

TOWN OF TUFTONBORO
BOARD OF SELECTMEN
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Selectmen's Meeting
4:00 pm – Town Office

Monday, October 17, 2016

MINUTES

Present: Chairman Carolyn Sundquist, Selectman Lloyd Wood, Selectman Bill Marcussen and Administrative Secretary Karen Koch.

Chairman Sundquist called the meeting to order at 4:00 pm and proceeded with the Pledge of Allegiance.

Chairman Sundquist made a motion to approve the 10/3/16 meeting minutes as corrected, seconded by Selectman Wood with all in favor.

Chief Thompson gave the Fire Department update. Please see attached. Chairman Sundquist moved to approve the Forest Fire Warden appointments, seconded by Selectman Marcussen with all in favor.

The Selectmen signed the Town Warrant for the General Election on November 8, 2016, which will take place from 8:00 am-7:00 pm.

Chief Shagoury gave the Police Department update. As there was an error in their software, he was not able to offer the statistical breakdown in comparison from year to year but he doesn't see any great differences. The next drug take back program will be 10/22/16 from 10:00-2:00 at the Transfer Station. The Attorney General waives some of the requirements for this twice a year program that is run by the Drug Enforcement Administration (DEA). Chief Shagoury mentioned that Clay Gallagher asked about having the drug take back more often than twice a year. If we wanted to do this more than twice a year we would need to abide by the state rules which would require more officer time. Another option would be to have collections in a secure area but there is not a site available for this. Officers will be participating in some training this fall. Chief Shagoury will meet with CIP this Wednesday night. Selectman Wood mentioned that Tuftonboro Central School updated its emergency procedures to abide by the Homeland Security Grant. Chief Shagoury said that this is something that has been discussed with them. It is up to the school's discretion as to whether or not they share the plan and he has not received one as of yet. Chief Shagoury replied to Selectman Wood's inquiry stating that job performance reviews would be completed shortly. Also in response to Selectman Wood, Chief Shagoury stated that there won't be press release regarding the recent untimely death.

The Selectmen decided to make one Holiday Schedule for both the Town Office and the Transfer Station and will revisit the dates at a later time.

Chairman Sundquist made a motion to approve a Land Use Change Tax for PID 62-2-6, seconded by Selectman Wood with all in favor.

Selectman Wood made a motion to approve the appointment of Matt York to the Parks and Recreation Commission, seconded by Selectman Marcussen with all in favor. Under discussion, Selectman Wood suggested that the Selectmen may be interested in meeting him.

Gordon Hunt and Christie Sarles met with the Selectmen to discuss budget 4550 Library. The Library's copy machine needs to be rebuilt. The overall budget increased by \$5,010; exclusive of salaries (and benefits) the proposed 2017 operating budget represents an increase of only \$735.00 over 2016. The Library moved to the same **computer service**

provider as the Town. Karen Koch shared that the Library can deal with Computer Port directly on a per hour basis, without having to purchase a service block. There was some discussion regarding conditions outside of the Library, the parking lot and particularly the sidewalk. There was discussion about whether or not the sidewalks could be done this year or next year in budget 4194. The Library will now be open at 9:00 in the morning, rather than 10:00 and will be closing at 6:30 pm on Friday evenings, rather than 7:30 pm.

Selectman Wood moved to approve budget 4550 Library for \$204,502, seconded by Chairman Sundquist with all in favor.

The Selectmen signed a letter to NH Department of Environment Services (DES) in regards to the Watershed Plan Grant.

Chairman Sundquist made a motion to approve an Intent to Cut for PID 45-1-5 and PID 41-3-16, seconded by Selectman Wood with all in favor.

The Selectmen reviewed an amended pole license agreement for Fairpoint and NH Electric. Selectman Wood read aloud the section regarding the utilities responsibility to move poles when requested by the Town. Selectman Wood moved to amend the last sentence of the agreement, seconded by Selectman Marcussen. For purposes of discussion, he would like the last sentence to read "This license is further granted upon the condition that the petitioner(s), licensee(s), heirs, and assigns shall be required to relocate such pole(s), structures, conduits, cables, and/or wires.....upon written request of the Town of Tuftonboro, within *30 days of written notice* (and to delete *within a reasonable time frame*) at no charge to the Town." Chairman Sundquist felt that it may be difficult to enforce a time limit. Vote did not pass 1-2. Selectman Marcussen and Chairman Sundquist opposed.

Selectman Marcussen made a motion to approve the revised pole license agreement for Fairpoint and NH Electric, seconded by Chairman Sundquist with all in favor.

Chairman Sundquist shared that the Selectmen set the tax rate this past Friday at \$10.43 for 2016 (\$.04 more than 2015, town's portion up \$.02 from last year). County was down, local education was up and state education was down. This will be certified by the Tax Collector and then the Selectmen will have a warrant to sign next time they meet.

The Selectmen reviewed budget 4130 Executive. Chairman Sundquist shared that the Selectmen were going to revisit Karen Koch's salary for the new year. Chairman Sundquist shared that she'd like to increase it further as the prepared budget only showed a 1 step increase. Selectman Wood moved to raise Karen Koch's salary, budget 01-4130-03-110 to grade 9, step 10, (\$20.57), seconded by Chairman Sundquist with all in favor.

Selectman Wood reviewed past and present projects that take Town Office employees away from their daily duties, such as an audit, compensation study, mailing of reassessment letters as well as a large number of Right to Know Requests. He feels that we need to budget for these things. Selectman Wood moved to add \$1000 to Administrative Overtime, seconded by Selectman Marcussen. Vote passed 2-0. Chairman Sundquist opposed. Although she feels that there are two really good, efficient individuals in the office, she feels that these things are part of their job descriptions.

Selectman Wood move to approve budget 4130 Executive for \$95,819, seconded by Selectman Marcussen with all in favor.

The Selectmen reviewed budget 4196 Insurance. As there are no credits for 2017, there is a large increase to Worker's Compensation compared to last year. Chairman Sundquist moved to approve 4196 Insurance for \$60,916, seconded by Selectman Marcussen with all in favor.

Chairman Sundquist shared that Parks and Recreation **worked on** the Butterfly Garden for over 4 hours yesterday **clearing** the area. **The helpers included Kristen Clark, Gina Lessard, and Carole Dewitt. Thanks also to the McNamara**

family. The area is all ready to place the bench for Reg Amazeen. She also shared that Gina Lessard was honored on Friday by the Grange as Citizen of the Year. The Selectmen agreed that she is a treasure and has done so much for the Town. Chairman Sundquist will not hold office hours on Friday. Chairman Sundquist will confirm her research so that the Selectmen will be able to give the Boston Post Cane to the next appropriate recipient.

Selectman Wood spoke about the positive progress on Lang Pond Road. Selectman Marcussen confirmed the positive progress as well. The main parts of the project are complete.

Selectman Marcussen spoke about milfoil. The Town's contractor will be working with Tuftonboro either late this week or early next week. Work will be done in Winter Harbor Basin and Melvin Village Marina. He also shared that CIP will be meeting again on Wednesday. Chief Shagoury and Jim Bean will be meeting regarding their submissions.

In response to Selectmen Marcussen's question, Selectman Wood will find out at tomorrow night's Mirror Lake Watershed Committee (MLWC) meeting if there will be a CIP request submitted by MLWC for the boat ramp.

Selectman Wood asked Selectman Marcussen if he has a cost update for Lake Street boat ramp. He estimated that it should be less than \$25,000. He will work with Jack Parsons to have the permit done this year.

The Selectmen agreed to be added to the CIP distribution email list to see incoming projects, per Selectman Wood's suggestion.

The Selectmen signed a letter to the Steinmans regarding Brown Road.

Selectman Wood moved to transfer \$1700 from 01-4711-03-711 Long Term Bond and Notes to 01-4150-32-680 Office Equipment Maintenance/Repair for the Computer Port service block and \$1667 from 01-4711-03-711 Long Term Bond and Notes to 01-4150-25-620 Office Supplies for the first website revision payment, seconded by Selectman Marcussen with all in favor.

There was discussion regarding the projects being worked on with Computer Port, which should be addressed now versus future items. The Selectmen agreed to the estimate given by Computer Port for wired and wireless improvements for the main office for \$595, a computer for Karen Koch for \$816, and Carbonite backup for \$1000.

The Selectmen reviewed information regarding the Town Office copier no longer being supported by the manufacturer after January 1, 2017. A proposal for the purchase of a new copier was also reviewed. The Selectmen decided to wait on purchasing a new copier. Porter Office Machines will continue to support the copier until parts are no longer available.

The following correspondence was also reviewed: Temporary Mobile Home Certificate of Occupancy for 43-2-62; Eversource agency meeting information; Library financial information; NHEC workshop info; Police Officer Hours; email from Jeff Huberty regarding 23 Cow Island; website link request from Coupon Chief; PA-34s for PID 16-1-15, 17-1-2, 59-2-15, 30-3-2, 26-1-5 and 38-1-59; Newslink for 10/12/16; Lakeside Fall 2016; Lang Pond Rd. correspondence from Norway Plains; correspondence from Selectman Wood regarding LR Planning Commission Energy Cost update; correspondence from Selectman Wood regarding drug collection; correspondence from Selectman Wood regarding an update on the Fabian land easement and the Gale land easement; correspondence from Selectman Wood regarding LRPC True Cost Analysis for transfer stations; Councilor Kenney Report; Excavation Permit for 65-3-2; letter from R. Sloan Wilson regarding LA Drew; Wetlands Permit by Notification for PID 41-2-3; email regarding Transfer Station CIP request; ZBA Notice of Decision; Tuftonboro Fall Milfoil Survey; Building Permit 43-2-60, 39-2-8, 34-1-2, 52-2-2, 51-1-9 and 39-1-1; junk letter PID 38-1-60, junk vehicles letter PID 44-1-20, dilapidated building letter PID 38-1-61, survey letter for PID 25-2-138, 25-2-136 and 25-2-137; various emails and other correspondence.

Chairman Sundquist shared that the Budget Committee is meeting on October 25, 2016 rather than the 18th.

Selectman Wood asked if there was money in the budget to have the Town House professionally cleaned, including windows cleaned, etc. He suggested that civic groups that use the property place their property on the shelves and have the back wall reorganized. Chairman Sundquist suggested that the Selectmen could look at cleaning the area up when they are there on November 8, 2016.

He also offered to draft a letter to Tom Rutledge of Spectrum, formerly Time Warner, to help move along the process for connectivity at the Transfer Station. The Selectmen agreed that this was a good idea.

During public input, Guy Pike asked that the Selectmen do a review of the tax deeded properties sale before continuing on with the process, including obtaining additional legal advice.

Joe Kowalski agreed that it would be good to draft a letter to Spectrum. Selectman Wood answered his question, that the new company can accept the contract that the Town has with Time Warner. Mr. Kowalski also commented that the timeframe being added to the Fairpoint license might be a good idea. Mr. Kowalski asked about the ZBA decision for the Zimmerman appeal and when the decision was voted upon. It was understood by the Selectmen that this was done on October 4, 2016.

It was suggested that Carla Lootens work with Jack Parsons regarding a pole on her personal property.

Elyssa Paquette asked about tax deeded property. She asked if most Towns have the authority to sell tax deeded properties. Chairman Sundquist responded that this is correct. Towns were sent information in 1993 (approximately) to put a warrant article on their warrant giving the Selectmen ongoing authority to sell tax deeded properties. She shared that this authority was rescinded in 2003 and reverted back to a yearly vote. In response to Ms. Paquette, she shared that Rick Chellman, Sue Weeks, and Bill Stockman were the Selectmen at the time. Selectman Marcussen shared that in 2005 a warrant article was passed to buy and sell property. Chairman Sundquist agreed but added that this article did not specify tax-deeded properties. As this referenced a difference RSA, it is unknown if the article in 2005 would have covered tax deeded properties. Ms. Paquette shared that as Selectmen have been talking about the auction for so long she was surprised that the concern raised by the public wasn't mentioned earlier. Chairman Sundquist shared that it worked out **for the** best as Rick Sager ended up not being available to attend.

At approximately 5:44 pm Chairman Sundquist moved to enter non-public session per RSA 91-A: 3 II (c); seconded by Selectman Wood. Roll call vote: Sundquist – Yes; Wood – Yes; Marcussen - Yes.

Selectman Wood made a motion to end the non-public session at approximately 5:48 pm and move back into public session, seconded by Selectman Marcussen with all in favor.

Selectman Wood made a motion to seal the non-public meeting minutes, seconded by Selectman Marcussen with all in favor.

Chief Shagoury shared that he called Tri-Tech to address a Police Department's software issue. He also shared that Vicky Kinnaman's computer will need to be replaced as of today.

At approximately 5:54 pm, Selectman Wood made a motion to adjourn, seconded by Selectman Marcussen with all in favor.

Respectfully submitted, Karen Koch, Administrative Secretary

Selectman Meeting
October 17, 2016

2016

Fire Calls	150	Gas Furnace Inspection	43
EMS Calls	205	Oil Burner Inspection	5
Service Calls	21	Wood/Pellet Stove Inspections	9
SPD	17	Life Safety	22
Total	393		79

Currently the department is on track to having close to the same amount of Emergency calls as last year. The department has dealt with a couple of accidents which have shut roads down knocked out power for many hours since my last dept up date.

The officers and member of the department have been taking the extra work load that has been placed on them from the fact I have been placed on light duty do to surgery.

I will be out at least 8 weeks before I can be back to full duty. I would like to express my sincere gratitude toward my very professional and wonderful members of this department. I am very fortunate to lead such a terrific group of individuals. I would also like to thank all the town employees and towns' people that have understood that it is taking longer to get items completed.

The department has had 3 members complete a certified airboat training in West Ossipee on September 23-25 those members are Captain Frank Tranchita, FF Skip Galvin and FF Chris Morgan. The department has had multiple members completing training over the last few months on top of there weekly training.

A training burn was completed at 172 GWH on October 16, 2016. The department was able to complete 11 live Fire scenarios before the building was burned. The department was also able to receive many hours of important training with this building leading up to the live burn.

Towns that took part in the training were Wolfeboro Fire Rescue, Moultonborough Fire Rescue, Center Ossipee Fire Department, Ossipee Corner Fire Department, Freedom Fire Rescue, Sandwich Fire Department, Center Harbor Fire Department, and Exeter Fire Department, Stewarts Ambulance. The above departments provided apparatus and man power or strictly man power to make the training safe and successful.

On 10/3/2016 FF Chris Morgan was promoted to Lieutenant with Tuftonboro Fire Rescue Department.