

TOWN OF WENTWORTH NEW HAMPSHIRE
OFFICE OF THE SELECTMEN

Minutes of Meeting January 03, 2012

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

Also Present: Kenyon Karl, Ellie Murray, Chief Kevin Kay, Palmer Koelb, Bobby Cass, Randy Comsteller, Chief Jeff Ames, Sam Greene

Randy motioned to open Selectmen's Meeting at 6:04 pm, seconded by Francis and approved.

Selectmen reviewed and signed vouchers.

Administrative Assistant asked the Board if they would like to open next week's meeting for the purpose of signing Payroll and vendor checks only, rather than holding a full meeting. As January 10, is Primary Election Day, the office will be closed. The Board agreed to do so.

Sam Greene was in attendance and addressed the Board. He referenced a billing received by the Town from Cross Country for work related to the Equalization Ratio Study. Sam stated that it is part of the DRA's job to review the assessing work and whether the contracts are being followed. Sam briefly summarized the 3 contracts that the Town has with Cross Country; a General Contract, a Cyclical review Contract, and the full revaluation contract. Sam stated that it is the DRA's belief that the costs related to the Equalization Ration Study, should have been included in our General Assessing contract. He stated that it is entirely up to the Board, but it is the DRA's suggestion that the Board speak with Cross Country. Sam also mentioned that they are waiting for the USPAP report from Cross Country, and this is an important tool that is used in understanding how standards are set for assessing. The last USPAP (Uniform Standards of Professional Appraisal Practice) report for the Town was prepared by Rick Vincent.

Randy Comsteller was in attendance and discussed issues regarding his appeal of decision of abatement request. Randy stated that he feels his garage is unfairly assessed in comparison with buildings of the same or larger size. The Board said they want to get more info, by looking at the USPAP report and speaking with Cross Country.

Chief Kay gave a status update. He is currently working on closing out invoices. Steve and Chief Kay discussed closing out invoices in January for 2011. The office will look into it.

Chief Kay discussed a draft he presented to the Selectmen regarding bylaws of the race track. The Board and Chief Kay will revisit the issue.

Selectmen reviewed and/or signed the following:

- Meeting Minutes of 12/27/11
- Notice of sale; Menfi to Pierhal M/L 13-04-22
- Biennial Inspection Report of town Bridges from NHDOT
- Intent to Cut for Boucher M/L 01-02-03, OP# 11-475-23

The Board discussed and approved placing this year's Town Report on the website. The cost will be an additional \$25.00 per RC Brayshaw, our printers.

Kenyon asked the Board about supporting the pbcam services out of Plymouth for the purposes of video recording meetings. The cost will be approximately \$150.00 (\$1.00 per Wentworth cable customer). The Board stated they will support placing this on a Warrant Article for Town Meeting.

Randy motioned to go into a Non-Public Meeting 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 at 7:30 pm. The Board discussed employee wages. Randy motioned to come out of the Non-Public Meeting at 7:50 pm, seconded by Steve and approved.

The Board briefly discussed disability exemption. Francis and Steve offered to research to see if & when this might have been adopted by the Town.

Randy motioned to adjourn the meeting at 8:00 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 January 03, 2012 Meeting

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

Randy motioned to go into a Non-Public Meeting 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 at 7:30 pm. The Board discussed employee wages.

Randy motioned to come out of the Non-Public Meeting at 7:50 pm, seconded by Steve and approved.

Respectfully submitted,

Catherine Stover

Minutes accepted by _____, _____, _____

TOWN OF WENTWORTH NEW HAMPSHIRE
OFFICE OF THE SELECTMEN

Minutes of Meeting January 10, 2012

Present: Randy Morrison, Steve Davis, Francis Muzzey

Selectmen reviewed and signed vouchers. There was no meeting held.

Respectfully submitted,

Deborah L. Vlk

Minutes accepted by _____, _____, _____

TOWN OF WENTWORTH NEW HAMPSHIRE
OFFICE OF THE SELECTMEN

Minutes of Meeting January 17, 2012

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

Also Present: Bobby Cass, Donna King, Tim Minear, Chief Kevin Kay, Kenyon Karl, Palmer Koelb

5:00 pm – 6:05 pm, Selectmen Budget Workshop – Francis motioned to open the meeting at 5 pm, seconded by Steve and approved. Randy was not in attendance. Selectmen began to review their budget. Selectmen discussed Assessing costs, updating the maps, whether to continue ordering Lexis law books (Steve and Francis decided to wait until Randy was present and will revisit), Heating/oil costs, and projected Legal expenses. The Selectmen Budget Review will continue next week at 5 pm.

Randy joined the meeting and a Motion was made by Francis to open the meeting at 6:05 pm, seconded by Steve and approved.

A motion was made by Randy, seconded by Francis and approved to go into a Non-Public Meeting at 6:06 pm per RSA 91-A:3, II(c) – Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Selectmen discussed Highway department work hours, schedule. Steve motioned to come out of the Non-Public Meeting at 6:10 pm, seconded by Randy and approved.

Francis made a motion made that Highway Department days/hours shall be Mon - Fri, 7:00 am – 3:30 pm, beginning January 23, 2012, seconded by Randy and approved.

Francis motioned to go back into the regularly scheduled Selectmen's Meeting at 6:12 pm, seconded by Randy and approved.

The Selectmen reviewed and/or signed:

- Vouchers
- Meeting Minutes of 01/03/12 & 01/10/12
- Highway requisitions, Summary of upcoming events
- Intent to Cut for Crane, M/L 08-02-05, OP# 11-475-24
- Intent to Cut for Frank Zaremba, M/L 05-08-2, OP# 11-475-25

Francis stated that he has spoken with Bob Durfee from Dubois & King. Mr. Durfee is scheduled to come to the Selectmen's Meeting on 2-14-12 to discuss the Evans Bridge project.

Selectmen decided to schedule the Budget Hearing for 2-14-12, (the last day that a Budget Hearing can be held is 2-17) and requested that the office contact Dubois & King to reschedule for 2-21-12.

Steve stated that there was not a second selectman present to sign the ballot envelope at the end of the evening on Election Day. The Board and the Town officials elected to have Kevin Kay sworn in to be designated as Selectmen to assist signing the envelope. Kevin Kay's duties ran out after the signing.

Bobby Cass was in attendance and said the roads are very slippery, and the Highway Dept is busy sanding. He stated that the new truck is in Barre VT and should arrive soon. Kevin said they did call Bobby on Friday to come and sand on Buffalo road.

Randy told Bobby that the board had discussed and agreed that effective Monday, January 23, they want the Highway Department to work Mon - Fri, hours of 7:00 to 3:30 pm, unless called by emergency.. They also stated that they're giving him a .36/hr raise, (2%). The Board also discussed the possibility of having Larry Walker work on the weekends for Highway Dept, as a possible way to reduce overtime pay for the Department. Bobby will talk to Larry. Bobby inquired about working 10 hour days during the summer months, and the Board stated that they would revisit the issue of hours in the spring.

Donna King was in attendance. She stated that we need to remember that on Election Day, we need to have 2 selectmen present at the end of evening to sign the ballot envelope.

Donna told the Selectmen that Gardner, Fulton and Waugh have completed their review of the contract between Official Payments and the Town, and requested the board sign the updated agreement. Francis stated that he is opposed. Palmer asked if the credit card company gets any money for this transaction, and Donna said no, the customer pays the fees. Selectmen signed the agreement.

Donna also inquired whether the Town has someone hired to shovel the walkways here at the Town offices, as she said on Thursday she spent a good portion of the day doing it. They stated it is the responsibility of the Highway Department.

Selectmen discussed the budgeting of legal fees for the Town Clerk with Donna. She stated that she did have some legal fees last year, but doesn't anticipate additional legal fees for 2012. Donna stated that she would also like to budget for laptops for herself and one for the ballot clerks to have during elections. Steve stated that the school will allow them to use theirs. Donna asked if she could be guaranteed of the use and Steve said yes. Steve asked if she could wait a day or so and speak with the school and get back her. Donna said that would be fine.

Chief Kay Kevin gave the Board a status update. He stated that the Animal Control officer is having some knee issues, and is unable to work. Chief Kay said he is unsure how long the Officer will be out of duty.

Chief Kay stated that he is still working on the race track ordinances. The department is still settling some issues with new computers. Also discussed was the hiring of new employee. The candidate has had his background check done, and is waiting for medical clearance. Chief Kay would like to bring him on board to begin doing some administrative duties. The Board asked about meeting him, and Chief Kay said he will try to have him come in next week. In regards to the second candidate, Chief Kay is looking into updating the background checks.

Selectmen also discussed with Chief Kay the Notice of Request form for a new 911 address. Chief Kay explained the process to the Board. As part of the process the police department gives a copy to the selectmen's office and asks that we forward a copy of the same to the post office.

The Board was reminded that Bernie Waugh from the law firm of Gardner, Fulton and Waugh will be at the Selectmen's meeting on February 7 at 6:15 pm, and the Selectmen requested that the office notify the Planning Board so that they can attend the meeting. Palmer suggested that the Town Clerk possibly notify those that may be interested through her email list.

Francis discussed with the board the fact that he has done some research regarding Randy Comstellar's appeal of his granted abatement. He will need so more input, and both Randy and Steve suggested he have a telecon with Mandy from Cross Country to give some input. The Board requested the office to set up a telecon.

The Board discussed the topic of the office having a credit card to make purchases that can't be invoiced for, such as a part that is needed to repair the town office vacuum. Steve also stated that this would have

been useful during Hurricane Irene when the Fire Department needed to purchase food items during the day while on duty. The Board directed the office to call a few banks and request information.

Randy motioned to adjourn at 7:25 pm, seconded by Steve and approved

Respectfully submitted,

Catherine Stover

Minutes accepted by _____, _____, _____

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

Non- Public Minutes (1) of January 17, 2012 Meeting

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

A motion was made by Randy, seconded by Francis and approved to go into a Non-Public Meeting at 6:06 pm per RSA 91-A:3, II(c) – Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting.

Selectmen discussed Highway department work hours, schedule.

Steve motioned to come out of the Non-Public Meeting at 6:10 pm, seconded by Randy and approved.

Respectfully submitted,

Catherine Stover

Minutes accepted by _____, _____, _____

TOWN OF WENTWORTH NEW HAMPSHIRE
OFFICE OF THE SELECTMEN

Minutes of Meeting January 24, 2012

Present: Randy Morrison, Francis Muzzey and Catherine Stover

Also Present: Chief Kevin Kay, Wesley Muzzey, Palmer Koelb, George Morrill, Donna King

5:00 pm – 6:05 pm, Selectmen Budget Workshop – Selectmen discussed budget amounts and expenses related to Assessing costs such as the Utility assessment, pickups, and general assessing, LexisNexis Law books, Doll House/old PO office building repair costs, historical Museum budget, Town Hall Bldg expenses/repair. Will continue next Tuesday.

Francis motioned to go into the regularly scheduled Selectmen's Meeting at 6:03 pm, seconded by Randy and approved.

Selectmen reviewed and/or signed the following:

- Payroll and Vendor Checks
- Meeting Minutes & Non-Public Minutes of 01/17/12
- Highway Requisitions, Summary of upcoming events
- Cross Country Report (Selectmen acknowledge they have received the report, but have not yet reviewed it)
- 2011 DRA equalization Ratio (98.2%)
- Intent to Cut for Koelb/Baker Valley Nurseries Inc. M/L 05-08-06 & 27, OP# 11-475-26
- Intent to Cut, Comeau M/L 13-08-01, OP#11-475-27 (Selectmen stated they will require a Bond)

Donna King discussed the Compass Program. The Compass Program was a part of the NH DMV online application for motor vehicle registrations that allowed individuals to renew their vehicle registrations by credit card. She was told there was a \$53.00 sign up fee, which the Town paid. She has since found out that this program has been discontinued. She requested a refund, but was told it was not refundable.

Wesley Muzzey was in attendance and presented a document for the Selectmen to read regarding the snow mobile club. The Selectmen stated they are not aware of nor have they been notified regarding any issues with crossing Mr. Muzzey's property.

Selectmen approved a Debit/Credit card to allow the office to make POS purchases for the office when invoicing is not possible. The card will be issued for the Administrative Assistant, will be kept locked at the office when not in use, and the Selectmen requested a limit of \$500.00. Motion by Francis, seconded by Randy and approved.

Francis stated that he has looked into the vacuum part that was requested by our office cleaning person, and will order the part later this week.

The Administrative Assistant requested approval of overtime as may be needed between now and the Town Meeting to complete tasks related to end of year such as Federal Tax reporting, filing of W-2 for employees, 1099, Town Report, State MS form, and preparation of upcoming Town Meeting. Selectmen approved the request, not to exceed 10 hours per week. Motion by Francis, seconded by Randy and approved.

Chief Kay discussed with the Selectmen race track ordinances and presented them with a rough draft. Selectmen requested the office to have legal review it.

Chief Kay stated that he called out the Highway Department last night due to freezing rain. The Highway Department worked through the night.

Selectmen discussed whether to continue to budget for the update of law books. Francis asked Chief Kay about his thoughts in regards to using the law books. The Chief stated that their department did not use the law books that the Selectmen order, they have their own law books which pertain more specifically to the Police Department. Donna also stated that she does not need them, and can get statutes off the internet.

Chief Kay introduced Peter Santom. Peter will be doing Administrative work for the Police Department while awaiting the Part – Time Academy. Chief Kay discussed the part time position, requirements, training, background, and the “Part-time” academy. Peter is willing to make the commitment. In the interim of completing the required training, Chief Kay would like him to come on board to help with Administrative work. Chief Kay stated that this will give Peter some insight and good background into residents and familiarity with the Police Department forms etc. Francis asked if the costs are already in the budget. Chief Kay said yes. Chief also mentioned to the Selectmen that it may be a good idea for the Selectmen/office to shop around to make sure we are getting the best prices for our insurance needs. The Board thanked Peter for coming on board.

Francis stated that the DRA has set the equalization ratio at 98.2%.

The Board review a flyer from the NRRRA (Northeast Resource Recovery Association) regarding their 2012 Backyard Composting Campaign. The participation form needs to be completed no later than April 5, 2012. NRRRA is offering Compost Bins, rain barrels, and/or Kitchen Pails for a discounted price to those residents that might be interested in purchasing. Selectmen stated that we can discuss this issue/offer at the Town Meeting. Kenyon stated that his mother purchased one from the Piermont Conservation Commission many years ago and it is still very helpful. George Morrill stated that he has had issues with animals getting into his.

Randy motioned to go into a Non-Public Meeting at 7:10 pm per RSA 91-A:3, II(c) – Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Selectmen discussed a welfare situation. No decisions were made. Randy motioned to come out of the Non-Public Meeting at 7:35 pm, seconded by Francis and approved.

Francis motioned to close the Public Meeting at 7:40 pm, seconded by Randy and approved.

Respectfully submitted,

Catherine Stover

Minutes accepted by _____, _____, _____

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

Non- Public Minutes (1) of January 24, 2012 Meeting

Present: Randy Morrison, Francis Muzzey, Chief Kevin Kay and Catherine Stover

Randy motioned to go into a Non-Public Meeting at 7:10 pm per RSA 91-A:3, II(c) – Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Selectmen discussed a welfare situation. No decisions were made.

Randy motioned to come out of the Non-Public Meeting at 7:35 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 January 31, 2012

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

Also Present: Chief Kevin Kay, Debra Gelsi, Janice Thompson, Palmer Koelb, Ellie Murray, Kenyon Karl, Bobby Cass

5:00 pm – 6:05 pm, Selectmen Budget Workshop – Francis Muzzey, Steve Davis, Catherine Stover present. Selectmen discussed budget amount and expenses related to Assessing costs, LexisNexis law books, Town Hall repairs, Health Agency requests, transfer station expenses, ambulance costs, Highway Department road mowing and trimming of trees. Will continue next Tuesday.

Francis motioned to go into the regularly scheduled Selectmen's Meeting at 6:07 pm, seconded by Steve and approved. Randy joined the meeting.

Francis stated that the Town Budget Hearing will be held on February 14, 2012 at 7 pm. The regular Selectmen's meeting will prior beginning at 6 pm.

Selectmen discussed a signed petition brought to the Selectmen by Steve Welch to be placed on the Warrant Articles for upcoming Town Meeting. The WA requests that the Transfer Station hours of operation be on Wednesday, Saturday and Sunday, a total of 15 hours per week.

Selectmen reviewed and/or signed the following:

- Meeting Minutes of 01/24/12
- Highway requisitions
- Intent to cut for Rebele, Pine Haven Campground M/L 13-06-02, OP#11-475-27

Janice Thompson was in attendance and brought her complaint regarding grading on Pond Brook Road to the Selectmen. She stated that last year, as a result of the grader doing work on the road, there were some windows damaged. She stated at that time she was assured by the Selectmen that the Highway Department would not be using the grader on Pond Brook Road, as she stated it is a very narrow road. Last week she said that she observed the grader on Pond Brook Road. She is asking the Selectmen to speak to the Highway Department about this and Steve said he will speak with Bobby. Francis stated that he wishes the minutes to show that the grader not be used on Pond Brook Road at any time.

Deb Gelsi was in attendance. She asked about having a copy of the town budget available to the public. The Selectmen stated that copies will be available for the public at the Budget Hearing on February 14.

She said that she next wanted to address the issue of icy roads. She stated that the bus has been unable to come up her road several times this winter, and has slid backwards attempting to do so. She stated that she feels this is a hazardous situation. Francis stated that the Highway Department's hours are currently from 7 am to 3:30 pm unless directed otherwise. Selectmen discussed the matter with Deb and requested that the Administrative Assistant call Bobby Cass at home, to see if he is available to come to the meeting to discuss the situation. Deb also brought to the Selectmen the issue of downed limbs on East Side Road. She was wondering if this is a Town issue or an issue concerning the Electric Company. The Selectmen stated that it is an Electric Co. issue.

Bobby Cass joined the meeting. Deb Gelsi summarized her concerns again, stating that there have been 5 times when the school bus has had to come in from the Warren side because the road is too bad, and it is sliding down hill. Bobby said this is a common Town problem, with snow, ice and he has laid both sand and salt down.

Chief Kay also stated that he is also aware of bus issues and complaint of the buses not being able to travel certain roads due to poor road conditions.

The Board wanted to know what the options are. Bobby stated he will start tomorrow, at 4 am and will put salt down on all roads. He is hoping that the warmer expected temperatures tomorrow may help in melting some of the ice, which he can then grade off. Selectmen approved of Bobby starting early.

The Selectmen also told Bobby of Janice Thompson's request that the grader not be on Pond Brook Road. They told Bobby that under no circumstances was the grader to be on Pond Brook Road, and Bobby stated he understood.

Chief Kay spoke with the Selectmen about the Race Track ordinance which he has been working on. He has spoken with our legal firm and they have reviewed the drafted ordinance. He gave the Board a brief summary of recommendations made by legal. The Board discussed the issuing of a license, fixed fees, and noise issues. Chief Kay stated that he is also still trying to resolve some computer issues and is working on his Town report.

Donna King discussed TC/TC budgeted salary for 2012 with the Selectmen; whether this should be left as part of the operating budget or whether it should be on a Warrant Article. Francis stated his preference is that it be on a Warrant Article. The Selectmen asked Donna what her preference was, and she stated it did not matter to her either way, whatever they decide is fine. Steve made a motion that it be on a Warrant article, seconded by Francis and approved.

Francis discussed the results of his review of documents related to the appeal of the granted abatement for R. Comsteller. The Board asked the Administrative Assistant if Mr. Comsteller had been notified that his paper work would be reviewed at tonight's meeting. The AA stated that she did call and invite him to attend the meeting, but Mr. Comsteller stated that while he appreciated the notice of the meeting, he would not be attending. Francis stated he has reviewed the formulas that our assessing software, Avitar uses in computing costs related to Mr. Comsteller's barn, and he found that the computations and formulas used, have in fact been used the same for all residents. The Board feels that the assessment of the barn in question has been correctly assessed.

Randy motioned to go into a Non-Public Meeting at 7:05 pm, per RSA 91-A:3, II(c) – Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting, seconded by Steve and approved. Selectmen discussed a personnel matter and a potential legal matter. No decisions were made. Randy motioned to come out of the Non-Public Meeting at 7:17 pm, seconded by Francis and approved.

Francis motioned to close the Public Meeting at 7:20 pm, seconded by Randy and approved.

Respectfully submitted,

Catherine Stover

Minutes accepted by _____, _____, _____

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

Non- Public Minutes (1) of January 31, 2012 Meeting

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

Randy motioned to go into a Non-Public Meeting at 7:05 pm, per RSA 91-A:3, II(c) – Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting, seconded by Steve and approved. Selectmen discussed a personnel matter and a potential legal matter. No decisions were made.

Randy motioned to come out of the Non-Public Meeting at 7:17 pm, seconded by Francis and approved.

Respectfully submitted,

Catherine Stover

Minutes accepted by _____, _____, _____