

**Wentworth Select Board
December 3, 2019**

Select Board Present: Francis Muzzey and Palmer Koelb

Call to Order:

Chairperson Francis Muzzey called the meeting to order at 5:05 p.m.

- Board discussed bill by Drummond-Woodson Law Firm.
 - **Motion. F. Muzzey made a motion to pay a portion of the Drummond-Woodsum bill in the amount of \$1267.76. P. Koelb seconded the motion. Both voted yes. Motion carried.**
- Via telephone: Donna Duncan from Winnepesaukee Drug Consortium gave the Board an over-view of Federal Regulations for drivers (ie. CDL, Medical Card and other Fed Govt Requirements).
 - **Motion. F. Muzzey made a motion to continue working with Winnepesaukee Drug Consortium. P. Koelb seconded the motion. Both voted yes. Motion carried.**
- Dan Bowne from Rumtown Speedway presented the Board with their 2020 Calendar of Events and asked for the Board's approval of the dates. He said that some dates may change but did not want to wait until next spring to bring the schedule to the Board. D. Bowne informed the Board that he had spoken to the owners of Pine Haven Campground (abutters) and they were fine with the dates. F. Muzzey said that as long as the campground is okay and both parties agree, he is fine with it and has no objections pending approval from Fire Chief.
 - **Motion. P. Koelb made a motion to accept the schedule as long as Chief Ames is in agreement and said that if there are any objections, the Board can re-discuss. F. Muzzey seconded the motion. Both voted yes. Motion carried.**
- **Administrative Matters.**
 - The Board reviewed and signed administrative paperwork.
- **Public Comments.**
 - Janice Thompson spoke on the use of Magnesium Chloride and the Town's contract for the purchase of it with the Select Board.
- **Police Department.**
 - Chief Trott presented a proposal to the Board for the purchase of equipment with monies from his current budget.

- **Motion. P. Koelb made a motion to accept Chief Trott's proposal. F. Muzzey seconded the motion. Both voted yes. Motion carried.**
- **Trustees of the Trust Fund**
 - Linda Franz announced that the Trustees will be meeting next Wednesday, December 11th at 1pm.
- **Treasurer/Bookkeeper**
 - Linda Franz discussed the Board need to release Andrew Gove's deposit of \$2,000 that the Town held back in bond for the cutting in Plummer Forest. Jordan King informed L. Franz that they never used landing, which was the property of the State. The State did not give permission for its use. The Town paid approximately \$4,000 to actually build another landing on the Town's land, so the Town does not need a release from the State at all since they never even granted permission in the first place. Therefore, if the Town goes to the State asking for the release of the bond it is going to cause a lot of confusion since they never approved it in the first place. A discussion ensued, but no motion was made.
 - L. Franz followed up on the Select Board's previous request that she look into the \$31,400 payment made earlier in the year for the Bridge Fund and whether the Town could give that money back to the Trustees. They cannot. It needs a Warrant Article at the next meeting.
 - L. Franz spoke about an unsigned check for Webster Memorial Library and explained the need for it to be signed. She also informed the Board that a letter was sent to the library about the need for someone to sign off on their hours. F. Muzzey re-emphasized that the Board is not the one who decides whether the library employees get paid or not, but the Library Trustees are the ones who decide. Kay Bailey explained that the original request came from Chris Bassingthwaite. A discussion ensued about the responsibility of the Trustees' overseeing how the expenditure and approval of funds.
 - L. Franz provided the Board with an update about the Town's internet services.

Select Board Comments.

- F. Muzzey mentioned the importance of updating the Personnel Policy Handbook because he read an article in a newspaper about a superintendent requesting compensation time because it was in their policy handbook and the associated costs. A discussion took place about the meaning of comp time and people shared their work experiences with regard to comp time. L. Franz offered to help the Select Board and Administrative Assistant in updating the handbook. The Board discussed their availability and decided to meet the following Monday, December 9th to review the handbook.

- The Board needs to schedule budget meetings and said the best time period is between 5pm and 6pm on Tuesday evenings. The Administrative Assistant made a note in the calendar for who would be briefing and at what times.
- L. Franz asked the Board about a bill for the Town Insurance (Primex).
- G. Morrill spoke about the ambulance service and provided the Board with some options to consider.
- F. Muzzey spoke about the need to work on the 2020 Warrant Articles.
- **Motion. P. Koelb made a motion to adjourn at 7:21 pm. F. Muzzey seconded the motion. Motion carried. Meeting adjourned.**

Respectfully submitted by:
Tanya Vela
Administrative Assistant to the Select Board

Approved by Selectmen on 2/18/2020


Chairperson, Francis Muzzey


Board Member, Palmer Koelb

Board Member, Omer C. Ahern, Jr.

**=Wentworth Select Board
Meeting Minutes
December 9, 2019**

Call to Order:

Chairperson Muzzey called the meeting to order at 3:00 p.m.

Select Board Present: Francis Muzzey and Palmer Koelb

Staff/Officials Present: Administrative Assistant – Tanya Vela, Chief of Police – Wallace Trott, Bookkeeper – Linda Franz and Highway Road Agent – Paul Manson

Public Present: None

Agenda:

- The Select Board conducted a meeting to revise the Town Personnel Policy & Employee Handbook.

- Revisions were made to the following:
 - Ethics and Conduct - Page 7
 - Disability Accommodation - Page 10
 - Employment Categories - Pages 11 & 12
 - Access to Personnel Files - Pages 12 & 13
 - Employment Reference Checks and Personnel Data Changes - Page 13
 - Introductory/Probationary Period – Pages 13 & 14

- **Motion to Adjourn. P. Koelb motioned to adjourn. F. Muzzey seconded the motion. Both voted yes. Meeting adjourned at 5:00 p.m.**

Approved by Selectmen on. 2/18/2020


Chairperson, Francis Muzzey


Board Member, Palmer Koelb

Board Member, Omer C. Ahern, Jr.

June 8, 2020

STATEMENT IN COMPLIANCE WITH NH RSA 91-A:3

The Select Board Meeting Minutes posted herein are the original notes and drafts as prepared by the Administrative Assistant or other administrative personnel employed at the time. Some of these notes and drafts have been reviewed by Select Board members in attendance at the meetings. These Select Board members made their own notes and suggestions primarily pertaining to technical and formatting issues which are now part of these minutes. The current and previous Select Boards take no accountability for any inaccuracies, omissions, formats or completeness of these minutes.

**Wentworth Select Board
Working Meeting Minutes
December 10, 2019**

Select Board Present: Francis Muzzey, Palmer Koelb and Omer C. Ahern, Jr. (via telephone)

Other Attendees: Randy Rugar, Chief Trott, Linda Franz, Kay Bailey and Janice Thompson, Paul Manson.

Call to Order:

Chairperson Francis Muzzey called the meeting to order at 5:05 p.m.

- **Check signing**
 - The Board signed checks.

- **Budget Updates**
 - The Board received a budget briefing from the Chief Trott for the Police Department and Linda Franz for the Treasurer, Bookkeeper and Administrative Assistant's budgets. Tentative revisions were made.

- **Administrative Matters.**
 - The Board reviewed and approved the letter Avitar plans to send to all property owners to let them know that a representative from Avitar will be visiting properties for an exterior and interior assessment for an ongoing process that will continue throughout 2020. Homeowners can decide to opt out and are asked to inform the Town if this is their decision. The Board also signed abatements and reviewed other correspondence.

- **Public Comments.**
 - None.

- **Transfer Station.**
 - The Transfer Station Attendant, Randy Rugar informed the Board that he is almost done with his budget.

 - The Highway Road Agent, Paul Manson wanted to let R. Rugar know that he had pushed the refrigerators out of the way because he's not allowed to take them to Whitcher's (C M Whitcher Rubbish Removal) until the freon is out of them. R. Rugar said that he had called twice to have that done. P. Manson said it was fine for the Winter and asked if R. Rugar could let him know in the Spring, but R. Rugar said he needed to have 50 refrigerators. The Town has about 25-30, so P. Manson said he'd see if he could find more to add.

- **Planning Board.**

- F. Muzzey announced that O. Ahern requested if he could be relieved of his Planning Board duties and if P. Koelb would be the Select Board representative for the Planning Board. P. Koelb agreed.
- **Motion. F. Muzzey made a motion that Palmer Koelb has been appointed as the Ex-Officio member of the Planning Board for the Select Board office. O. Ahern seconded the motion and both voted yes. Motion carried.**

- **Administrative Assistant**

- Tanya Vela gave the Board an update on when the Electrician would be returning to complete the replacement of spotlights on the Town Office gables and install a spotlight for the American Flag.
- T. Vela announced that the next Hazard Mitigation Planning meeting would be at Wentworth Elementary School on Monday, January 13th at 6pm. She explained the monetary credit that the Town would receive for each resident who attends and invited the public to come to the next meeting.
- T. Vela provided the budget planning schedule/dates to the Board, based on the responses she received to her email with Select Board's request for budget briefings from the different departments and town offices.
- T. Vela informed the Board that Omer had provided comments to the updates they made to the Personnel Policy Handbook, so they would need to review his notes so they can sign off on the updates.
- **The Board decided to meet again to review the Personnel Policy Handbook on Wednesday, December 18th at 1:30 pm.**
- The Board said meeting on Tuesday, December 24th is tentative and likely to be canceled, but that the Select Board will definitely be meeting on December 30th to sign payroll and to encumber any funds that need to be encumbered before the end of the year.

- **Highway Department**

- Paul Manson informed the Board that he had received a copy of the agreement/contract from Innovative Surface Solutions for the Magnesium Chloride with the Town of Wentworth, signed in March 2018 to expire in March 2021. He read the part of the contract where K. Gilbert certified that he was the Road Agent of the Town of Wentworth and that he was an authorized officer of the town and certified to sign contracts and other legally binding documents. The Board said that they would need to check the minutes of that meeting to see if the Select Board authorized that contract.

- P. Manson said that Rick Govoni from Innovative Surface Solutions would like to come in to give a presentation to the town about the pros of using Magnesium Chloride. R. Govoni said that most residents are ill informed about the benefits of Magnesium Chloride and the amount of money its use could save the town in the long run. The Board said that if this is going to help in the Highway Dept's budget determination, then he should try to set up the briefing as soon as possible. P. Manson agreed and said he would try to schedule the meeting for 5pm on December 30th so that the Administrative Assistant (AA) could post it.
- P. Manson asked about the memorandum he gave to the Board for the purchase of two rear tires for the backhoe, which included three quotes. The Board discussed the different quotes and said they wanted the lowest bid. The Board asked P. Manson to negotiate the best price you can get less than or equal to \$1562.50.
- P. Manson informed the Board that his computer is no longer working properly and asked the Board for recommendations. O. Ahern suggested P. Manson contact the County Commissioner's office as they have a number of used computers for sale and said he would email the AA with the office phone number for Commissioner Morris.

Select Board Comments.

- O. Ahern's discussed better utilization of the town's resources to include the gravel pit. O. Ahern also suggested the Board look into resurrecting the old Town Hall as it is an asset and gem to the town. F. Muzzey agreed. He mentioned some budget options that could be used and suggested forming a committee to focus on using the Town Hall. P. Koelb added that the Board needed to be concerned about losing Riverside Park due to erosion from the river and mentioned an \$82,000 grant that a previous Select Board chose to ignore. O. Ahern whole-heartedly agreed that Riverside Park is another asset/gem to the Town of Wentworth worth saving. F. Muzzey mentioned a small brook next to a gravel pit that has been overtaken by the river and there was discussion about identifying the challenges so that the town could work to resolve that situation.
- F. Muzzey said he requested a nonpublic meeting and that it had to do with a personnel issue. Chief Trott informed the Board that he is happy to stay, but if the personnel issue pertained to Paul Manson, then Paul had the right to decide who can be present. Paul said he did not mind if Chief stayed for the nonpublic meeting.
- **Motion. Francis Muzzey made a motion to enter into a nonpublic meeting having to do with personnel and said he would be asking for permission to have a certain letter put on file. Second by Omer. Francis voted "yes", Omer voted "yes". Palmer abstained. Motion carried.**
 - All agreed to meet on January 7, 2020 for a nonpublic at 4pm.
 - **Motion. P. Koelb made a motion to adjourn from the nonpublic meeting at 7:40pm. F. Muzzey seconded the motion. All voted yes. Motion carried.**

- **Motion made to adjourn regular. Motion carried. Meeting adjourned.**

Respectfully submitted by:

Tanya Vela

Administrative Assistant to the Select Board

Chairperson, Francis Muzzey

Board Member, Omer C. Ahern, Jr.

Board Member, Palmer Koelb

Wentworth, N.H.
Selectmen's Meeting
December 17, 2019

Attending: Francis Muzzey, Palmer Koelb, Linda Franz, George Morrill, Chief Trott, Nancy Masterson, Sharon Sanborn, Carol Young, Clayton Young, and Ron Franz.

The meeting was opened at 5:00 P.M. by Francis Muzzey, Chairman. The Board signed payroll and invoices, which was the original primary intent of the meeting due to inclement weather. **The library representatives presented their proposed budget (which had been scheduled previously) in the amount of \$44,119, a \$2,695 increase over the 2019 appropriated figure.**

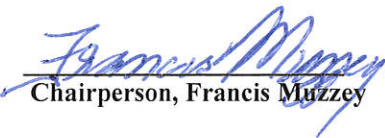
Palmer, by vote of the Board (since only one signature space was provided), signed a septic permit for Bruce Barnard on lot 13-3-3, the original of which had been reviewed by the Board some weeks earlier. The State had requested a minor modification. The library presentation ended at 5:35 P.M. Palmer indicated that he thought the Library presentation had been "very good".

The budget hearing, which can be no later than February 14, 2019, was tentatively scheduled for Tuesday February 11, at 500 P.M. which would allow for rescheduling in case of bad weather. The notification must be by February 3 to allow for seven days between notification and the hearing.

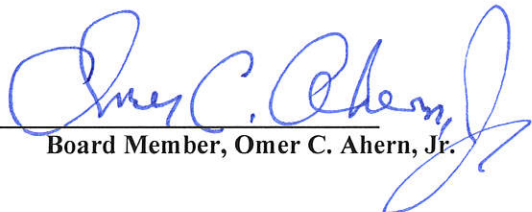
Note: This vote was found to conflict with voting of the same day and the date was changed to Monday, February 10, at the BOS meeting of January 14, 2020.

The Selectmen voted to enter a non-public meeting at approximately 6:00 P.M. regarding a request for welfare assistance. The Selectmen came out of the non-public meeting during which no decision was made. In open meeting it was decided that Chairman Muzzey would call NH Electric to see if any favorable agreement could be made. In the event no agreement can be made for a lesser amount than requested Muzzey would direct the Administrative Assistance to write a letter of denial to the one seeking welfare.

Approved by Selectmen on


Chairperson, Francis Muzzey

Board Member, Palmer Koelb


Board Member, Omer C. Ahern, Jr.

TOWN OF WENTWORTH NEW HAMPSHIRE
OFFICE OF THE SELECT BOARD
Select Board Meeting

December 24, 2019

No meeting was held.

June 8, 2020

STATEMENT IN COMPLIANCE WITH NH RSA 91-A:3

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**Wentworth Select Board
Meeting Minutes
December 30, 2019**

Call to Order:

Chairperson Francis Muzzey called the meeting to order at 5:00 p.m.

Select Board Present: Francis Muzzey, Omer C. Ahern, Jr., and Palmer Koelb

Staff/Officials Present: Administrative Assistant – Tanya Vela, Chief of Police – Wallace Trott, Road Agent – Paul Manson, Bookkeeper – Linda Franz

Public Present: Eileen Albaugh, Steven R. Albaugh, Richard Borger, Sr., Rick Govoni (Guest Speaker) Travis Heath, Donna King, Hannah Paquette

Presentation. R. Govoni from Innovative Surface Solutions gave a presentation on Magnesium Chloride for use on gravel roads in the summer months.

- Following the briefing, F. Muzzey asked the public present how many were in favor and how many opposed. There were those in favor of both. F. Muzzey responded by saying that he is still in favor of sticking with his original statement that those that do want it should be able to have it and those who are not in favor, should be able to opt out of having it. R. Govoni said that since the application is liquid and not airborne, it could be accommodated, if done properly. R. Govoni offered to provide any additional materials and information to the town if needed. The Board thanked him for his time.

Administrative Matters. The Board proceeded to sign checks and all time-sensitive matter requiring signatures.

- **Motion. O. Ahern made a motion for the Chairperson to sign the document for Healthtrust for town employees to continue to receive coverage. P. Koelb seconded the motion. All voted yes. Motion passed unanimously.**
- **Cell Tower Complaint.** F. Muzzey discussed a complaint from residents about a cell tower being built on property abutting their property.
 - The Select Board felt it has no authorization and it's a legal matter for the lot owners to take up with whom they have a problem with. F. Muzzey called the State Fire Safety Division to inquire whether the proper State permits had been filed but got "the run around" and could not obtain an answer.

Motion. F. Muzzey read the following motion: From this date forward (12/30/2019), unless special permission is received from a majority of the Selectmen, the third Highway Person hired in the latter part of 2019 shall not be allowed to work for more than sixty (60) hours

during any two week pay-period nor shall he be allowed to work for more than forty (40) hours during any one week pay period. O. Ahern seconded the motion.

Omer: I read the daily

Road Agent: If you look back to the minutes of the meeting.

Muzzey: I don't care. I care about the abuse.

Road Agent: not fair to change the goalposts

Muzzey: I will push the vote.

P. Koelb: I wasn't on the board. I will abstain.

Omer: You are the manager – the road agent. You know the problems with the budget. My rationale for seconding the motion was that the 3rd person was going to be there to keep our roads safe, but I have a problem with this person coming in on days when there is no inclement weather. I think you have an obligation to manage your dept in such a way.

Road Agent: I asked specifically for a part-time

F. Muzzey: I call to question.

Muzzey: I vote yes

Omer: I vote yes

P. Koelb: abstained.

Andrew Lasser:

Read meeting minutes from Oct 15th

To SB I absolutely agree with Paul Manson and that you're going to lose somebody.

Muzzey: I'm not questioning the 30 hours. I'm questioning the management of the time.

Meteorologists cannot accurately predict. FM if weather is going to be bad Wed Thurs than don't come in Mon Tues.

F. Muzzey has been down to the Town Shed

D. King – going downhill quickly. Bookkeeper

History – Deb Vlk did it and then L. Franz.

LF prior assist had trouble handling and got paid more and worked more hours.

Janet Woolner / 32 -- Catherine / 40 hours

Omer: - nothing but the highest regard

Friday of next week – paper copy up until Dec 31st.

O. Ahern: Legislative and Panoply dumped upon us. It's overwhelming.

O. Ahern: I have nothing but good to say about Tanya. She's doing the best she can. "God bless her"

Muzzey: Will FM call Josh in and schedule him? No comment

OA:

Tuesday, January 7th at 4pm – NP meeting with PM and legal counsel.

Muzzey: Draft copy of Meeting Minutes by 10 JAN 2019.

Discussion of budget and HMP meeting

At 7:29 pm: P. Koelb made a Motion to adjourn. O. Ahern seconded. All voted yes. Meeting adjourned.

Respectfully submitted by:

Tanya Vela and Omer C. Ahern, Jr.

Chairperson, Francis Muzzey

Board Member, Omer C. Ahern, Jr.

Board Member, Palmer Koelb