

TOWN OF TAMWORTH SELECT BOARD

Select Board Meeting 5:00

Thursday, November 16th, 2023

Meeting Minutes

CALL TO ORDER: Behr called the meeting to order at 5:01. Those present are Select board members Behr, Doucette, Schaeffer, Prentice, Town Administrator Myer, and Ed Comeau of Government Oversight.com. Behr motioned to go into nonpublic under RSA 91-A:3, II (a) at 5:01, Schaeffer seconded, roll call vote, Doucette yes, Behr yes, Schaeffer yes, Prentice yes. Behr motioned to come out of nonpublic session at 5:12, Schaeffer seconded, roll call vote, Doucette yes, Behr yes, Schaeffer yes, Prentice yes.

CHANGES/ADDITIONS TO AGENDA: Addition of the bank balance of \$2,133,785.

NEW BUSINESS:

Conservation Easement proposal -Nelson O'Bryan:

Nelson O'Bryan presented a Conservation Easement proposal on behalf of Cecile and Steven Holden of Bryant Road who would like to donate a conservation easement on two of their properties, Map 206, Lot 116, and Map 209, Lot 13. The Conservation Commission has been out to look at the property, it is at the confluence of the Bear Camp and Swift rivers. Made up of wetlands, woodlands, and is in the floodplain. The Commission feels it meets most of the criteria when judging whether a property should have a conservation easement. There are no tax implications. The only expense for the town is whatever fee is necessary for legal, which is paid for out of the Conservation's fund. O'Bryan reviewed the process with the SB, once attorneys have reviewed, he will bring the document to the Select Board for signature. Comeau asked if the easement was not correctly adhered to, who would pay for legal costs against the owners. Nelson stated it would come from the Conservation Commission's fund.

TCNA Update, June Aprille:

Work began on Sept.18, and all is going well. The foundation is completed, and work has started on the walls and roof. The building hopefully will be weather-tight by late December at which point work will stop for the winter. We have chosen a color for the siding that is close to the color of the current building.

Further work (septic installation, parking lot grading and paving, solar panel installation, as well as interior work (technology, electrical, plumbing, walls, floors etc.) will commence in Mar-April; completion is expected by late August 2024. As you know, the Sewer Commission has not been able to get DES approval for the Town sewer system, and we had to go with an independent septic system instead of a sewer connection. The Town owns the property, so the Select Board signed the application for state DES approval of the septic design. DES approval has been granted. The project manager Andre Kloetz with Bauen Construction in Meredith, and his on-site supervisor Mike Bouchard, have been great to work with. Peter Stewart, our architect, reviews and approves the construction invoices and remains very involved and helpful with the entire project. We thank Fire Chief Colcord who has reviewed and approved the building plans. Special thanks to Rick Moreau and Keats Myer who are around to answer occasional questions from the contractor. Rick has been very helpful in directing salvage of material for the Town's benefit (excavated boulders and fill for use by the Road Department, and removed siding saved future repairs on the existing building.) As for funding, the generosity of the Tamworth community has been astounding and humbling. Applications for outright grants from several foundations totaled \$140,750. The \$1 mill forgivable loan grant from NHCDFA is a godsend. We submit invoice expenses to NHCDFA on a monthly basis and receive reimbursement against the loan amount within a few days.

2024 Elderly Exemption Recommendation from Assessor: Myer shared the Town Assessor's recommendation to increase the housing assessment amount for Elderly Exemptions. The Assessor recommended the following:

Age	Off Value of Property	New Recommended
65-74	\$20,000	\$30,000
75-79	\$25,000	\$35,000
80-older	\$30,000	\$45,000

Doucette motioned to accept the Assessor's recommendation as presented, Behr second, roll call vote Doucette yes, Behr yes, Schaeffer yes, Prentice yes. Myer will provide the board with a cost assessment of this change.

Budget

- Arpa Funds Discussion: Myer shared information on Board commitments to using the ARPA funds, and reminded the board that these funds must be under contract by the end of 2024, and used by the end of 2026. Prentice motioned to release \$5,000 for a septic feasibility study (voted 9/22/22), and \$18,000 (voted 2/2/23) for Town house repair returning it to the uncommitted ARPA dollars, Schaeffer seconded, , roll call vote Doucette yes, Behr yes, Schaeffer yes, Prentice yes. This means there is now \$124,096.80 in this fund. A discussion ensued about what these funds could be used for, items mentioned included the Transfer Station, the fire truck, and other capital items. The Select Board agreed the Fire truck would be the most straightforward use of the funds.
- Overall budget goals: Myer updated the board on budget items since last week, including notice of \$65,000 in new bridge and road funds, a decrease in the assumed cost of the articulating loader, and a few other items. Myer noted that to get to a tax effort in 2024 that would be around the same as 2023, we would still need to cut \$115,000. A discussion ensued about how to apply the ARPA \$'s to the fire truck – either split the cost of \$375,000 in two (187,500) using a two-year warrant, and use the \$124,000 in 2023, making the cost of the fire truck capital reserve be 63,500. Or apply the \$124,000 to the total of \$375,000- $\$124,000=251,000/2$ years = \$125,500, there by spreading the "pain" over two years. This raised the idea of cutting the Highway department's recommendation to raise 35,000 for half of a new truck to give maintenance their old truck in 2025. Prentice recommended cutting the truck and delaying this purchase. The board discussed additional compensation to the Maintenance Department for the continued use of their truck.
- Prentice mentioned the need to find new revenue streams, and grant revenues. How board spends time should be on the agenda for 2024 discussion.
- **Lakes Region Household Hazardous Waste Program – 2024** - The board reviewed the annual proposal and Doucette motioned to approve the LRPC HHW 2024 agreement in the amount of \$4,381 Behr seconded, roll call vote Doucette yes, Behr yes, Schaeffer yes, Prentice yes.

OLD BUSINESS:

- **Finalize Code Compliance Agent Job Description**, Doucette motioned that we approve and post the job description for the Code Compliance Agent, Schaeffer second, roll call vote Doucette yes, Behr yes, Schaeffer yes, Prentice yes.
- **Chester Contract for Town House Windows**: Chester will start the first week of January, she will do three windows this year and three next year. Motion to approve contract with Preservation works for the town house window rehab in the amount of \$7,200, to be reimbursed by the state, seconded by Schaeffer, roll call vote Doucette yes, Behr yes, Schaeffer yes, Prentice yes.
- **Transfer Station Update**:
Staff need a bathroom at the transfer station. Willie Farnum shared his hopes for a spring groundbreaking, but now he feels there needs to be a deadline set for a bathroom and running water. He's researched a modular one which costs \$18,000 plus shipping, heat, etc. plus water and septic. He has sketched up what might work – having an ADA compliant bathroom with a shower and eyewash station. He would like the board to set a date on when we'd have a working bathroom. It would be completely temporary. Could be double purposed as a headquarters for a temporary TS

down below. An ADA bathroom has size requirements. Discussion on solutions ensued. Doucette noted that if the transfer station is delayed, we still have to build a bathroom. All agree we need the bathroom next year to be up and operating by July 4th. Eye washing station donated by Lianne Prentice. Agreement that the sooner the better to get it operating. Behr asked Farnum to come up with a plan – Schaeffer will look at prefab options, Farnum will look at a site build. Doucette will check with Mr. McConkey for a redesign, Keats Myer will check GW brook as on status of septic tank. Doucette had a conversation with Kim trammel on how hard it would be to sell permit stickers at the transfer station. They should be selling stickers and not using cash. Should there be a fee schedule for businesses to pay a separate fee schedule. The Select Board needs to set up a system of fees and deal with the cash system. Prentice discussed that we need to have all policies on a schedule for renewal. Look at best practices. Etc. it might make financial sense to get a scale.

ADMINISTRATOR REPORT:

- Bank Balance: \$2,133,785.
- Emergency Management Director – he is out on medical leave and requested a pro-rated stipend. The board rejected the idea of pro-rating his stipend, and hopes he recovers quickly.
- Myer shared that Paul Priestman has accepted the offer to be the town's Welfare Administrator, Doucette motioned to approve hiring Paul Priestman at \$5,400 annually. Schaeffer seconded, roll call vote Doucette yes, Behr yes, Schaeffer yes, Prentice yes.

SIGNATURE FILE:

- Behr motioned to approve the Meeting Minutes, November 9th, 2023, Schaeffer seconded, roll call vote Doucette yes, Behr yes, Schaeffer yes, Prentice yes.
- Behr motioned to approve the Nonpublic Meeting Minutes, RSA 91-A:3 II (a) November 9th, 2023, Schaeffer seconded, roll call vote Doucette yes, Behr yes, Schaeffer yes, Prentice yes.
- Lakes Region HHW Host Site Agreement 2024
- Behr motioned to approve the FB Environmental Associates, Contract for Build-Out Analysis, \$18,745, Schaeffer seconded, roll call vote Doucette yes, Behr yes, Schaeffer yes, Prentice yes.
- Behr motioned to approve the Abatements, Map 214, Lot 154, Sublot 23, \$17.00, Map 216, Lot 222, \$184.00, Map 215, Lot 49, Sublot 102, \$21.00, Schaeffer seconded, roll call vote Doucette yes, Behr yes, Schaeffer yes, Prentice yes.
- Behr motioned to approve the Property Tax Supplement, Map 209, Lot 19, \$500.00, and Map 212, Lot 14, \$1,585.00, Schaeffer seconded, roll call vote Doucette yes, Behr yes, Schaeffer yes, Prentice yes.
- Behr motioned to approve the Accounts Payable: \$365,934.73, Schaeffer seconded, roll call vote Doucette yes, Behr yes, Schaeffer yes, Prentice yes.
- Cash Used: \$10,097,085.86

SELECT BOARD UPDATE:

- **Doucette:** See transfer update.
- **Behr:** met with Jeannie Chester, and attended the library meeting, they have an elevator repair for \$870. There is a vacancy on the board. Have a new board game this evening. Volunteers have been transcribing the town's records. Railing is installed. Book mobile committee continues to meet with surrounding towns.
- **Schaeffer:** met with the Transfer Station Improvement Committee.
- **Prentice:** Spent two hours on a zoom call with the attorney going over personnel. Getting close to finishing.

PUBLIC INPUT: Comeau noted that the select board did not read out the dollar amount of the tax warrant when it was approved last week. Myer agreed that reading the dollar amount would be best practice and they will be sure to include in the next such moment.

NONPUBLIC: Behr motioned to go into nonpublic RSA 91-A:3, II (d), Schaeffer seconded, roll call vote Doucette yes, Behr yes, Schaeffer yes, Prentice yes. Behr motioned to come out of nonpublic session at 7:40 pm, Schaeffer yes, Prentice yes. Behr motioned to come out of nonpublic session at 7:40 pm.

ADJOURNMENT: Behr adjourned the meeting at 7:40 pm.

Karl Behr

Richard Doucette

Lianne Prentice

Steve Schaeffer