

# TOWN OF TAMWORTH

## SELECT BOARD OFFICE

Select Board Meeting: 6:00 PM

Thursday, December 29<sup>th</sup>, 2022

### Approved Meeting Minutes

**CALL TO ORDER:** 6:00 called to order by Chairman Roberts

Those present include Richard Doucette, Lianne Prentice, Emery Roberts, Kelly Goodson, Damon Steer, Bruno Siniscalchi, Linda Cook, Ed Comeau, Keats Myer, Kelly Rines, Alan Tirabassi. On Zoom: Karl Behr, Maureen and Jim Diamond, Randall Dearborn, Government Oversight.com

### **CHANGES/ADDITIONS TO AGENDA:**

- Transfer Station Update
- Shared Paid Enforcement Officer Discussion,
- Veteran's Credit Application, Map 415, Lot 56, Veteran's Credit Application, Map 414, Lot 103, Veteran's Credit Application, Map 214, Lot 16
- Intent to Cut, Map 410, Lot 51, Intent to Cut, Map 411, Lot 33
- Accounts Payable, \$90,250.78

### **NEW BUSINESS:**

- Transfer Station Update: everything is going well, TS will get a snow blower.
- Emergency Management Process Discussion – Discussion deferred as Zach Remick did not attend.
- Year End Financial Management (number may change with final 2022 A/P)  
Report on Contingency Usage:

<u>Use Of Contingency Fund - Starting Balance</u>	<u>\$200,000.00</u>
a. Tax Deeded Properties – Clean up	\$40,270.00 (recoupable when sold)
b. Transfer Station Repair	\$48,178.15 (Unbudgeted)
c. Legal Costs Above Budgeted Properties, recoupable when sold)	\$27,516.00 (50% Tax Deeded
d. Selectmen/Newspaper Ads	\$ 1,520.00 (Multiple hires)
e. Data Processing	\$ 2,381.00 (New town emails/phones)
f. Unemployment Costs	988.00 (Rec Director)
g. Town House	<u>379.00</u> (Telephone & Heat)
Total against Contingency	\$118,716.15
Remaining in Contingency – <u>Approximately</u>	80,000.00

- **Encumbrances for 2022/2023:** Discussion on encumbrances process: Ms. Cook pointed out that the town must have the encumbered item under contract, this was not Ms. Myer's understanding. Prentice confirmed this to be the case, based on information from NHMA.
  - Roberts motioned to encumber, contingent on a contract:
    - \$5,710 from Town House BUILDING REPAIRS & MAIN (4194.10-714) line for additional repairs to the Town House Fire Escape, and 3,600 for repair work on windows;

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- \$24,634 from Capital Improvements Highway Vehicles (4902.41-760) line for truck equipment, contract with Allied Equipment LLC;
- \$86,386 from Capital Improvements Highway Vehicles (4902.41-760) line for truck with stainless steel hopper, contract with Allied Equipment, LLC;
- \$90,980 from Capital Improvements Highway Vehicles (4902.41-760) line for a 2023 HV507 SFA Truck;
- \$232,910 from BRIDGE REPAIR/REPLACEMENT (4909.43-730) line for Scott Bridge Repair, Contract with Bruce Knox;
- \$50,000 from MUNICIPAL SOFTWARE REPLACEMENT (4901.60-714 ) line for: \$11,900 for Avitar Tax Collection System; ClerkWorks \$5,095.00; \$33,005 MTS (Municipal Technology Systems);
- \$3,169 from EQUIPMENT REPAIR & MAINT (4210.10-431) line for graphics and hardware for Police Department Cruiser.

Seconded by Goodson, roll call vote, Doucette yes, Behr yes, Goodson yes, Prentice yes, Roberts yes.

### ARPA \$ Discussion

- Myer read through the possible options to spend ARPA money. Doucette discussed spending money on the transfer station project. Goodson raised the option of holding some (\$20,000) money for a feasibility/design study for the sewer system. All agreed not all decisions on ARPA spending needed to be made now. Doucette motioned to use \$100,000 for Transfer Station Improvements,
- Goodson seconded, roll call vote, Doucette yes, Behr yes, Goodson yes, Prentice yes, Roberts yes.
- Roberts motioned to spend \$50,000 in ARPA funds for the town house fire escape Prentice seconded, discussion ensued. Prentice asked if the town house group has applied for grant money. Cook stated no. Prentice shared that as this is designated as an historic building there should be grant money. Roberts explained that he made the motion because now that the fire escape is under discussion most likely isn't up to code, he is concerned that it is unsafe, and if something were to happen there is liability issue for the town. Behr stated the fire escape is up to code. Prentice suggested someone with historic expertise review the options. Prentice pointed out that it might cost more than anticipated. Roll call vote, Doucette no, Goodson No, Behr no, Prentice no, Roberts yes.
- **Transfer Station Improvement Project:** Contract Review/Discussion Doucette stated that the Legal review was completed, and counsel was fine with the contract. Contract is for \$263,000, and covers engineering, design, and project management, and comes with some potential for savings if certain permitting doesn't need to happen. Doucette motioned to approve the contract with Sanborn Head and Associates, Goodson seconded, roll call vote, Doucette yes, Behr yes, Goodson yes, Prentice yes, Roberts no.
- **Recreation Coordinator Welcome/Planning:** Shannon Heath will start on the 9<sup>th</sup>. Prentice discussed how we had lots of conversations about what to focus on. Doucette suggested a work session with the SB. Myer suggested that Behr might not be able to give the first day tour. Prentice suggested each SB take a role. Prentice can work on the swim program, other kid programming, pickle ball, and other sports. Goodson will work on reviewing the contacts spread sheet from the rec committee and come up with a meet and greet with local town groups. Richard will give her the first day tour. Linda asked about the rec building completion. It is complete.

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- **Shared Paid Enforcement Officer Discussion** – Prentice shared that at the planning board meeting the GPO might pass in March, if it passes, the inspection and enforcement falls on the Select Board, not on the planning board. The growing responsibilities of inspection and enforcement is onerous. Now the SB has Junk Yards, and the potential of the GPO. What do small towns do when the volunteers' workload is so steep? We don't have zoning, but we do have ordinances, so what do we do? Is this something we should be discussing and researching. If we keep hoping to have a volunteer government, then we'll need to do something. Doucette asked if the PB had researched what other towns do? What a couple of members brought up was that ordinances need to be implemented fairly. The RSA's places jurisdiction to the select board. Steer asked how many hours the SB works – Roberts responded 3-30 hours. Doucette suggested the SB send a letter to the planning board on researching how to make this enforceable. Prentice stated that perhaps there should be a joint meeting to discuss. Doucette will write to the planning board.

### OLD BUSINESS:

### ADMINISTRATOR REPORT:

- Account Balance: \$2,098,594; Myer reported that she has been busy with year end financial close out, budgeting for the coming year, some emergency planning items, among other general business of the town.

### SIGNATURE FILE: Prentice

- Roberts motioned to approve the Select Board Minutes from December 15, 2022, Goodson seconded Doucette yes, Behr Yes, Goodson yes, Prentice yes, Roberts abstains.
- Roberts motioned to approve the MOU between the Town of Tamworth and the Tamworth Community Nurse Association regarding the construction of a new office space for the TCNA office. Goodson seconded Doucette yes, Behr Yes, Goodson yes, Prentice yes, Roberts no. Roberts noted that he is voting no because he doesn't like the location of the building but otherwise likes TCNA very well.
- Roberts motioned to approve the Clerkworks Service Agreement, Goodson seconded Doucette yes, Behr Yes, Goodson yes, Prentice yes, Roberts yes.
- Roberts motioned to approve the Veteran's Credit Application, Map 415, Lot 56, Veteran's Credit Application, Map 414, Lot 103, Veteran's Credit Application, Map 214, Lot 16, Goodson seconded Doucette yes, Behr Yes, Goodson yes, Prentice yes, Roberts yes.
- Roberts motioned to approve the Driveway Application Permit, Map 410-Lot 23 Sub-lot 1, Driveway Application Permit, Map 410-Lot 23 Sub-lot 2, Driveway Application Permit, Map 410-Lot 74, Goodson seconded Doucette yes, Behr Yes, Goodson yes, Prentice yes, Roberts yes.
- Roberts motioned to approve the Intent to Cut, Map 410, Lot 51, Intent to Cut, Map 411, Lot 33, Goodson seconded Doucette yes, Behr Yes, Goodson yes, Prentice yes, Roberts yes.
- Roberts motioned to approve the Abatement, Map 215 Lot 49 Sub Lot C2 for \$513.43, Abatement, Map 214 Lot 154 Sub lot 37 for \$68.93, Abatement, Map 415, Lots 64, \$497.00, Abatement, Map 415, Lot 65, \$2,275.00, Abatement, Map 415, Lot 67, for \$5,654.00, Goodson seconded Doucette yes, Behr Yes, Goodson yes, Prentice yes, Roberts yes.
- Roberts motioned to approve the Tax Collector's Property Tax Supplemental Warrant: Map 415 Lot 64, for \$497.00, Tax Collector's Property Tax Supplemental Warrant: Map 415 Lot 65, for \$2,275.00, Tax Collector's Property Tax Supplemental Warrant: Map 415 Lot 67, for \$5,654.00, Goodson seconded Doucette yes, Behr Yes, Goodson yes, Prentice yes, Roberts yes.

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- Roberts motioned to approve Accounts Payable, \$250,000, School Payment, Goodson seconded Doucette yes, Behr Yes, Goodson yes, Prentice yes, Roberts yes.
- Roberts motioned to approve Accounts Payable, \$90,250.78, Goodson seconded Doucette yes, Behr Yes, Goodson yes, Prentice yes, Roberts yes.
- Roberts motioned to approve Payroll \$39,932.44, Goodson seconded Doucette yes, Behr Yes, Goodson yes, Prentice yes, Roberts yes.

## SELECT BOARD UPDATE:

Doucette nothing to report. Went to sewer commission meeting, where new members and a secretary were appointed.

Goodson: Attended the TSIC meeting, which focused on moving forward with the EPA grant which was extended. The discussed having the SWAT team and Sanborn Head meet. Attended the luncheon which was great.

Prentice: Already reported on the planning board, also attended the lunch, which was lovely, and has been working with the new rec director having conversations about swim program.

Roberts: No update for Roberts, who did make it to the employee lunch.

Behr: Also attended to Sewer commission meeting.

## PUBLIC INPUT:

- Alan Tirabassi: Reported that he is making progress in cleaning up his property, and wants to know what the Town are looking for when we meet with him on-site. Roberts explained that we would meet with citizens to review the work they are doing to make progress. Doucette suggested that we send the RSA to the homeowner. Tirabassi believes he is complaint. Prentice explained that the SB must comply with NH State rules. Tirabassi has been getting rid of junk, and intends to keep working towards it. Prentice explained that whether there was a complaint, or whatever system was used a year and a half ago, the SB is legally obligated to follow through with the RSA. Myer confirmed photos have been taken. Prentice stated that the goal is to meet the law, the SB can't know if residents are complying unless there is a in person review.
- Kelly Rines: Stated that she is resigning from the personnel committee, felt it is a waste of her time. Hasn't been to many meetings because there weren't many scheduled. SB does not follow the current personnel policy, paid time off, experience, pay raises, bonuses, and more. Rines does not believe the committee is large enough. All selectmen need to pay close attention to the personnel policy.
- Daymond Steer asked if there will be anything on the town warrant related to the Septic System – will the public have to make any decisions? Doucette responded that the public has a role working with the Sewer commission, recently the engineer's report showed some available capacity. Daymond described his understanding of the sewer issues, and wonders what's path to resolution? It is at the maximum size allowed by law. Commission will continue to work on the issue. Steer asked another question: wondered if towns in the region can share parking.
- Mr. Siniscalchi noted that the town report last year didn't show the salaries of the town employees, and that it should show their benefits and pay.
- Maureen Diamond welcomed back Emery Roberts to the table. Appreciated that the lunch was a success.

## NON-PUBLIC: None

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**ADJOURNMENT:** Roberts motioned to adjourn at 7:45

**Emery Roberts**

**Karl Behr**

**Richard Doucette**

**Kelly Goodson**

**Lianne Prentice**