

TOWN OF WENTWORTH NEW HAMPSHIRE
OFFICE OF THE SELECTMEN
Working Meeting Minutes
5 March, 2019

Selectmen Present: Ray Youngs, Chairman and Morgan Currier

Also Present: Police Chief Trott, RA Kevin Gilbert, Tracy Currier, George Morrill, Francis Muzzey, Kay Bailey, Janice Thompson, Mike Santom, Paul Hatch

The meeting was called to order at 6:02 pm by Ray and seconded by Morgan. The agenda was accepted as written.

Mr. Paul Hatch from the State of New Hampshire was invited to speak about the pre-disaster mitigation grant for a local hazard mitigation plan update. The federal portion of the grant is \$6,999.75 and would be used to hire a contract company to help the Town of Wentworth update the current hazard mitigation plan (last updated in 2014 and due for update 2019). The Town of Wentworth's monetary obligation would be \$2,333.25, which would be satisfied through volunteers participating in the meetings/working groups to update the mitigation plan (FEMA places a monetary value on each participant's time and matches that against Town's monetary obligation). The goal is to have *at least* 8 to 10 people participate in each working group to match the Town's portion. Once the plan is created, it goes under review for changes/corrections. Once the final draft is complete, it goes before the Board of Selectmen to be approved and adopted. The Town is under no obligation to take the steps/recommendations outlined in the mitigation plan. These will simply be recommendations/suggestions that should be considered during an emergency or hazard situation. The only obligation the Town has is to match the monetary contribution with participants (as stated above), and to complete/maintain needed documentation. FEMA requires the Town to have a hazard mitigation plan for the Town to receive any FEMA grants (such as bridge grants).

Ray made a motion to accept the grant money and sign the Local Hazard Mitigation Plan Contract at 6:15 pm, Morgan seconded the motion. There were no objections from the floor. The Town of Wentworth Board of Selectmen accepted the terms of the Pre-Disaster Mitigation (PDM) Program as presented in the amount of \$6,999.75 for the Local Hazard Mitigation Plan Update with a majority vote. Furthermore, the Board acknowledged that the total cost of the project will be \$9,333.00, in which the Town will be responsible for a 25% match (\$2,333.25).

Morgan discussed setting up interviews for the two Road Agent position applicants. She will call and try to set up interviews for 12 March.

It was stated that there will be no Selectmen Meeting at the Town Office on the 12th because of Town Voting. A Business meeting to sign payroll and outgoing payments will take place at 6:00 pm at the School during Town Voting.

Mr. Francis Muzzey requested a non-public with the Board. There was no other business introduced, so Ray stated that the Board would go into a quick non-public and there would be no other business after the non-public.

Ray made a motion to enter into non-public meeting at 6:33, seconded by Morgan. **Non-Public Meeting #1** 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.

Ray motioned to close the non-public meeting and enter back into the public meeting at 6:40. Morgan seconded.

Ray motioned to close the Working Meeting at 6:41. Morgan seconded.

Approved 3/12/2019



TOWN OF WENTWORTH NEW HAMPSHIRE
OFFICE OF THE SELECTMEN
Working Meeting Minutes
Non Public #1
5 March, 2019

Selectmen Present: Ray Youngs and Morgan Currier
Also Present: Francis Muzzey

At 6:33 pm Ray motioned to go into a Non-Public meeting 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, and Morgan approved.

This meeting was held to discuss the Road Agent Position. No decisions were made.

Motion to close Non-Public meeting at 6:40 by Ray, seconded by Morgan

Approved __/__/2019



TOWN OF WENTWORTH NEW HAMPSHIRE
OFFICE OF THE SELECTMEN
Meeting Minutes / Town Election
12 March, 2019

Selectmen Present: Ray Youngs, Chairman, Morgan Currier, and Steve Davis
Also Present: Police Chief Trott and Linda Franz

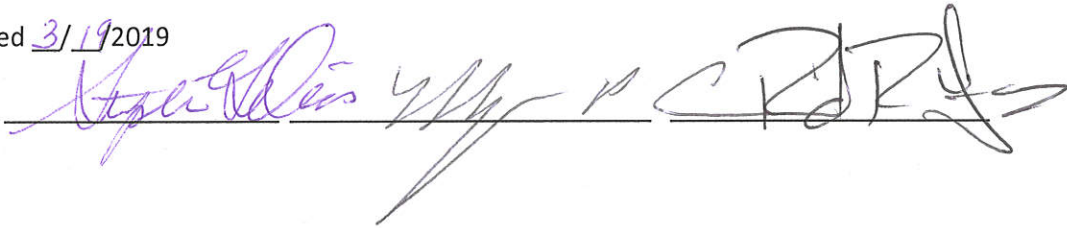
The meeting was called to order at 6:06 pm by Steve and seconded by Morgan. There was no formal agenda for this meeting.

Steve revisited his motion from previous meetings to pay Morgan for her time in the Administrative office. Ray noted that according to legal the Town was able to compensate for the worked hours. Both Ray and Steve agreed the Town would pay Morgan \$1,535 (\$20 x 76.75 hours) for her time.

Selectmen signed pay roll and accounts payable.
Selectmen also signed meeting minutes from 26 Feb and 5 March.

Morgan motioned to close the meeting at 6:28. Ray seconded.

Approved 3/192019

The image shows two handwritten signatures in blue ink over a horizontal line. The signature on the left is 'Steve Davis' and the signature on the right is 'Morgan Currier'. The line extends across the width of the page.

Meeting Minutes from 19 March

Selectmen Present: Morgan Currier, Omer C. Ahern, Jr., and Francis Muzzey

Also Present: Tanya Houseknecht Vela, Chief Trott, Kevin Gilbert, Randy Rugar, Tracy Currier, Deb Vlk, Debbie Ziemba, Kay Bailey, Janice Thompson, George Morrill, Jordan King, Glenda Toomey, Ray Youngs

The meeting was opened at 6:07 by Steve Davis and seconded by Francis Muzzey. Agenda was approved.

The following people were sworn in by Debbie Ziemba:

Morgan Currier – Selectman (3 years)

Deb Vlk – Treasurer (3 years)

Omer C. Ahern, Jr. – Selectman (2 years)

The Selectmen discussed the Chair position. Francis offered to take the position. Morgan also said she would do it. Steve Davis made his recommendation that Morgan be Chair. Kevin Gilbert also suggested Morgan be Chair. Kay Bailey noted her objection and discomfort with allowing Kevin to voice his opinion during meetings as he is not a Wentworth Resident. Morgan asked if anyone else had objections to Kevin speaking. There were no objections given. **Omer made a motion that Morgan be made Chair, Morgan seconded the motion. Francis abstained from voting** but said he had some concerns with Morgan as the Chair if she was being paid for her hours in the Administrative Office. Morgan noted that she would no longer be working in the Administrative Office in that capacity as Tanya was not in place. **The motion was made and carried. Morgan Currier was selected as the Chair of the Board of Selectmen.**

Randy Rugar noted that they would have one Transfer Station attendant out of the area for a few days but they had the Transfer Station covered. Francis agreed that he would still take the Transfer Station Attendant class in May. Randy also reported that the part for the compactor is in, but the work still needs to be done on the compactor. He also said that the Transfer Station stickers need to be ordered. Francis suggested that some stickers be kept at the Town Office so people could get one when registering their vehicles.

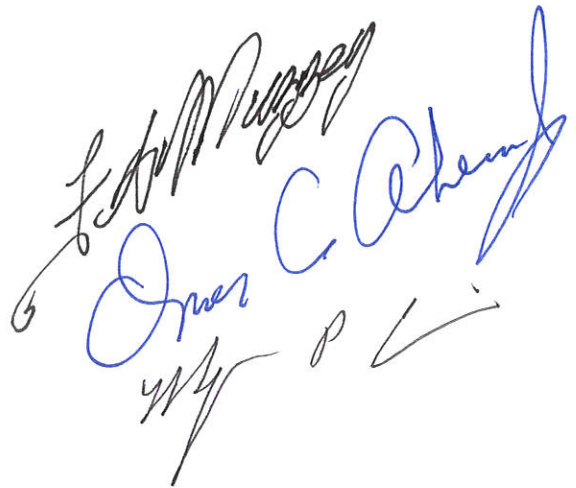
Kevin Gilbert gave his report for the Town Roads. Morgan mentioned a letter from a resident that detailed concerns with how Frasier Road is being maintained. Kevin noted that the Wentworth Highway Department maintains Frasier Road and the road is in very good condition. Kevin also mentioned that residents are free to contact him if there are concerns, but to please just contact him once. He'll make

an additional \$1K increase upon a favorable review by the Selectmen after 90 days. All Board members were in favor.

Kevin agreed he could stay until the 10th of April to help with the transition if needed.

Omer offered to fill the Selectmen position on the Planning Board. **Morgan made a motion that Omer be the ex- for the Planning Board. Francis seconded the motion.**

Omer made a motion to close the meeting at 8:49. Francis seconded.



Handwritten signatures in blue ink, including names like Morgan, Omer, and Francis, along with initials.

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.

TOWN OF WENTWORTH, NEW HAMPSHIRE

SELECT BOARD MEETING MINUTES

March 26, 2019

Call to Order

Chairperson Morgan Currier called the meeting to order at 6:00 p.m.

Select Board Members Present: Morgan Currier, Omer C. Ahern, Jr., and Francis Muzzey.

Staff/Officials Present: Administrative Assistant - Tanya Houseknecht Vela, Chief of Police – Wallace Trott, Transfer Station Attendant – Randy Ruger, Road Agent – Kevin Gilbert

Public Present: Carol Young, Janice Thompson, Jared King, Joshua Leiter, Kaye Bailey, Sharon Sanborn

During the course of the meeting, Omer Ahern asked Muzzey to help him as the new Selectperson. T.H. Vela said it would help her as well.

F. Muzzey added that he would like to request a sign-in sheet so that all could indicate their presence at the meeting and to assist the Administrative Assistant taking notes.

Select Board reviewed Agenda, made format recommendations for the Agenda and discussed their intent to conduct weekly meetings until further notice.

Jared King and Francis Muzzey discussed which roads were Class VI roads. J. King expressed concern about setting up a barrier on certain roads vulnerable to damage from individuals that do off-roading for fun during mud season. Select Board acknowledged J. King's concerns and discussed what would be most beneficial to the nearby residents and the town. After coming to an agreement, the Chair, on behalf of the Board, gave permission at this point for him to block specific roads to avoid damage that would cost the town money to repair due to off-roading, adding that it would be helpful to obtain a list from him of the roads he mentioned. J. King also offered to show the roads he referenced to anyone interested.

Chief of Police Report:

Chief Trott reported as follows:

- 1) Assisted a Wentworth resident with a background investigation;
- 2) Assisted State Police with a motor vehicle accident on Route 25;
- 3) Conducted a pro-active motor vehicle enforcement detail on Route 25 after receiving a number of complaints;
- 4) Made a number of stops and gave a number of warnings and issued some citations;
- 5) Assisted NH State Police and U.S. Fire Marshals with an arrest without incident, and
- 6) the individual was bailed later;
- 7) Arrested a Wentworth resident on an active Arrest Warrant that Chief obtained through the Court and the individual was later released on bail;
- 8) Attended three different trainings over the course of the last three weeks which included Training at the Sheriff's Dept., Human Trafficking Course in Wakefield sponsored by the NH Human Trafficking Collaborative Task Force and a Course on Trauma Informed Care sponsored by the NH Coalition Against Domestic Violence and Sexual Assault.

These are trainings that are at no cost to the Town. Chief capitalizes on the opportunity to attend these types of trainings when possible, stating that it's great training for him and his Officers. "It has proven to be very beneficial in a number of different ways", the Chief said.

O. Ahern, Jr. referenced a meeting he attended last week at the NH Municipal Association about Cyber Security, and he asked Chief Trott if he had all he needed to ensure safety and confidentiality regarding Cyber Security.

Chief said he had what he needed but added that these are genuine concerns that the Select Board should consider regarding the Municipal Office where the Town Administrative Assistant works, adding that his office has the necessary firewalls in place because of the sensitive information that Chief handles, not available to the public, even under the Right to Know law, so the Police Dept is mandated to have this security in place. Chief emphasized again that he recommends that the Board look into the firewalls in place regarding the Town Office.

O. Ahern, Jr. discussed the risks of the compromise of residents' personal identifiable information (PII), as well as the process and costs associated with implementing higher Cyber Security measures for the Town.

Chief stated that there are Municipalities in other parts of the U.S. that have been hacked and 'held hostage' and had to pay a ransom to get their computers unlocked again adding that there are people out there with the technology to do this and that it's something worth looking into by the Town.

The Administrative Assistant added that given the high cost of implementing these types of security measures, she wanted to state for the record that she takes this issue seriously, has had training in this type of security from the military and is committed to protecting everyone's PII as much as possible by not asking for sensitive information via email and shredding documents as necessary.

J. King offered to provide the contact information of an individual in a neighboring town who does a lot of computer work and can check for firewalls, etc.

F. Muzzey referenced a new Town employee who emailed copies of official documents and asked if the Town was supposed to discard the Town's copy once the information was verified. Chief Trott replied that the Town can keep that information because they will need it for tax purposes, but cannot retain information regarding a background investigation. Any information regarding a criminal record or motor vehicle record cannot be kept on file.

All agreed that the information must and will be kept safe.

Chief Trott added that personnel files are not subject to Right-to-Know. The Administrative Assistant added that the personnel files are kept in a secure location.

M. Currier stated that "Certified Computer" requires the Town to maintain some type of "firewall" due to the job of the Town Clerk and Tax Collector. She mentioned that the previous Select Board had discussed these types of upgrades and asked the Administrative Assistant to look up the emails pertaining to Certified Computer's recommendations so we can see how we can satisfy those requirements.

Discussion continued about the Town's server and M. Currier added that a representative from Certified Computer offered to come speak before the Select Board to inform the Board further. M. Currier said she thoroughly understands and agrees with this concern because she previously worked in Cyber Security for five years.

Highway Department Report:

K. Gilbert informed the Town that the roads are still frozen; so is the gravel that they have at the Town shed. They will be dispersing some over the rougher areas, mainly where the asphalt meets the gravel road. They will try to smooth out the lumps as best as they can, but it's not going to last, but when the thaw does come, they will do some spring grading and will fix it. They will spend the rest of the week smoothing out what they can.

Transfer Station Report:

R. Ruger was not present but the Administrative Assistant spoke on his behalf to say that Randy found a place that will accept the aluminum cans he's accumulated and pay 25 cents/pound rather than 15 cents/pound, so that's more money for the Town.

M. Currier added that the Transfer Station is closed on holidays and wants to remind everyone that it will be closed on Easter Sunday and it should be advertised to give people plenty of time to prepare.

Sharon Sanborn announced that an ex-Trustee invited Carol Young to come on to the library Board of Trustees as an alternate and she agreed to be a Trustee since two Trustees had resigned. So, Sharon requested that the Select Board appoint Carol Young as a Trustee until next year and that they'll look for someone else. Carol Young is introduced.

F. Muzzey stated that he checked with the RSAs to make sure of what the appointment laws were and basically, with some exceptions, the Select Board is authorized to appoint replacements.

Motion by F. Muzzey to grant Sharon Sanborn's request to appoint Carol Young as an interim Trustee for the Library. M. Currier seconded the motion. Voting in favor of the motion were Muzzey-yes, Currier-Yes and O. Ahern Jr.-Yes. The motion passed 3-0-0. Motion carried.

F. Muzzey asked S. Sanborn about who's paying the bill for cable TV and internet at the library. Discussion followed about the internet at the school, library fire department and highway department. What remains is an outstanding question about how the library is getting their free internet. The chair of the BOS and the Administrative Assistant agreed to look into the contract for the library.

Select Board continued business in the appointment of two (2) new Trustees by having the Town Clerk administer the oaths to 1) Carol P. Young, as interim Library Trustee for a term ending upon finalization of this election and 2) Linda Franz as Trustee of the Trust Fund to serve until the next annual meeting. The Board signed pertinent forms making the appointments official.

Request for Abatement

Josh Leiter brought up concerns with his tax bill from 2018 and the grading of timber regarding his timber cut. He acknowledged that it is over the 90 day period for him to legally ask the Town to give him a refund, but says the Town can still do it anyway. He stated that DRA had told the Town it was a number 1 (referencing numbers 1-6 in terms of quality of the timber and access to the timber), but that it was explained to him that pretty much everyone in Wentworth pays a 3 because the Town “averages it out”.

J. Leiter explained that the lot had been cut once or twice since the 1990s (before Jared King got there), since it’s a big area with different lots and that the wood is all scarred. He said it’s over a mile from Beech Hill Rd to get to the wood and the “cut” took place in the middle of a storm. He mentioned a house floating down the river. J. Leiter says the Town is effectively charging him close to 20% when they averaged it, so if someone cuts Veneer, the Town is charging him about the same price on that bill.

J. Leiter said that it’s the only bill he’s never paid the Town because he came in about a month after he got the tax bill and the Town didn’t give him a satisfactory answer, so he put it off and forgot about it, but emphasized that if the Town goes through all the numbers and does not even deduct for all the road and access, it’s still a 2 or a 1 with wood anyway.

O. Ahern, Jr. said that he’d like to see a copy of his Timber Tax application.

M. Currier said she could see if she could find one.

F. Muzzey asked why it was over 90 days and J. Leitner acknowledged that since it’s over 90 days, he may have to go to the State or something of that nature, but that the Town should look at what he’s giving us and do the “right thing”.

F. Muzzey said he knew absolutely nothing about wood or taxing it or anything, but knows the Town usually goes by a form. J. Leitner said it was a “grade” and Jared King explained that it’s a State matrix form.

F. Muzzey said he thinks it would be best to listen to any advice that the Board can get from NH DRA that’s more qualified.

J. Leitner said the bottom line is that he put down a 1 and the Town charged him a 3 and that they average it for everybody, so even if he’s cutting great wood, it would be a 3!

M. Currier said she completely understood what he was saying and added that the Board needs to look into why it’s automatically put as a 3, an average and not done based on the wood.

Jared King added that what usually happens in his experience is that usually it’s charged somewhere between 8 % and 10 % of the value of what he would pay a landowner for their stumpage (their trees). He said a normal rate is usually around 10 percent and that usually for fairly easy access – reasonable for thousands and thousands of dollars-worth of work. He said that something like Leiter’s property took upwards of \$8000 – \$10,000 just to access the property. The land owner end up paying more than 25% of what they actually got paid for the whole detail in just road costs – getting the wood chipper into the woods also.

J. Leiter emphasized that not only was his access bad, but the wood's been logged and that it's scarred wood and crap, so he's chipped much of it. M. Leiter said that it's not a good tinder lot.

F. Muzzey asked J. Leiter if he has the report that shows the amount he received from the different lumber places to see what the value is for the total amount he received from all of that harvesting based on the experts. He guessed 10% would be fair to give the Town. J. Leiter responded saying that it doesn't account for all the work he has to pay for in order to get to the timber.

O. Ahern, Jr. opined that 10 % seemed reasonable.

Jared King said his opinion is that 8% is probably better. He stated that his objective is to inform the Town that we need to have somebody keep an eye on how these tax bills are sent out. He said it ends up making the timber industry look really poorly and that there's been several occasions and not just recently, but over the years where lots of mistakes have been made on these Timber Tax bills and that he doesn't mind talking about it in order to help somebody fix them.

M. Currier responded by saying that she's mentioned it before, but that the Board members are not experts by any means and that everybody has a different expertise.

O. Ahern, Jr. said he has a certified tree farm in Plymouth, so he has a lot of questions going forward.

M. Currier agreed that O. Ahern, Jr. is probably more educated on the topic than Francis or she, but that she knows from working in the Admin office and seeing the applications come through and handling the paperwork that even those who end up processing a lot of them might not really understand it and what the Board needs to do is investigate this situation specifically. She added that after the Board gets some information from the State DRA of what needs to be done and how the Towns are supposed to complete the paperwork, they will be able to understand the process better in order to make sure the Town is not making mistakes.

F. Muzzey added that he doesn't know if the Board's hands are tied since more than a year has passed and J. Leiter responded by asking the Town to just look at it and realize that they aren't just cutting wood right at the road where trucks are moving in, adding that he put money towards bridge work and the road which got washed out. He said that was supposed to be considered, but the Town didn't consider any abatement and just gave him a higher grade of wood and charged him for it.

Conversation continued and Jared King suggested the Board get in touch with Rick Evans from the State DRA, who handles all the Timber Tax. He said that Rick is willing to donate whatever time is needed to educate anybody who wants to be educated on how the sliding scale works. Jared also offered to take anyone willing to go on a ride up any of these roads and that he is more than willing to contact him at any time. O. Ahern, Jr. expressed interest in taking a ride, along with M. Currier.

J. Leiter said that he came into the office when Arlene (Patten) was working as the Administrative Assistant, soon after he received his bill, but before the new year. F. Muzzey asked what the tax bill amount was and he said \$3,099.69.

The Board agreed that they would update J. Leiter by May 14th.

O. Ahern, Jr. discussed IT/Cyber concerns and the Police Chief and said he feels it's a critical concern and worth looking into further and conducting a risk assessment. M. Currier suggested we reach out to Primex. A discussion followed about protecting the Town's private information when working with outside companies and the Police Chief added that those companies are bound by privacy agreements.

O. Ahern suggested that the Board take a tour of the County Department of Corrections at the County Complex in N. Haverhill and explained his reasoning for this. He said he would try to arrange it. M. Currier added that she felt it was equally important to set up a meeting with the Welfare Officer in Haverhill, who is extremely knowledgeable on the process.

A discussion followed regarding the contract for the Town's leased printer and since the change-over for the Select Board and Administrative Assistant took place at the same time a bill from W.B. Mason arrived, the Board asked T. Vela to call the company and obtain an update on the contract. A member of the public asked how often the Town's website is updated because she hadn't seen any updates since 2016 on foreclosures, specifically land. A discussion ensued on foreclosed land from the past.

At 8:22 pm O Ahern, Jr. made a motion to go into a non-public meeting, per RSA 91-A:3, II (a) to discuss the compensation for a public Town employee. F. Muzzey seconded the motion. M. Currier voted-Yes and F. Muzzey voted-Yes. Omer voted yes. Motion carried.

At 8:xx pm O Ahern, Jr. made a motion to come out of the non-public meeting. F. Muzzey seconded the motion. M. Currier voted-Yes; F. Muzzey voted-Yes; Omer voted yes. Motion carried.

At 8:xx pm O Ahern, Jr. made a motion to adjourn the meeting. F. Muzzey seconded the motion M. Currier voted-Yes; F. Muzzey voted-Yes; Omer voted yes. Motion carried. Meeting adjourned.

Respectfully submitted by:

Tanya Vela

Administrative Assistant to the Select Board

Chairperson, Morgan Currier

Board Member, Francis Muzzey

Board Member, Omer C. Ahern, Jr.

5/3/20 Reviewed
By OCA's. 3/26/19
minutes
Several Concerns
- Breach of Security
Town officials in Attch
Chief Trott, R.A. Kerms
Re Sealing Minutes of Non Public