESS:

### ADMINISTRATOR REPORT:

- Account Balance: \$3,402,010
- Reported on government grant work, tax deeded properties, bids for road repair, town meeting delay.

### SIGNATURE FILE:

- Prentice moved to approve the amended Select Board Meeting Minutes, March 2, 2023 Doucette seconded, roll call vote Doucette yes, Behr yes, Prentice yes.
- Prentice moved to approve the Select Board Meeting Minutes, March 9, 2023, Doucette seconded, roll call vote Doucette yes, Behr yes, Prentice yes.
- Prentice moved to approve the Select Board Non Public Meeting Minutes, RSA 91-A:3, II (a), March 9, 2023, Session #1, Select Board Non Public Meeting Minutes, RSA 91-A:3, II (c), March 9, 2023, Session #2, Select Board Non Public Meeting Minutes, RSA 91-A:3, II (c), March 9, 2023, Session #3, Doucette seconded, roll call vote Doucette yes, Behr yes, Prentice yes.
- Prentice moved to approve the Certification of Yield Tax on Timber Cut, Map 414 Lot 69, \$1,975.94, Doucette seconded, roll call vote Doucette yes, Behr yes, Prentice yes.
- Prentice moved to approve the Payroll: \$46,488.08, Doucette seconded, roll call vote Doucette yes, Behr yes, Prentice yes.
- Combined Cash used: \$2,411,232.09

### SELECT BOARD UPDATE:

**Doucette:** Town House fire escape – Doucette referred to a comment made at last meeting that the engineer firm stated there is a requirement for engineered to construct a fire escape on a public building has an occupancy of a certain number. Doucette reached out to the State Fire Marshall, who informed him there is no such requirement. It might be a good idea, but there is no requirement. The only person who can make it a requirement, is the Town’s Fire Chief. Doucette conveyed this to the Friends of the Town House and the Fire Chief. Also, Doucette participated in call with Sanborn-Head today, they will come next week to give a

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short presentation. Doucette invited Mr. Steven Schaeffer to attend the meeting next week, to get up to speed on the Transfer Station improvements. Doucette had a good conversation with the Northern Border Regional Commission (NBRC), they released their grant application timeline/procedures today. They now require a LOI, so Doucette will send in a Letter of Intent to NBRC. Last year's town meeting \$1.4M was approved for the Transfer Station building, -which now out of date due to the high rate of inflation. Sanborn Head will get a new cost estimate based on this project size to Doucette by the April 13<sup>th</sup>. Doucette hopes the grant request would cover the gap between what was raised in article #12 in 2022 – and the new estimated construction cost, he anticipates this maybe in the 100's of thousands. Prentice asked if the town should anticipate increased staffing costs with the new Transfer Station. Doucette responds that the staffing it might move one part-time position to a full-time position, but doesn't anticipate much more than that. What is really is going to increase is the heating and lighting costs. Sanborn Head will look at solar as an option to keep those costs down. Prentice has a question about the bigger grant – EPA – imagine we get it, could we decide to return some money if we chose to? Doucette postulated that we would more likely return USDA money. There was a meeting today at the Transfer Station attended by Willie Farnum, Gabrielle Watson, Glenn Johnson, Representative Pappas, and USDA representatives.

**Behr:** Notes from the library Trustees meeting on March 13<sup>th</sup>. They discussed an email from Robert Seston to add to article 39, to discontinue an empty capital reserve which has had a zero balance since 2022. The \$20,204 from the Insurance company came in to pay for repairs to the air conditioners. They are trying to get three bids. They received a \$1500 grant for climate programming from the "12 Muses Giving Fund." They have received additional Willie Fromme Prints. There is a Book sale on March 11<sup>th</sup>. Building and grounds is working with Energy Committee.

**Prentice:** Worked on recreation forms and policies, and the personnel policy.

**PUBLIC INPUT:** Steve Schaeffer asked if we are looking at other Transfer Stations in the area, for pros and cons. Doucette answered that the committee has been to multiple transfer stations and it has been very helpful.

**NON-PUBLIC:** At 7:25 Prentice motioned to go into a continuation of nonpublic RSA 91-A:3,II (a) session #2. Behr seconded, Doucette seconded, roll call vote Doucette yes, Behr yes, Prentice yes. Prentice motioned to come out of nonpublic RSA 91-A:3,II (a) session #2 at 7:39, Doucette seconded, roll call vote, Doucette yes, Prentice yes, Behr yes.

**ADJOURNMENT:** Prentice motioned to adjourn at 7:40.

These minutes were prepared by: Keats Myer

Select Board Approval:

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