

TOWN OF WENTWORTH NEW HAMPSHIRE
OFFICE OF THE SELECTMEN

Minutes of Meeting December 06, 2011

Present: Randy Morrison, Steve Davis, Francis Muzzey, and Catherine Stover

Also Present: Nancy Masterson, Helen Ray, Kenyon Karl, Ellie Murray, Palmer Koelb, Chief Kevin Kay, Larry King, Donna King

5 pm

Library Budget Workshop – Nancy stated she has spoken with Butch Burbank who is with the Local Government Center, Health and Safety Department, regarding safety issues at the library that were discussed at our October Joint Loss Management Meeting. She discussed with Butch the requirement to install a fire alarm system at the Library. She has not yet gotten quotes for this, but will do so. The Board discussed the need to possibly have 2 separate Warrant Articles, one for the Library Budget and one for the fire alarm expenses. Nancy gave the Selectmen a letter from the Library Trustees addressing the issue of Riverside Park and the related restoration expenses as a result of Hurricane Irene. Per DES, an Engineering Study and a written plan would be required prior to any work being done. The Trustees stated that while they appreciate Paige's request, they do not have the funds to hire either a surveyor or an engineer. The Library's proposed 2012 Budget is \$38,206.00. Increase due to increase in cost of oil. The Selectmen indicated that they support this budget.

5:25 pm

Town Clerk/Tax Collector Budget Workshop – Donna discussed her proposed budget with the Selectmen. While some areas of proposed budget will need an increase, others will decrease such as Fees & Licenses, Subcontractor Fees, Supplies and Postage. Selectmen discussed the fact that Donna will run for re-election of office this year, and the possible need for a Warrant Article listing salary.

5:50 pm

Conservation and Trustees Budget Workshop – Ellie Murray presented the Board with proposed budgets. Ellie proposed no change in the Conservation Budget of \$600.00. Ellie stated in terms of the Trustees budget, she proposed that it decrease from last year's budgeted amount of \$450.00 to \$400.00 for the year 2012.

Randy motioned to open the regularly scheduled Selectmen's Meeting at 6:00 pm, seconded by Francis and approved. Steve excused himself from the Selectmen's Meeting at 6:05 pm.

Administrative Assistant inquired about budgeting for cleanup of Riverside Park and Hamilton Field. The Selectmen discussed these expenses with Palmer, who was in attendance. Randy inquired as to whether the Fire Department has hosed off the tennis court. Per Palmer, this type of force would damage the surface of the court. Francis inquired as to whether it could be cleaned with a broom or brush of sorts. Palmer stated that this too, would damage the surface. He stated that it will need to be gently flushed off with a hose that does not have the strong force as the Fire Department hose, possibly one that pumps the water from the river. Palmer felt that the Town should probably budget no less than \$4,000.00 for each of the 2 parks.

Selectmen discussed with Palmer meeting at the Doll House on Saturday as scheduled to take inventory of items, and possibly at the Town Hall if time allows. Francis stated that he can stay no longer than 12 or so, as there is a presentation in Warren that he is attending.

Selectmen signed the Equalization Ratio paperwork to be returned to the state, as Cross Country has completed their work on this.

Selectmen discussed Updated Preliminary Estimate received from DOT, Nancy Mayville in regards to the Dufour Bridge. They requested the office to contact Holden Engineering to discuss.

Selectmen reviewed and/or signed the following:

- Minutes of Meeting of 11/29/11
- Vouchers
- Abatements for Fletcher, Butler, Foster, Moulton and refund for Kinne
- Updated Preliminary Estimate from DOT
- Approval for Operation from the State for Hutchinson M/L 05-01-08

Administrative Assistant requested overtime to complete FEMA paperwork. This overtime will be eligible for reimbursement from the government as part of the FEMA work. Selectmen approved 12 hours.

Larry King of Precision Lumber made an offer for the 1993 Dump Truck/sander in the amount of \$2,500.00. Offer to include delivery. Selectmen agreed to the offer, and asked the office to contact the Highway Department to deliver.

Chief Kay gave a status update. Gary Robinson has resigned as of 12-06-11. He stated that they are currently looking towards filling the opening.

Chief Kay stated that Sergeant Joe Pivrotto is back on duty after recovering from a back injury. Also, the cruiser is scheduled to have snow tires put on tomorrow.

The Chief also stated that they have replaced the computer that went down; PSU generously donated one to their department. He has loaded anti-virus software onto the computer, and discussed with the Selectmen the need to purchase Microsoft software to load onto the computer, as it did not come with this. He stated he believes that his department will come in under budget, and would like to purchase the needed software.

Randy stated that the disparaging remarks made last week by one of the Board members do not represent the majority of the Board.

Randy motioned, seconded by Francis and approved to go into a Non-Public Meeting per RSA 91-A:3, II (c) to discuss matters which, if discussed in public, would likely affect adversely the reputation of a person at 7:00 pm. Selectmen discussed a welfare application. Francis motioned, seconded by Randy and approved to come out of the Non-Public Meeting at 7:17 pm.

Selectmen approved the Welfare Applicant's request for assistance with an Electricity bill.

Randy motioned to adjourn the meeting at 7:20 pm, seconded by Francis and approved.

Respectfully submitted,

Catherine Stover

Minutes accepted by _____, _____, _____

**TOWN OF WENTWORTH NEW HAMPSHIRE
OFFICE OF THE SELECTMEN**

Non- Public Minutes (1) of December 13 2011 Meeting

Present: Randy Morrison, Steve Davis, Francis Muzzey and Catherine Stover

Randy moved to go into a Non-Public meeting per RSA 91-A:3, II(e) – Discussion of pending or threatened (in writing) litigation against the Town or Town Officials, Board Members or employees, at 6:30 pm, seconded by Francis and approved. Administrative Assistant discussed with the Selectmen information from our Legal counsel regarding correspondence the town received from a law firm regarding a deeded property. No decisions were made.

Randy motioned to come out of the Non-Public meeting at 6:35, seconded by Steve and approved

Respectfully submitted,

Catherine Stover

Minutes accepted by _____, _____, _____

TOWN OF WENTWORTH NEW HAMPSHIRE
OFFICE OF THE SELECTMEN

Minutes of Meeting December 13, 2011

Present: Randy Morrison, Steve Davis, Francis Muzzey, and Catherine Stover

Also Present: Kenyon Karl, Ellie Murray, Palmer Koelb, Chief Kevin Kay, Donna King, Quentin Mack, Bobby Cass

Randy motioned to open the regularly scheduled Selectmen's Meeting at 6:00 pm, seconded by Francis and approved.

Kenyon thanked Bobby for his work on Atwell Hill road. Bobby said the culvert is not in yet, he just filled the hole.

Steve stated that the Board did go to the Doll House last weekend for the scheduled inventory project. He stated that the vault is very full. He said that Palmer has an idea to use a cart to put stuff on which could then be pulled out for review. Steve stated that while they were there they discovered a hole in the roof. The Board called an emergency meeting, and authorized \$300.00 to be spent in placing a tarp over it. This is a temporary fix and a more permanent repair will need to be budgeted for the upcoming year. Francis and Steve would like to schedule to finish this project in the spring. Francis stated he believes there is an inventory of the items in Doll House located here in the town offices vault. He stated that if it cannot be found, he can give a copy of it.

The Road Agent, Bobby Cass, was in attendance. He stated that the Highway Department is cutting brush and working on pot holes. He said the goal is to get Beech Hill graded this week.

Ellie talked about potholes at the Wentworth school; the parking lot/drive area. Steve and Francis authorized Bobby to take a load of gravel up to the school. Steve wants to check the budget in regards to the drive and lot.

Bobby discussed with the Selectmen rolling over the \$30,000 from last year to do Atwell Hill Road. The Board said they were planning on encumbering it

Quentin Mack was in attendance. Quentin stated that his purpose in coming to the meeting is to inform the Selectmen that he has named them as fence viewers, and wants their input. Francis says he wants to look up the definition of fence viewers. Quentin gave a copy of a letter addressed to the Thompsons, requested the cease trespassing on his property, a copy of log of events from NH Elec Coop, and a map of the property.

Selectmen reviewed and/or signed the following:

- Minutes of Meeting of 12/06/11
- Payroll and Vouchers
- Intent to Cut for John King (3 Intents) Tree & debris from Baker River Dam, Oct. 2011
- Refund request from TC/TC for BAC Tax Services Corp, M/L 11-04-29
- Timber Tax for Sanborn, M/L 04-02-08, OP# 11-475-06

Discussion of record retention. Donna had placed property tax billings that have reached their retention date and can now be disposed of on Selectmen's table. Francis requested to have them, to take to his home. Steve stated that he was not in favor of this idea, that although the records are public

information, he would rather they not be at Francis' home. The documents were left at the offices and will be disposed of.

Randy moved to go into a Non-Public meeting per RSA 91-A:3, II(e) – Discussion of pending or threatened (in writing) litigation against the Town or Town Officials, Board Members or employees, at 6:30 pm, seconded by Francis and approved. Administrative Assistant discussed with the Selectmen information from our Legal counsel regarding correspondence the town received from a law firm regarding a deeded property. No decisions were made.

Randy motioned to come out of the Non-Public meeting at 6:35, seconded by Steve and approved.

Randy motioned to adjourn the meeting at 6:39 pm, seconded by Francis and approved.

Respectfully submitted,

Catherine Stover

Minutes accepted by _____, _____, _____.

TOWN OF WENTWORTH NEW HAMPSHIRE
OFFICE OF THE SELECTMEN

Minutes of Meeting December 20, 2011

Present: Randy Morrison, Steve Davis, Francis Muzzey, and Catherine Stover

Also Present: Kenyon Karl, Ellie Murray, Chief Kevin Kay, Palmer Koelb, Bobby Cass, Chief Jeff Ames, Paul Davis Jr., Josh Thibault

5:00 pm - Fire Department Workshop –

Chief Jeff Ames and Paul Davis Jr. were in attendance. Same budget total as last year. The Chief said that any monies left over he would like to back in a WA for the upcoming year. Francis gave an example of the wording of a possible WA, to raise and appropriate a total of \$29,000.00 with a certain amount of that coming from the unexpended fund balance. Steve stated that he disagrees in using the fund balance. The Board supports the proposed budget as was presented.

5:15 pm - Highway Department Workshop –

Bobby stated that the Highway Department will have increases in some areas. They would like to budget for part time summer assistance, mowing of entire town vs. doing only partial, rental of equipment (excavator for Ellsworth Hill Road) was discussed, completion of surface work on Atwell Hill Road, the need for updated narrow band radio equipment. Selectmen discussed the need for a separate Warrant Article for the excavator. Board requested that Bobby work with the office to get the budget into a spreadsheet to more easily review the expenses/budget.

5:55 pm - Transfer Station Workshop –

Joshua Thibault was in attendance. Selectmen discussed budgeting one attendant all year vs. having support help during the summer. Also discussed budgeting for 2 vs. 3 days of operation. The board reviewed a spreadsheet of year to date collection weights of C&D, MSW and recyclables. Selectmen requested we revisit the transfer station budget.

6:23 pm - Randy motioned to open Selectmen's Meeting at 6:23 pm, seconded by Francis and approved.

The office asked for Randy's help in storing some boxes of documents in the attic at the Town Offices. Randy stated he will come on Wednesday at 8:30 am to do so.

Francis read the definition of a fence viewer. He stated that Quentin Mack had requested that the Selectmen be fence viewers regarding a land trespass issue he is involved in. Francis stated that the definition of a Fence Viewer is a city or town official who administers fence laws by inspecting new fences and settlement of disputes arising from trespass by livestock that have escaped enclosure.

Selectmen reviewed and/or signed the following:

- Minutes of Meeting of 12/13/11 & vouchers
- Highway requisitions and summary of upcoming events
- Review State DOT Anticipated Highway Block Grant Aid for 2012
- Timber Tax for Sanborn, M/L 04-02-08, OP#11-475-06
- Provan & Lorber 2011 Annual Groundwater Monitoring Report
- Refund of Taxes for Decotis, M/L 08-12-05, Gravel M/L 01-01-11, Harrington M/L 01-01-17, New England Hydro M/L 00UTIL-02-00, Womboldt M/L 02-06-06

Selectmen stated that the Road Agent has repaired the potholes at the Wentworth School, but have no intention of billing the school as not much time or materials were needed.

Chief Kay gave a Police Department status update. He needs a light bulb for the entry way by their office. He stated that he finished his training last week. Chief Kay stated that there was a burglary in Wentworth, they have suspects and are working on the case. He is still in the process of ordering needed supplies and working on end of the year things.

Chief Kay also discussed the issue of Race Track ordinances. He stated that he feels the Town should consider updating the ordinances and by laws, as we do not currently have anything in place for the upcoming season. Francis and Chief Kay discussed the need to have this on a warrant article at Town Meeting. Selectmen asked if the Chief would assist in writing the ordinance and he said he would help.

Chief Jeff Ames was in attendance and discussed with the selectmen several issues. The Chief discussed the Joint Loss Management Committee (JLMC)/Safety Committee that met in October. The Chief said he has spoken with the library trustees, who said that one of the board members had made some recommendations regarding safety issues including the fire extinguishers. Steve Davis said that he had spoken with the Library, but did not make any recommendations. Steve said he did discuss with her the outdated fire extinguisher that was standing in their unused fireplace, and suggested that she speak with the Fire Chief.

Chief Ames discussed some Emergency Management/FEMA issues. He stated FEMA issued a 30 day window to take care of issues with land and property that people were losing. He stated that the 30 day window was allowing those people to get the proper permits needed to work within the waterways. It didn't allow for people to just go and do it. He stated that as a whole body they portrayed a different thing. He stated that John King is getting fined by the State for doing so, and that John felt that Steve had told him that he had a 30 day window. Steve Davis stated that he went to the website and asked if it was correct that he had 30 days in which do so and was told that was correct. Steve stated that the Board never made a motion, nor did they give permission for people to do so. Chief Ames said he wanted to bring it to the Board's attention that we do need to get the proper permits.

Lastly, Chief Ames discussed the Town of Rumney letter regarding the first response of ambulance services in the south end of Wentworth. He says this has been resolved; they are still going to respond with a fire truck. They were looking more at it as an ambulance service, but we do not need that we are able to use Wentworth Warren Ambulance services. For fires, Rumney will be toned as well as Wentworth. Steve asked if Wentworth will still be responding to their north end fire tones, and Chief Ames said yes.

Steve inquired about what is needed at the school, in terms of emergency power, other than water, lights, bathrooms and heat. Selectmen and the Chief discussed possible budgeting for emergency generator.

Kenyon asked how much the town gets from the Time Warner franchise; and wondered if the Town might be interested in using some of those monies towards PBCam, a Pemi-Baker Public access media that would offer residents the ability to use public access TV for their messages, such as broadcasting emergency messages, Selectboard and Budget Meetings etc. Selectmen reviewed the letter Kenyon presented from pbcam regarding their services. Francis said he wondered how many people would take advantage of this service.

Randy moved to go into a Non-Public meeting at 7:21 pm per **RSA 91-A:3, II(a)** – Dismissal, promotion or compensation of any public employees or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that

the meeting be open, in which case the request shall be granted, seconded by Francis and approved. Selectmen discussed an employee evaluation. No decisions were made.

Randy motioned to come out of the Non-Public meeting at 7:40, seconded by Steve and approved.

Selectmen stated they would like to meet for a Non-Public Meeting on Saturday, December 24 at 7 am, and requested the office to post a notice.

Randy motioned to adjourn the meeting at 7:41 pm, seconded by Francis and approved.

Respectfully submitted,

Catherine Stover

Minutes accepted by _____, _____, _____

**TOWN OF WENTWORTH NEW HAMPSHIRE
OFFICE OF THE SELECTMEN**

Non- Public Minutes (1) of December 20, 2011 Meeting

Present: Randy Morrison, Steve Davis, Francis Muzzey and Catherine Stover

Randy moved to go into a Non-Public meeting at 7:21 pm per **RSA 91-A:3, II(a)** – Dismissal, promotion or compensation of any public employees or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted, seconded by Francis and approved. Selectmen discussed an employee evaluation. No decisions were made

Randy motioned to come out of the Non-Public meeting at 7:40, seconded by Steve and approved.

Respectfully submitted,

Catherine Stover

Minutes accepted by _____, _____, _____

TOWN OF WENTWORTH NEW HAMPSHIRE
OFFICE OF THE SELECTMEN

Minutes of Meeting December 27, 2011

Present: Randy Morrison, Steve Davis, Francis Muzzey, and Catherine Stover

Also Present: Kenyon Karl, Ellie Murray, Chief Kevin Kay, Palmer Koelb, Bobby Cass

5:05 pm – Police Department Budget Workshop – Chief Kay stated that the 2012 budget as it is currently presented will be down by about \$200.00 from last year. He also stated that there will still be some costs coming out of the 2011 budget for supplies. Francis suggested that the Warrant Article could be stated to have some monies to come from the unreserved fund balance. Chief Kay stated there are also issues with the dispatch fees as they have gone to July to July billing. Steve Davis proposed a 4% increase for the Chief of Police Wages from \$15,000. to \$15,600. Chief Kay stated that he didn't really feel that he wanted to increase the budget. The Selectmen stated they feel that he has earned it. Chief Kay thanked them. The Selectmen stated that they support the budget as presented including the raise and to include the Animal Control Officer to be \$1500.00

5:36 pm – Randy motioned to go into a Non-Public Meeting seconded by Steve and approved per **RSA 91-A:3, II(a)** – Dismissal, promotion or compensation of any public employees or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. Selectmen reviewed and discussed employee evaluation. Randy motioned to come out of the Non-Public Meeting at 6:10 pm, seconded by Steve and approved.

Selectmen's Department Budget Workshop – Because the Non-Public meeting extended into the anticipated start time of the Selectmen's rescheduled meeting, the Selectmen agreed to reschedule this Budget Workshop; Date and time to be announced.

Randy motioned to open Selectmen's Meeting at 6:11 pm, seconded by Francis and approved.

Steve Davis stated that the Board made a decision to increase the end of the year appreciation check for the Web Master, Michelle Holt

The Board discussed with Chief Kay fees related to Crimestar software.

Randy stated that he was unable to help the office in storing the documents in the attic at the Town Offices last week, but will come sometime this week, possibly Wednesday morning depending on weather.

Selectmen reviewed and/or signed the following:

- Minutes of Meeting of 12/20/11 & vouchers
- Highway requisitions, Summary of upcoming events
- Timber Tax billing for Downing, M/L 05-07-13, OP#10-475-06
- Quote from Paul Davis Jr. for old PO/Doll House roof repair
- Intent to Cut, Green Acre Woodlands Inc. (Berti) M/L 04-03-07, OP # 11-475-22
- Thank you letters – cleaning services & web master

Selectmen discussed the quote submitted by Paul Davis Jr. for the Doll house/old PO office roof repair. This will have to be placed in the budget, possibly create a separate account under the town office buildings and put out to bid.

Chief Kay gave a Police Department status update. He stated the PD now has all software licenses current. There was a brief discussion regarding Race Track bylaws. Chief Kay also discussed the 2012 Upper Valley Humane Society contract. He stated that contract is the same as it has been in the past, with a \$25 intake fee and \$25 per day fee for boarding and euthanizing if necessary. Chief Kay stated that Enfield Humane Society has been very good to deal with over the past year. Selectmen approved the contract. A motion was made by Steve and seconded by Francis to have Randy sign the contract on behalf of the Board.

Chief Kay stated that in regards to the fatal fire last summer, the murder suspect has been released from the hospital in MA and has now been formally charged. He was extradited from MA, and will be sent to NH. Chief Kay told the Selectmen that he will be ordering patches and other supplies, by end of the year. He also brought to the Selectmen's attention that the hose on the outside of the building is still connected and needs to be disconnected. Steve stated he will take care of this.

Steve was ill and left the Meeting at 6:45 pm.

Discussion of the annual Town Report. Kenyon inquired as to whether we are able to post a readable copy on our website. The Administrative Assistant will inquire. Francis asked about cost, the AA stated that she has requested a quote for the upcoming year from RC Brayshaw. Kenyon also inquired about the time frame required to submit a petition for a Warrant Article. The AA stated that it is no later than Feb. 7. Kenyon asked whether the Board would support his proposal that Wentworth join the Pemi Baker Public Access Media group. Francis asked to be refreshed on the costs and the benefits of joining. Kenyon stated the cost is based on the amount of cable users per Town, and the expenses could be covered through the Franchise fees received by the Town from TWC. Francis suggested he wait until all next week, when all 3 Selectboard members are present. Kenyon stated he would do so.

Francis read an invitation from CADY to attend a presentation on January 20, 2012 from 8:00 am to 9:30 am, titled Navigating the Road Ahead. Selectmen and Ellie considered attending.

The Road Agent, Bobby Cass came into the meeting and spoke briefly. He stated that the Highway Department will be out at 4 am, as they anticipate freezing rain tonight and, roads may be very icy tomorrow morning.

Francis stated that Bobby is authorized by the Board to go out and do road service/maintenance when requested by emergency departments such as the Police or Fire Departments. Randy stated that Bobby is to use his own judgment.

Randy motioned to adjourn the meeting at 6:59 pm, seconded by Francis and approved.

Respectfully submitted,

Catherine Stover

Minutes accepted by _____, _____, _____

**TOWN OF WENTWORTH NEW HAMPSHIRE
OFFICE OF THE SELECTMEN**

Non- Public Minutes (1) of December 27, 2011 Meeting

Present: Randy Morrison, Steve Davis, Francis Muzzey and Catherine Stover

Randy motioned to go into a Non-Public Meeting at 5:36 pm, seconded by Steve and approved per **RSA 91-A:3, II(a)** – Dismissal, promotion or compensation of any public employees or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. Selectmen reviewed and discussed employee evaluation. Randy motioned to come out of the Non-Public Meeting at 6:10 pm, seconded by Steve and approved.

Respectfully submitted,

Catherine Stover

Minutes accepted by _____, _____, _____