

TOWN OF TAMWORTH

SELECT BOARD OFFICE

Select Board Meeting: 6:00 PM

Thursday, December 15th, 2022

Meeting Minutes

CALL TO ORDER: Select Member Goodson called the meeting to order at 6:00 pm. Those present are Select members Goodson, Doucette, Behr, Prentice, TA Myer, Ed Comeau of Government Oversight, Emily Verny, Judy Verny, Leslie Johnson, Nelson O'Bryan, June Aprille, Jo Anne Rainville, On Zoom, Maureen and Jim Diamond.

CHANGES/ADDITIONS TO AGENDA: Filing System Update and Request, Sewer Commission appointment forms for Behr and Prillaman.

NEW BUSINESS:

Audit Review, Michael Campo of Plodzick Accounting Firm presented the 2021 completed audit report to the Select Board. Items of note: The Balance sheet needs to be reconciled monthly, or at a minimum quarterly; The Select Board should be reviewing town financial policies in total every 3 years, so the suggestion is to review one third of the policies annually. It has been at least five years since any review has been done; no checks should ever be written to cash; there should be a second set of eyes on all journal entries, this can be either the Town Administrator, or the select board. Typically it is the Town Administrator. Typically the auditor likes to have the audit completed by summer. The town and Plodzick will work together to accomplish this goal.

TCNA Building Planning Discussion— June Aprille presenting: Reminded those present that in May 2022, the Select Board and TCNA agreed to collaborate on planning the building addition and in July, that the Town said it would take the old TCNA space if the project is approved. Aprille then reviewed the site plan and rendering, noting that TCNA will have to put in a separate septic system. It is anticipated that construction will take about 5 months (or longer). They will install separate heat and electricity, and will pay for these utilities separately. They had discussed a modular approach to construction, but for many reasons it will be stick built. As the lease requires that construction not interfere with town business, they were going to build a road on Aspinall's land, however due to expense, and probably low need, are now abandoning the idea of a second road. They will hire a construction management firm. Earliest start date would be spring of 2024, both because of the need to raise money and builder's tight schedules. Aprille emphasized the benefits:

- 800 sf vacated space for Town use (that TCNA paid to build)
- new interior steps for access to HVAC systems in Town Attic
- larger and more efficient Town parking lot
- ongoing benefits of improved TCNA services for Tamworth residents

Behr's question: Will the town get assessed for their (TCNA's) septic system? The town offices will continue to use the town septic system, the TCNA's septic will be completely separate, so no. Doucette wondered if the town building could be on that septic system – Aprille said this would require a larger system than is currently planned. Doucette thought this would be possible from a technical perspective. Prentice raised a concern if that back area is used for septic, would it be a problem for a new system. She noted there has been a pattern of not looking forward to other opportunities, and losing options as a result. Discussion ensued about the parking lot, septic systems, and the motion as drafted by Aprille. Aprille noted that the motion does not commit the town to an increased parking space, or any other specific design element. Prentice, channeling Emery Roberts stated she appreciates the clause that ensures that the town does not have to pay for utilities. Aprille assured the Board that there is no plan to raise the petition article request in future years, rather the plan is to increase the endowment to use increased interest income to cover new utility and other costs. Doucette mentioned that we have applied

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for a grant to put in EV chargers, and that the wiring would come off the building, Aprille felt this can still happen. Verny clarified that the building would remain a town-owned building. Jo Anne Rainville discussed the added health benefits to the town and that it would be a model for rural health care. Behr motioned to approve the TCNA building plan as presented on December 15, 2022, including the following conditions:

- TCNA will pay heat and electricity for the new addition.
- No new ongoing costs to the Town are anticipated, except minor costs of shared external maintenance, and perhaps a modest increase in building insurance.
- TCNA will raise funds to support all aspects of the project, including modification to the parking area.
- The building, including TCNA's vacated space as well as the new addition (both paid for by TCNA), belongs to the Town.
- TCNA thus will continue to lease space, now including the new addition.
- Two sections of the current Lease will need revision: Section 1, §2: replace the current description of rented space with a description of the new space, and including the current basement storage area. Section 7: eliminate the Town's obligation to pay heat and electricity for TCNA's new rented space. The rest of the Lease should remain as is.
- TCNA will share any legal costs required for the revisions.
- Construction of the building addition will not begin until at least 75% of the estimated cost has been raised.
- As plans develop, TCNA will continue to work with Select Board liaison Karl Behr, and make regular updates to the full Select Board.
- Aspects of the project that impact use of the Town property will be collaboratively discussed and decided, e.g.: exact timing and space

Joanne Rainville expressed her condolences to Select Board Chair Emery Roberts and his family, and thanked him for his hard work.

Budget Update: Town Administrator Myer gave a budget update, sharing that almost all the departments have sent in their 5% cuts and stated that there is still \$'s to cut. Wondered if the fire truck is truly needed as scheduled in the CIP in 2023 – could it be moved out a year? She noted the Emergency Shelter Generator is not in the budget, Doucette asked about grants for this. Also noted was that the GIS Mapping costs are not in the budget, Doucette posited that perhaps this is too high a cost for the benefit.

Snow blower for Transfer Station: Two of our three employees at the transfer station can't shovel due to heart conditions. So it was suggested that we buy a snowblower. Additional discussion was around the concern that the recent hire to the transfer station is unable to do the full job. Doucette suggested the board repost the position and hire a new person for the position. Doucette motioned to buy a snowblower not to exceed \$1,500 using ARPA Funds. Behr seconded roll call vote: Doucette yes, Behr yes, Goodson yes, Prentice yes.

Wood Heat Exemption, Emily Verny reported to the Select Board that the Department of Revenue does not list the Town of Tamworth as having adopted the exemption, though we do give it out to five households. TA's office will research if it was adopted in the past, and if not, will add it to the warrant articles for adoption at town meeting.

Nominations for Appointment:

- Goodson motioned to approve Mr. Matt Griffin to the Economic Development Commission, Prentice seconded, roll call vote: Doucette yes, Behr yes, Goodson yes, Prentice yes
- Goodson motioned to approve Hillary Behr to a three-year term, Paul Priestman to a two-year term, and Grant Prillaman to a one-year term on the Tamworth Sewer (Septic) Commission, Prentice seconded, roll call vote: Doucette yes, Behr yes, Goodson yes, Prentice yes.

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Shelving/Filing Update: TA Myer shared that while the updated vault is excellent, there is still a few final elements that are needed, most importantly drawers for daily operations. The lateral drawers with hanging file system will cost the town \$8,880 fully installed, to be paid for out of the remaining Shelving budget, and out of remaining dollars in the TA budget. Goodson motioned to approve the purchase of the Quik-Lok shelving for \$8,880 to come from TA budget and the remaining shelving budget. Prentice seconded, roll call vote: Doucette yes, Behr yes, Goodson yes, Prentice yes.

OLD BUSINESS:

- Veterans Tax Credit, Emily Verny informed the board that there is no way for a graduated veteran's credit. Prentice stated that people who served should get the credit. Verny explained the options, and a discussion ensued about what would be best. We do not know how many would be added. All agreed that the right thing to do is to honor the vets by keeping the credit. Doucette motioned include the expansion to all veterans at \$500. Prentice seconded, roll call vote: Doucette yes, Behr yes, Goodson yes, Prentice yes.
- Rt 25 Speed Letter, Richard Doucette shared the letter, and thought we should give it a try. Goodson motioned to adopt the letter as drafted. Doucette seconded, roll call vote: Doucette yes, Behr yes, Goodson yes, Prentice yes.
- Transfer Station Improvements, Doucette reporting back – Had a good meeting on Tuesday with the project engineer and VP of Sanborn Head & Associates. Willie, Keats, and Richard attended. There are some changes to the new draft, with more detail made transparent with several costs. Noted that they have already put some thought in - and both assumed they would do away with the conceptual design. They thought the retaining wall should be done away with as it is very expensive. The engineers will review all options and share with the board on a regular basis. Myer has sent the contract for attorney review.

ADMINISTRATOR REPORT:

- Account Balance: \$752,819, tax dollars are coming in now. This will increase quickly.
- Reported on this week's work – including filing planning, budget work, and meeting/serving lots of residents this week.

SIGNATURE FILE:

- Goodson motioned to approve the Selectboard Meeting Minutes, December 8th, 2022, Behr seconded, roll call vote: Doucette yes, Behr yes, Goodson yes, Prentice yes.
- Goodson motioned to approve the Selectboard Meeting Minutes, November 17th, 2022, Behr seconded, roll call vote: Doucette yes, Behr yes, Goodson yes, Prentice yes.
- Goodson motioned to approve the Driveway Application Permit, Map 211-51-02, 2022, Behr seconded, roll call vote: Doucette yes, Behr yes, Goodson yes, Prentice yes.
- Goodson motioned to approve an Abatement for property at Map 206-32, \$91.00, Behr seconded, roll call vote: Doucette yes, Behr yes, Goodson yes, Prentice yes.
- Goodson motioned to approve an Abatement and Tax Collector's Property Tax Supplement Warrant for \$7.00 Map 205, lot 29, Behr seconded, roll call vote: Doucette yes, Behr yes, Goodson yes, Prentice yes.
- Goodson motioned to approve an Abatement and Tax Collector's Property Tax Supplement Warrant for \$9.00, on Map 205, Lot 26, Behr seconded, roll call vote: Doucette yes, Behr yes, Goodson yes, Prentice yes.
- Goodson motioned to approve the contract for Clerkworks Application Software, at a cost of \$5,095.00, Behr seconded, roll call vote: Doucette yes, Behr yes, Goodson yes, Prentice yes.
- Prentice yes.
- Goodson motioned to approve the Accounts Payable: \$1,128,229.12. Behr seconded, roll call

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vote: Doucette yes, Behr yes, Goodson yes, Prentice yes.

SELECT BOARD UPDATE:

Doucette: nothing to add to what has already been discussed.

Behr: Attended the Library Board of Trustees meeting – they have reduced their staff raise to 7%, down from 8.7%, and changed the hours to reach their 5% in savings. The car accident across the street was on the agenda, and the town has filed a claim with Primex. They are giving part-time staff a one week's pay stipend. They purchased a meeting "Owl" and are actively looking at grants for energy efficiency savings. They have been working on getting a book mobile. Behr also is trying to find someone to look at the town house fire escape. Prentice asked if the fact that the building is on the historic register, is there \$ for that kind of thing.

Goodson: Attended the Conservation Commission Meeting on Monday. Worked on getting the 5% out of the budget, Charlie Townsend will be sending. The state gave 11 acres along the Big Pines Trail, really wonderful. Last night she went to the PB Ground Water Ordinance meeting - they are editing the GOP document. Still some work to do on this, there will be another work session.

Prentice: Personnel committee had a deadline of the 12/14 to get the rough draft done, Prentice was unable meet her deadline, so they will shoot for January. Hopefully in early February will have a solid draft. Prentice will email survey results to the board.

PUBLIC INPUT: Verny reported that free P.O. Boxes aren't an option for those who feel retrieving their mail is dangerous. They are only an option for those who do not have delivery at their home. She also reported that won't change the position of the box on a road. Doucette recommended that those who feel unsafe retrieving their mail go and speak directly with the USPS and request a route change.

ADJOURNMENT: Goodson moved to adjourn at 8:01 pm.