

TOWN OF TAMWORTH SELECT BOARD

Select Board Meeting 5:00

Thursday, July 27, 2023

Meeting Minutes

CALL TO ORDER: Chairman Roberts called the meeting to order at 5:10 pm.

Those Present: Select board members Roberts, Prentice, Behr, Schaeffer, Doucette, Town Administrator Myer, Ed Comeau of Government Oversight, `via Zoom Linda Eldridge, Maureen and Jim Diamond.

Chairman Roberts opened a Select Board work session to review portions of the in-revision Personnel Policy. Permanent part-time employee benefits were discussed for an hour. All agreed to continue the conversation at a subsequent work session on September 7th.

Roberts ended the session at 5:55 and called for a five minute recess. The meeting resumed at 6:00 pm, those joining the meeting include Emily Verny, Ellen Farnum, Dave Jeffers, Cathy Graham, David Kunhardt, Ted Morgan, Nelson O'Bryan, James Holzrichter, Rick Moreau, on zoom Jim and Maureen Diamond. Becky Mason joined the meeting later in the evening.

CHANGES/ADDITIONS TO AGENDA:

- Accounts Payable: \$462.00
- Economic Development Committee – Appointments

NEW BUSINESS:

- **Lakes Region Planning Commission, Hazardous Waste Management Discussion**, David Jeffers, LRPC commission member. There are 24 communities that participate working together to deal with hazardous waste. Jeffers is here to ask the board to support the idea of a Tamworth location for Hazardous waste collection. Criteria for a site would include vehicle accessibility, pavement required, a restroom, and a dumpster (usually around \$350). They generally get 200-250 cars in a 3 hour period – so a space to line up without spilling out on to roads. Possible locations include the KA Brett Elementary School, and Club Motor Sports. Farnum suggested the Carroll County Complex as a good site. Doucette stated he would support any site in Tamworth that met the criteria. Discussion ensued on various locations. Select Board noted it does not have jurisdiction over any of the sites mentioned but is supportive of a Tamworth Collection.
- **Welfare Report, Cathy Graham**, General Assistance is an unfunded state mandate. We are legally bound to keep residents warm and housed. Carroll County is the only county in the state without a homeless shelter. Cathy works with many agencies to get these costs off the taxpayer's backs. However, all the Covid related rental assistance ended on April 1st. Part of the problem is there isn't housing for anyone at any price. Discussion about the challenges, role and pay rate of the Welfare Administrator ensued. Graham urged the select board to consider increasing the rate so someone will take the job. Budget is almost entirely spent. Myer shared that the Ambulance Budget was unintentionally over budgeted, and that, based on a discussion with the DRA, the select board could vote to move those funds from the Ambulance budget to the Welfare budget. Siniscalchi asked if this was legal, Myer reported that she has spoken with the Department of Revenue and was assured this was within the purview of the Select Board. Doucette motioned to move \$10,000 from the Ambulance Budget, Line #4215.10-351 to the General Assistance Budget, budget line #4440.10-811. Prentice seconded, roll call vote, Doucette yes,

Behr yes, Schaeffer yes, Prentice yes, Roberts yes.

- **Recreation Department Discussion, Emily Verny.** Ms. Verny shared that the Recreation Department leadership role is more than 20 hours a week, and feels that it is at least 40 hours a week, and during the summer, maybe 50. She has been full on with swim lessons, Friday field trips, and pickle ball, the idea was 20 hours of rec and 20 hours of assessing – Emily stated it should switch over to a full time Rec Coordinator right away. Myer noted that despite the heavy workload the Assessing Department is getting its work done. The Board agreed to post both the Recreation Coordinator position and the Assessing Clerk position at the current budgeted rate right away.
- **Tamworth Summer Enrichment Program, Emily Verny and Kent Hemingway.** Mr. Hemingway shared that he is volunteering to partner with the Town, the Brett School and many Tamworth organizations to restart an old Tamworth favorite, the Tamworth Summer Enrichment Program –The idea is to get kids learning about their town, using local resources, looking at literacy, fall sports, the arts, nature/environment, farming, and more. Kent has been working with Emily Verny and Mel McBrian (school principal) to make a program for the last two weeks of the summer, from 8:00-4:00, hosting a maximum of 40 kids. Primary funding is coming from Title I funding. The Rec Department recently learned that some of their Friday Field trips will be paid by Title I funding, and so there is enough to put \$2,000 from the Rec Budget to this program. The Select Board wished them well and thanked Kent and Emily for their efforts.
- **Conservation Commission: Nelson O'Bryan** – O'Bryan is here to get their opinion on a potential conservation easement, and one that is unusual. Judith Reardon and Peter Smart of Chocorua park LLC, asked if the Town would be willing to accept an easement on the two parcels of land the LLC owns in Chocorua: Map 218 Lot 7, and 218 Lot 10. The two parcels are on either side of the Chocorua River, and the properties include a dam. They are used as a park now, and the owners are looking to protect it in perpetuity. Because it is so unusual (the dam) O'Bryan would like to get some input from the Select Board as to whether they think it is something that should be pursued. They have said they could take the costs of maintaining the dam out of the equation as they would pay for that, however- the question is how would that work when they have passed on? Prentice wondered if the movement to remove dams for environmental reasons might be an issue farther down the road. Obryan stated we do not know the answer to that. The property would be owned by the LLC and maintained by the LLC. Schaeffer asked what happens if the LLC dissolves. O'Bryan did not know. Schaeffer feels it is too risky to take on, and doesn't see the benefits to the Town of Tamworth. Behr asked if others had been asked, and apparently, they did ask the Chocorua Lake Conservancy, but they couldn't come to a meeting of the minds as to what should be in the easement. O'Bryan noted that this is well outside anything they have done in the past, because of the dam. If any of the Select Board members have anything else to add please give him a call. Prentice stated the door isn't closed to the idea, but there are big questions. O'Bryan will work on getting answers to the questions.
- **Economic Development Commission – Appointments**
 - Change Pat Farley from Full Commissioner to Alternate Roberts – Already approved.
 - Change Greg Hufford from Alternate to Full Commissioner – Already approved.
- **Energy Committee, Ellen Farnum, Ted Morgan**
 - Appointments to Energy Committee: Prentice motioned to approved John Kumm and David Kunhardt to the Energy Committee. Behr seconded, roll call vote, Doucette yes, Behr yes, Schaeffer yes, Prentice yes, Roberts yes.
 - Ted Morgan is representing the Energy Committee this evening and is requesting the following:
 1. To designate the Energy Committee as the Electric Aggregation Committee, which can then make an Electric Aggregation Plan, which would only be acted upon under the authority of the Select Board. Doucette motioned to approve the designation of the Energy Committee to act as the Electric Aggregation

Committee, Prentice seconded, roll call vote, Doucette yes, Behr yes, Schaeffer yes, Prentice yes, Roberts yes.

2. Approve joining the Community Power Coalition of New Hampshire (CPCNH) through the execution of a Joint Powers Agreement, which is a non-binding, no-cost action that gives Tamworth access to CPCNH's shared resources and expertise for establishing Tamworth Community Power. Doucette made a motion to enter into the Joint Powers Agreement, a non-binding agreement which allows the Town of Tamworth to join the CPCNH, Prentice seconded, roll call vote, Doucette yes, Behr yes, Schaeffer yes, Prentice yes, Roberts yes.
3. Requesting that the Select Board appoint representatives to the Community Power Coalition NH. The Energy Committee recommended appointing Gabrielle Watson, Chair of the Energy Committee, as the primary representative, and Keats Myer, Town Administrator as the Alternate. Prentice motioned to appoint Watson as Primary Representative and Myer as the Alternate, Doucette seconded, roll call vote, Doucette yes, Behr yes, Schaeffer yes, Prentice yes, Roberts yes.

- **Select Board Approval: Transfer Station** Operating and Closing Manuals, Permit application & Approval Notice – Doucette motioned to approve and accept the Transfer Station Operating and Closing Manuals, Permit application & Approval Notice, Behr seconded, roll call vote, Doucette yes, Behr yes, Schaeffer yes, Prentice yes, Roberts yes.
- **Logo Vector File:** Myer informed the board of the decision to hire Lamb & Lion Studios to turn the 250th Town Logo into the general purpose town logo. The total cost will be \$900. And will come out the Town Administrator's Professional Services budget.
- **Raffle, Bearcamp Valley School & Children's Center, 30 Day Waiver** - Roberts motioned to approve the Bearcamp Valley School & Children's Center Raffle application and 30 Day Waiver Prentice seconded, roll call vote, Doucette yes, Behr yes, Schaeffer yes, Prentice yes, Roberts yes.

OLD BUSINESS:

- **Maintenance Vehicle Discussion:** Rick Moreau stated the fire department rescue vehicle that is being retired is not the right fit for a maintenance vehicle. Prentice spoke with the PD about their cruiser, and that is also not feasible. Moreau stated that he is Ok with using his vehicle for now, but we should get one at some point. A pickup truck is the right vehicle for the job. Chief Colcord mentioned the town auctions as a resource. Keats and Rick could check out what a vehicle that would cost. Roberts suggested that maybe let something go a little early, and they get a newer one. The Road Agent and Moreau will speak and then it might go into the CIP. Could consider it having a plow.

ADMINISTRATOR REPORT:

- Bank Balance: \$4,542,004

SIGNATURE FILE:

- Roberts motioned to approve the Select Board Meeting Minutes, July 13, 2023, Schaeffer seconded, roll call vote, Doucette yes, Behr yes, Schaeffer yes, Prentice yes, Roberts yes.
- Roberts motioned to approve the Nonpublic Meeting minutes, July 13, 2023, Session #1, RSA 91-A:3,II, Nonpublic Meeting minutes, July 13, 2023, Session #2, RSA 91-A:3,II (a), Nonpublic Meeting minutes, July 13, 2023, Session #3, RSA 91-A:3,II (e), Schaeffer seconded, roll call vote, Doucette abstains, Behr yes, Schaeffer yes, Prentice yes, Roberts yes.
- Roberts motioned to approve the Approval of Transfer Station Operating and Closure Manuals, Signature

- page, Schaeffer seconded, roll call vote, Doucette yes, Behr yes, Schaeffer yes, Prentice yes, Roberts yes.
- Roberts motioned to approve the Driveway Application Permit, Map 212, Lot 21, Sublot 8, and Driveway Application Permit, Map 414, Lot 15, Schaeffer seconded, roll call vote, Doucette yes, Behr yes, Schaeffer yes, Prentice yes, Roberts yes.
- Roberts motioned to approve the PA-16, Application for Reimbursement to Towns where Federal & State Land is Situated, Schaeffer seconded, roll call vote, Doucette yes, Behr yes, Schaeffer yes, Prentice yes, Roberts yes.
- Roberts motioned to approve the Barn Easement Agreement, Map 406, Lot 15, Barn Easement Agreement, Map 407, Lot 8, and Barn Easement Agreement, Map 401, Lot 8, Schaeffer seconded, roll call vote, Doucette yes, Behr yes, Schaeffer yes, Prentice yes, Roberts yes.
- Roberts motioned to approve the Yield on Timber Cut, Map 414, Lot 36, \$2,788.00, Schaeffer seconded, roll call vote, Doucette yes, Behr yes, Schaeffer yes, Prentice yes, Roberts yes.
- Appointment Form, Economic Development Commission, Greg Hufford, Full Member
- Appointment Form, Economic Development Commission, Pat Farley, Alternate
- Appointment Form, Energy Committee, John Kumm
- Appointment Form, Energy Committee, David Kunhardt
- Lian Lamb Studio – Town Logo, \$900
- Raffle Form for Bearcamp Valley School & Children’s Center
- Roberts motioned to approve the Payroll Manifest: \$45,853.96, Schaeffer seconded, roll call vote, Doucette yes, Behr yes, Schaeffer yes, Prentice yes, Roberts yes.
- Roberts motioned to approve the Accounts Payable: \$419,553.07, Accounts Payable: \$462.00, Schaeffer seconded, roll call vote, Doucette yes, Behr yes, Schaeffer yes, Prentice yes, Roberts yes.
- Cash Used: \$6,732,264.61

SELECT BOARD UPDATE:

Doucette: Energy audit was done this past week, they will be issuing and report in a few weeks. Overseen by the energy committee and the chair wanted everyone to know how helpful Moreau was and his knowledge of the building was impressive. The borings happened at the transfer station, and the results are good. They will issue a report next week. Richard has reached out to the EPA to learn when they will make awards. They are saying the next few weeks. Also asked NBRC when they will be awarding, mid to late august. On July 24th, Richard met with Karl to look at the town house fire escape, with the friends of the town house. Discussion about making the stairs and landing a little bigger so a stretcher could get out that way. Attended cemetery commission, nothing big to report.

Behr: Reporting on the minutes from the Sewer Committee – DES has a new administrator that they are dealing with. The committee feels they need a sit down with this person for a face to face. DES has requested an “as built.” There’s a lot of talk about water meters. It turns out Lakes Region Water Company is required to install meters with in the next 4 or 5 years, so the commission is in discussion with Lakes Region Water to see if they can make that work. They are continuing to read the effluent meter which is reading at 10% of the system’s capacity. They are following up on all change of use applications.

Schaeffer – nothing to report.

Prentice – nothing to report.

Roberts: Page Hill Road was shut down to repair the culverts from the May 1st storm. The culverts were dramatically upsized. It will have to be closed for one more day in the next week or so. Also attended to the planning board meeting.

PUBLIC INPUT: Becky Mason joined the meeting to share a clarification on modified full time as a category, stating it was not a usable category, and that the IRS defines full time as anyone who

works over 30 hours a week. Discussion ensued. Prentice noted the information shared thanked Ms. Mason. Mason also shared that she will put the newsletter on the website, the Select Board thanked her.

NON-PUBLIC: At 7:59 Chairman Roberts motioned to go into RSA 91-A:3 II (c), Session #1, RSA 91-A:3 II (c), Session #2 and RSA 91-A:3 II, Session #3, Schaeffer seconded, roll call vote, Doucette yes, Behr yes, Schaeffer yes, Prentice yes, Roberts yes.

At 8:18, Roberts motioned to come out of nonpublic session, Schaeffer seconded, roll call vote, Doucette yes, Behr yes, Schaeffer yes, Prentice yes, Roberts yes.

ADJOURNMENT: Roberts motioned to adjourn at 8:19.

WELFARE UPDATE – Submitted by C. Graham

7-27-2023

Budget YTD: \$22,374.58

Balance Remaining: \$2,625.42

Budget components:

- Rent: \$3,850 17%
- Hotel: \$10,270.30 46%
- Heating Fuel: \$2,372.79 11%
- Electric: \$3,561.07 16%
- Mortgage: \$1,625.42 7%
- Cremation: \$695.00 3%

Clients: Year to date: 15

Reminder: Welfare (per RSA 165) is an unfunded mandate by the State. Based on this, it is the one department that can legally go over budget. During the pandemic, there was a wonderful glut of federal and state funds for rental and food assistance which reduced municipal welfare budgets across the state. Our welfare budgets are largely affected by the ability of the greater social welfare system (CAP, Way Station, etc.) to do their jobs effectively with funding. The better they are at assisting clients, the fewer clients we see. In Tamworth, hotel stays by the homeless reflect 46% of the welfare expenditures YTD (four families/individuals). Until the housing crisis gets resolved, municipalities will be on the hook for providing shelter. Conway reported they are currently paying \$4000 per month to house just one family. Lebanon has already overspent their welfare housing budget by \$105,000 for the year.

While the Town has specific guidelines and thresholds for spending within each category, nothing is black and white in welfare. We are dealing with people and circumstances that are often caused by things out of their control, and I must adjust my approach accordingly. For example, it is sometimes smarter to pay off a rental arrears, even if a client doesn't qualify, than it is to let them become homeless

and put them in a hotel for \$1000 per week.

My approach to every client I work with is to come up with a creative solution to reduce the impact to the Town taxpayer. Other resource funding I have successfully used to offset client needs instead of our welfare expense line: Way Station (before April 1, 2023), Waypoint, TCNA, UUFES, Department of Health and Human Services, VA of Conway, and an anonymous donor. For example, when a client asked for cremation assistance after the death of her brother, Keats and I were able to draw on other resources in the State so the Town only paid \$695 rather than \$2,620.

Each welfare client takes quite a bit of my time – I am not just the Welfare Administrator, I’ve become a Social Worker. Once an application is submitted, I need to quickly assess if the new client is able to independently follow through with other available resources I provide. If not, hopefully there is a family member who can assist, or sometimes that person is me. Can they call Eversource and establish a payment arrangement? Can they fill out an application for subsidized housing? Can they navigate the internet? I reach out to social workers, VA personnel, and other Welfare Administrators to gather information on resources I may not be privy to. And it doesn’t matter if it’s a holiday, a Sunday, or if I’m on vacation – lives getting upended are not on a schedule, and by the time they call me, they are frantic.

My agreement with you was scheduled to end in August. But realistically, the Town would have a difficult time finding a replacement for a \$1000 to year end (I’ve already been paid half of the salary = \$1200). Keats has been an invaluable partner and has learned a lot about what I do – I don’t make any decisions without her input and oversight. I encourage you to study the welfare budget for 2024 and increase the Welfare Administrator’s stipend. A replacement for me will be easier to hire with a larger stipend. I will train that person, along with Keats, and be on my way.

Emery Roberts, Chair

Karl Behr

Richard Doucette

Lianne Prentice

Stave Schaeffer

