

# TOWN OF TAMWORTH SELECT BOARD

Select Board Meeting 6:00 PM

Thursday, October 5th, 2023

## Meeting Minutes

CALL TO ORDER: Behr Called the meeting to order at 6:00 pm. Those present are Select board members Behr, Schaeffer, Doucette, Prentice, Roberts entered at 6:04, Keats Myer, Ed Comeau, Kathi Pagett, Bruno Siniscalchi, Gabrielle Watson, Pam Hearne, Shannon Morrison, Rich Collins, Zach Remick, Emily Verny, Rich Moreau.

- CHANGES/ADDITIONS TO AGENDA:
  - Land Use Change Tax, \$500, Map 211, Lot 052
  - Land Use Change Tax , \$9,500, Map 205, Lot 026
  - Driveway Application Permit, Map 402 Lot 28

## NEW BUSINESS:

- Department Head: Maintenance, Rick Moreau – Moreau reported he is still mowing in October, Soccer field was looking great all summer, now Grubs have invaded, Town Office dehumidifier needs replacing, he has painted the dugouts and equipment shed green and white, Tamworth's town colors. Doucette asked for an update on electrical meter relocation at the Town House, Behr reported that it will be placed on a pedestal on the left side of the building. Moreau then reviewed his department budget with the Select Board. He has worked with the town administrator and the Finance Manager to streamline the budget lines for smoother and more efficient workflow. The biggest increase to his budget is the inclusion of work recommended by the energy auditors for the Town Offices. There is \$28,000 worth of work to be done – to solve an air leakage problem that is five times what it should be. This is to place a vapor barrier and insulation in the attic, and to fix leaks to the duct work. There will be a 30% subsidy from the federal Inflation reduction act – the pay off in terms of years is estimated to be 7-9 years. The select board requested that Moreau make a list of equipment needs for his department.
- Carroll County Communications District (CCCD) Update, Pam Hearne - Hearne reported on CCCD's progress. See attached report. Hearne asked the Board to consider allowing the CCCD to place a flier in the second tax bill that would educate people on the important need to do an internet speed test. The Board said it would research this option and get back to her. Schaeffer asked about upload and download speeds, 100/20 but hope to get it to be symmetrical. Schaeffer noted that old equipment can greatly slow speeds, and asked if there was any attempt to get "underserved" new equipment. Hearne did not know.
- Town House Design - This was delayed to a future date due to illness.
- Capital Improvement Program 2024, Kathi Padgett, Padgett shared the 2024 CIP Report with the select board, see the attached report.
- Energy Committee, Gabrielle Watson
  - Town Office Energy Audit recommendations, as the recommendation which the Committee recommends the town move forward on was largely discussed in Moreau's report, Watson shared the three recommendations that they do not recommend: Wall insulation, , air source heat pumps, and a new water heater. All are too expensive and pay off times are too long. If HVAC system does age out at some point, then a mini split system should be the considered system of replacement. Same with the water heater. Audit also recommended solar installation, said out roof was well suited.
  - Tamworth Community Power public hearings, there are two public hearings coming up
    - Tuesday 10/17 at 7:00 pm in the Town House, and 11/29 also at 7:00 pm at the Town House. Community Power reps will attend.
  - Clean Energy New Hampshire. Watson recommended that the town become members of CENH, two tickets to the Energy conference focused on municipalities will be given with the membership, so it almost pays for itself. She will put this in her budget for 2024. Myer felt the \$250 could be found in the town administrator's budget. Doucette motioned that the Town join CENH Behr seconded, ,
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- Emergency Management Budget: Zach Remick presented the budget for the Emergency Management

department. The big change in the budget is he has doubled the EMD's salary/stipend from \$3,000 to \$6,000 as it is a lot of hours to do the job properly. He is committed and working hard to bring plans and equipment up to speed. The board thanked him for all his efforts.

- Main Street Halloween - Outing Club, Sharon Morrison & Rich Collins - Morrison and Collins are part of the Outing Club and are working on doing the village's Halloween event. They are working to bring all the events to the village to make it a big and exciting event for the community. They are requesting that main street be closed from 5:00 to 8:00 pm on Halloween evening – Chief Littlefield supports this closure. Prentice motioned to close main street for Halloween between 5:00-8:00, Schaeffer second roll call vote, Doucette yes, Behr yes, Schaeffer yes, Prentice yes, Roberts yes.
- Halloween Events, Rec Director, Emily Verny – Verny reported that the Friends of the Town House had concerns about using the Town House for the 8<sup>th</sup> grade haunted house fundraiser. Roberts voiced his view that that would be a good use of the Town House. Verny will research other options as well as the Town House and report back to the Select Board. Verny shared a phone app that she is planning to sue to improve communications with the community, and is seeking approval to put the “app” on the App Store. Prentice motioned to authorize Verny to add the Tamworth Rec App to the Apple Store and Google Play, Roberts second, roll call vote, Doucette yes, Behr yes, Schaeffer yes, Prentice yes, Roberts yes.
- Budgeting:
  - General Budget Update, Myer presented the first draft of the budget – and explained that this is everyone's wish list, and that the work of cutting the budget and identifying revenue sources (unassigned Fund Balance, grants, other?) is the next step in working the budget to an acceptable tax effort. Myer highlighted a few issues, Health insurance is up 15.6%, and discussed what inflation index the board might opt for, presenting the Municipal Cost index as an option, which is a amalgamation of the CIP, PPI, and Construction Price Index.
  - Rec, Swim, Patriotic, Emily Verny Presented the budgets of Swim, Patriotic Purposes, and Parks and Recreation. Verny has a full year of programming and has learned a lot this summer from multiple wait – listed programs. All very successful. The total increase for the three budgets is \$28,000, \$12K of which is an increase in health insurance. She anticipates \$10-\$15,000 between Title I funding and grants from the school to cover portions of the summer enrichment and other summer programming.
  - Assessing Clerk Hire: Myer shared that Susan Leonard has been hired as a part time Assessing Clerk 24 hours a week, at \$20 an hour, and has started training. Doucette motioned to hire Susan Leonard for 24 hours per week at \$20 per hour, and \$21 an hour when she has successfully completed her 90-day probationary period. Roberts seconded, roll call vote, Doucette yes, Behr yes, Schaeffer yes, Prentice yes, Roberts yes.
- Assessing Contract, Myer present to the board the two assessing contracts and discussed the major points:
  - **Annual** – this covers a 5-year contract period – historically Rod would do a 20% “Data Verification” process - in which he reviews 20% of the houses annually in the office, and will go out to some of the houses to look for errors, corrections omissions, etc. – he is recommending that the data verification model move to 10% annually, and actual site visits to houses increase. He is seeing that as houses are selling there is a lot of work going into these houses which is missed in the pure data verification model. There are many towns using this DRA-approved process. He believes this will better serve the town in getting accurate assessments.
  - **Revaluation** – Cyclical Update: This is when all the assessed properties are updated at once with new data inputs (construction costs, etc.). Historically we have had an “Office Review” of all the properties – and every two to three cycles we would have a full “Field Review” - where he would drive around with the property cards and visually inspect all the properties. It is an additional \$15,000.
  - **Notification** - Finally, an option that you will need to choose is the following – to send out a letter to all residents with their new assessment value. 80% of the towns do not do this, rather they opt to inform the residents of the new assessment in the second tax bill. They do this for several reasons, one – it saves on mailing and a big hassle, but more importantly, when people would get the new assessment letter, they would apply their first-billing tax rate, and think their taxes were doubling – and this would create many anxious people calling in - when their taxes may not have changed much, if at all. By notifying people via the second tax bill, the lowered rate is built in, so they are getting their new assessment with the new tax rate at the same time. I strongly encourage us to use this model. It also saves us a \$4,000 fee Rod would charge to meet with all the anxious people.

- Prentice made a motion to wave the Purchasing policy to continue the historical, unique, and important relationship with RB Wood & Associates, Roberts seconded, Roberts seconded, roll call vote, Doucette yes, Behr yes, Schaeffer yes, Prentice yes, Roberts yes.
- Prentice made a motion to accept the annual Accessing services contract as presented by RB Wood and Associates dated January 1, 2024- December 31, 2028, and the Cyclical Update Contract dated January 1, 2024-December 31<sup>st</sup>, 2024 in the amount of \$30,000. Roberts seconded, roll call vote, Doucette yes, Behr yes, Schaeffer yes, Prentice yes, Roberts yes.

#### OLD BUSINESS:

#### ADMINISTRATOR REPORT:

- Bank Balance: \$2,954,731
- Budget is full on now, working with department heads, hired the Assessing Clerk.

#### SIGNATURE FILE:

- Roberts motioned to approve the Select Board Meeting Minutes, September 21<sup>st</sup>, 2023, and the Select Board Meeting Minutes, September 28<sup>th</sup>, 2023, Schaeffer seconded, roll call vote, Doucette yes, Behr yes, Schaeffer yes, Prentice yes, Roberts yes.
- Roberts motioned to approve the RSA 91-A:3 II (a) Nonpublic Meeting Minutes, September 21, 2023, Session #1, RSA 91-A:3 II (a) Nonpublic Meeting Minutes, September 21, 2023, Session #2, RSA 91-A:3 II (a) Nonpublic Meeting Minutes, September 21, 2023, Session #3, RSA 91-A:3 II (a) Nonpublic Meeting Minutes, September 28, 2023, Session #1, RSA 91-A:3 II (a) Nonpublic Meeting Minutes, September 28, 2023, Session #2, Schaeffer seconded, roll call vote, Doucette yes, Behr yes, Schaeffer yes, Prentice yes, Roberts yes.
- Roberts motioned to approve the appointment form for Anna Paddock, Planning Board, Schaeffer seconded, roll call vote, Doucette yes, Behr yes, Schaeffer yes, Prentice yes, Roberts yes.
- Land Use Change Tax, \$500, Map 211, Lot 052
- Land Use Change Tax, \$9,500, Map 205, Lot 026
- Roberts motioned to approve the Driveway Application Permit, Map 402 Lot 28, Schaeffer seconded, roll call vote, Doucette yes, Behr yes, Schaeffer yes, Prentice yes, Roberts yes.
- Roberts motioned to approve the Rec Department App Approval Form, Schaeffer seconded, roll call vote, Doucette yes, Behr yes, Schaeffer yes, Prentice yes, Roberts yes.
- Roberts motioned to approve the Accounts Payable: \$401,975.19, Schaeffer seconded, roll call vote, Doucette yes, Behr yes, Schaeffer yes, Prentice yes, Roberts yes.
- Roberts motioned to approve the Payroll: \$40,138.85, Schaeffer seconded, roll call vote, Doucette yes, Behr yes, Schaeffer yes, Prentice yes, Roberts yes.
- Cash Used: \$8,956,335.92

#### Hiring Update:

- In Kim Trammell's absence, Myer took the liberty of reading Kim Trammell's Letter to the Board recommending Hilary Mangan to be hired as Deputy Town Clerk/Tax Collector at \$18.00 an hour for approximately 65 hours per month for a 6-month period, beginning on 9/26/23. Roberts motioned to hire Hilary Mangan to be hired as Deputy Town Clerk/Tax Collector at \$18.00 an hour for approximately 65 hours per month for a 6-month period, beginning on 9/26/23, Schaeffer seconded, roll call vote, Doucette yes, Behr yes, Schaeffer yes, Prentice yes, Roberts yes.

#### SELECT BOARD UPDATE:

- Doucette: Noted that the architect Bennett will join us at the next meeting with a cost estimate for the Town House Emergency exit work. Prentice asked if the snow issues had been resolved, and they will be but not as of yet. Doucette attended the Button Up workshop hosted by the Energy Committee and it was very interesting. TSIC is researching new grants and cost cutting/value engineering of the proposed recycling center at the transfer station. He joined the Forest Service meeting last week, and found it very interesting and informative and is surprised by all the negative energy surrounding this issue. He has asked the district ranger to give more details as they become available. Behr pointed out that no cutting is taking place in Tamworth.
- Behr: Nothing to report, and will be away the next two meetings.

- Schaeffer: Enjoyed the Sandwich Vegetation Management presentation. Has been working with Glenn, and was there when the loader broke down – it is being fixed.
- Prentice: Attended an LRPC meeting in Tilton, their big focus is on regional housing needs assessment. The 138 page document is very interesting with a lot of regional data. This will be added to next week's agenda for discussion. Finally, sent the second draft to attorney review.
- Roberts: Attended Forest service event, found it very informative. Been speaking with Road Agent regularly, he is preparing for winter.

PUBLIC INPUT: No public Input.

NONPUBLIC: Roberts makes a motion to go into nonpublic RSA 91-A:3,II (e) at 8:41 pm, Schaeffer second, roll call vote, Doucette yes, Behr yes, Schaeffer yes, Prentice yes, Roberts yes. Roberts makes a motion to come out of nonpublic session RSA 91-A:3,II (e) at 8:51 pm, Schaeffer second, roll call vote, Doucette yes, Behr yes, Schaeffer yes, Prentice yes, Roberts yes.

ADJOURNMENT: Roberts motioned to adjourn at 8:51

Emery Roberts

Karl Behr

Richard Doucette

Lianne Prentice

Steve Schaeffer