

## TOWN OF TAMWORTH SELECT BOARD

Select Board Meeting 4:30 PM

Thursday, September 7th, 2023

CALL TO ORDER: at 4:30 PM by Karl Behr at 4:30, those present are Select Board members Behr, Schaeffer, Prentice, TA Myer, Emily Verny. Behr motioned to enter NON-PUBLIC: RSA 91-A:3 II (a), NON-PUBLIC: RSA 91-A:3 II (a), seconded by Prentice, roll call vote Behr yes, Schaeffer yes, Prentice yes. Roberts entered the meeting at 4:49. Roberts motioned to leave nonpublic sessions at 5:14, seconded by Schaeffer, roll call vote Behr yes, Schaeffer yes, Prentice yes, Roberts yes.

### CHANGES/ADDITIONS TO AGENDA:

- Updated Accounts Payable: \$385,887.98
- Cash Used: \$8,112,015.12
- NON-PUBLIC: RSA 91-A:3 II (a)
- NON-PUBLIC: RSA 91-A:3 II (d)

Personnel Policy Work Session commenced at 5:15, Linda Eldridge joined the meeting electronically. Prentice explained the process, to continue working on the draft until it is ready for attorney review. She then led a review of the costs of adding part time benefits - it would cost just under \$16,000 for all 7 part-time employees to receive prorated vacation days, personal days and sick days. All agreed that part-time benefits are a significant addition, and so it is still under discussion. Elaine Sherman, Finance Manager, raised a range of technical questions, discussion ensued on this, as well as a sick time bank. Myer will request a copy of Carroll County's sick-time bank policy. At 6:00 pm the work session ended and those joining the meeting are Bruno Siniscalchi, Chief Dana Littlefield, Charlie Townsend, Damon Steers, on Zoom Maureen and Jim Diamond.

### NEW BUSINESS:

#### **Police Department Update** - Chief Littlefield:

- Chief noted that the part-time benefits addition will make the town more competitive in terms of hiring. It's been a very busy summer with lots of nuisance calls, and less major criminal activity. Labor Day weekend was very busy. The almost full staffing situation has allowed us to do more proactive work. One of the items that keeps us busy is civil activity. Often pulled in to mediate/keep the peace. In the summers PD seems to deal with private developments. Candle Pine Village is currently having a lot of disputes – all private roads. There is no formal association at Candle Pine, which makes it very difficult for those who live there. These associations are tying up a lot of PD's time, and there is not a lot PD can do as there are no relevant ordinances.
- Drug take back is October 28<sup>th</sup> from 10-2:00 – drop off unwanted medications. Anonymous. Please remove batteries, liquids, and needles.
- The crosswalk at the school needs repainting. State has been lagging on this. The State said they would not do it this year, and maybe next year. It hasn't been done in 4 years.
- Staffing: still have an opening for a full time officer – working on making it attractive to bring someone on board. This opened up because the sergeant moved to part time.

- Outing Club will do their Halloween event again. The Chief suggests closing Main Street for possibly 4:00-8:00 on Tuesday 10/31. Thinks it is a safer way to celebrate Halloween.
- Mr. Comeau – asked, per RSA 106-L: 17 which refers grievance rules policy – should in place by August 31<sup>st</sup> Comeau wanted to know if it is. Chief Littlefield gave some background on what this is referring to, and noted he meets monthly with chiefs of police in the County. Most of the policies are in place. There is still some tweaking. Specific language had to be tweaked to our existing policy.

**Junk Yard License Application, Map 215, Lot 36, Charlie Townsend:** Townsend recommended that the Auto Salvage yard which applied for renewal be approved. Myer and Townsend will follow up with the paperwork. Townsend asked the board to review a letter of introduction. Balance the board hopes to strike is the sense of partnering with the business to get them into compliance. Roberts suggested that Townsend make recommendations on hours needed when he gets a sense of it.

**NH Public Deposit Investment Pool, Annie Burke:**

- Ms. Burke explained she is moving the Conservation Commission Fund over to the NHPDIP, as it is not part of the high-income earning account at Merideth Village Savings Bank. The Select Board voiced their intent that the Town of Tamworth will open an account with NH Public Investment Deposit Pool and that Annie Burke, Town Treasurer, and Amy Berrier, Deputy Treasurer are both approved to open this account and they will both have full access to the account.
- Investment Policy: Roberts motioned to approve the new investment policy as presented at the last meeting, Behr seconded, roll call vote, Behr yes, Schaeffer yes, Prentice abstains, Roberts yes.

**Ground Water Protection Ordinance Compliance Liaison Job Description :** Prentice Moved to approve the GWPO as presented and post it in October, Behr seconded, Discussion about education and roll out of the implementation plan ensued. **roll call vote** roll call vote Behr yes, Schaeffer yes, Prentice yes, Roberts yes.

**Digital Storage of Deeds and Property Cards** Myer explained that Assessing is looking at storing property cards and deeds within the Avitar system. Schaeffer asked which system would be the system of record, digital or paper. After some clarification, all agreed that would make digital storage the system of record – specifically if there is a question between the digital and paper copy, the digital supersedes. Myer will research the process to transition.

OLD BUSINESS:

**Town Office Entryway Gable Discussion:** Discussion on logo versus community art ensued. Myer will research signage fabrication options using the color logo.

discussion ensued.

**Town House Design Update:** Concerns about the snow hitting the next door business, and whether or not a stretcher can be moved down the stairs. Behr suggested snowbird should be put on the roof. Roberts wondered if the roof would have to be shoveled. Discussion ensued. Myer will ask Architect.

**Transfer Station Fees Update:** Per RSA 149-M:17 (the statute regarding municipal transfer stations), states that for the Select Board to change Transfer Station fees, the town must vote at town meeting to

give the select board that authority. Unfortunately, there is no record of this having been voted on, and so legally we must wait until the town meeting to both give authorization to the board, and to change the fees.

**ADMINISTRATOR REPORT:**

- Bank Balance: \$3,746,579
- Fixed Fuel Rate – Oil is at \$3.11, and Propane at \$1.48
- Request from Moultonborough to have quarterly meetings. Board said yes to being interested in this.
- Update on Groundwater Protection Ordinance implementation – Subcommittee is handling education and Select board's office is handling hiring and enforcement protocol.

**SIGNATURE FILE:**

- Roberts motioned to approve the Select Board Meeting Minutes, August 24<sup>rd</sup>, 2023, Schaeffer seconded, roll call vote, Behr yes, Schaeffer yes, Prentice yes, Roberts yes.
- Roberts motioned to approve the Nonpublic Meeting minutes, August 24<sup>rd</sup>, 2023, RSA 91-A:3,II (a), Nonpublic Meeting minutes, August 24<sup>rd</sup>, 2023, RSA 91-A:3,II (a), Nonpublic Meeting minutes, August 24<sup>rd</sup>, 2023, RSA 91-A:3,II (e), Schaeffer seconded, roll call vote, Behr yes, Schaeffer yes, Prentice yes, Roberts yes.
- Roberts motioned to approve the Investment Policy Revision, September 7, 2023, Schaeffer seconded, roll call vote, Behr yes, Schaeffer yes, Prentice yes, Roberts yes.
- Roberts motioned to approve the Junk Yard License Application, Map 215, Lot 36, Schaeffer seconded, roll call vote, Behr yes, Schaeffer yes, Prentice yes, Roberts yes.
- Roberts motioned to approve the Request to Authorize Building on a Class VI Road, Map 405, Lot 10, Schaeffer seconded, roll call vote, Behr yes, Schaeffer yes, Prentice yes, Roberts yes.
- Roberts motioned to approve the Accounts Payable: \$385,887.98, Schaeffer seconded, roll call vote, Behr yes, Schaeffer yes, Prentice yes, Roberts yes.
- Roberts motioned to approve the Payroll: \$38,264.90, Schaeffer seconded, roll call vote, Behr yes, Schaeffer yes, Prentice yes, Roberts yes.
- Cash Used: \$8,112,015.12

**SELECT BOARD UPDATE:**

**Behr:** Sewer commission meeting, they have been in touch with original engineer, who are discussing issues that are slowing up progress. This is good. Mark McConkey was also at DES for another reason, and was asked to speak with them. The board continues to read the effluent meter even though DES doesn't approve of that. And it really is about 1500 gallons a day, for a system that can handle 19,000 GPD. They are discussing the installation of water meters. They are in conversation with the water company. The cost would be about \$24,000.

**Schaeffer:** Did not get the Northern Borders grant, will not reapply. still waiting for EPA grant news.

**Prentice:** worked on personnel policy, and asked about Veteran's committee volunteers, and mentioned that the base for the wreath is still missing. Siniscalchi thought perhaps Dearborn might have it. Myer mentioned that Shauna Peterson is the only member of the Veteran's committee.

**Roberts:** Page Hill Road is open. Attended CIP meeting last Tuesday, everything is going well, the public hearing is at 6:00 pm on the September 13<sup>th</sup>. There is a truck that will be recommended for the highway department Half in 2023 and held in 2024. Myer mentioned that the Unassigned Fund Balance is about \$2.4M.

PUBLIC INPUT: Becky Mason joined the meeting and stated Personnel Under holidays: Juneteenth was added, asked about how police are taking holidays is it 2 floating and 11 (Prentice noted look to page 19 in new draft). She also noted that Covid is spreading around at the Carroll County Office and recommended reviewing the town policy on Covid. Also noted there is no COVID funds any more which can make it difficult to design policy meant to stop spreading. Also noted that there are many notices for events on the website. Jim Diamond: Thanks for maintaining the Zoom link, it is so helpful. Thanks for the work on Page Hill Road. Ed Comeau noted that in County news – Commissioner Plash had resigned, and Bill Nelson has replaced him. County attorney has resigned today, her deputy, Blair will take over this duty.

At 7:55 Roberts motioned to go into NON-PUBLIC: RSA 91-A:3 II (d), Schaeffer seconded, roll call vote, Behr yes, Schaeffer yes, Prentice yes, Roberts yes. At 8:11 Roberts motioned to come out of nonpublic session, Schaeffer seconded, roll call vote, Behr yes, Schaeffer yes, Prentice yes, Roberts yes.

ADJOURNMENT: Roberts motioned to adjourn at 8:11 pm.

Emery Roberts

Karl Behr

Lianne Prentice

Steve Schaeffer