

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

**Monday, July 25, 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 7/8/16 public meeting minutes as corrected, seconded by Selectman Wood with all in favor.

Chairman Sundquist made a motion to approve the 7/11/16 public meeting minutes as written, seconded by Selectman Wood with all in favor.

Chairman Sundquist made a motion to approve one of the 7/8/16 non-public meeting minutes regarding an employee evaluation as written, seconded by Selectman Wood with all in favor.

Chairman Sundquist noted that she has corrections to the 7/8/16 non-public meeting minutes regarding litigation and these corrections will be noted during a non-public session following this public meeting.

Chief Thompson gave the Fire Department update. Please see attached for further information.

Chairman Sundquist explained that two of the Lang Pond Road bids received (Integrity Earthworks and LA Drew) were reviewed by Norway Plains and the Selectmen received Jack Parson's vendor recommendation as well. Chairman Sundquist then made a motion to award the contract for Lang Pond Road to LA Drew Incorporated, seconded by Selectman Marcussen with all in favor. She explained that although they were the lowest bidder, the main reason that Integrity Earthworks was not awarded the contract was because they did not supply all of the information that was required, i.e. a bond amount. A representative from Integrity Earthworks challenged this decision as the Invitation to Bid stated that a bond was not required. He also shared that he previously had confirmed with both Jack Parsons and Norway Plains that there wasn't any further information needed with their proposal submission. If it is found that a bond is required, he indicated that it may be possible for Integrity Earthworks to supply a bond and still stay to the amount proposed in their offer. The previous motion was followed by a discussion as to whether or not a bond was required with the proposals. Selectman Wood then made a motion to table the discussion, seconded by Chairman Sundquist with all in favor. Later in the meeting the Selectmen agreed to revisit the Lang Pond Road bid conversation the following morning at 9:00 am.

Chief Shagoury gave the Police Department update. Calls for service were taken off of his tally list as things are now being switched over to a different system and it would not reflect an accurate comparison to last year. Most statistic numbers are about the same as last year; although pistol licenses are up. Vehicle video systems will be installed in early August and vehicle repairs have been done. Chairman Sundquist mentioned parking at Union Wharf and the ordinance regarding a 2 hr. parking limit (excluding the two handicapped spaces). Chief Shagoury stated that his department typically looks for people that are parking overnight but will make sure that the 2 hour limit is posted.

There was also discussion about parking at 19 Mile Bay. As the parking lot hasn't been full, Chief Shagoury is not overly concerned about the overnight parking. He stated that most people have held to obeying the limit except for a few instances and his department has worked with the individuals to rectify the issue. He shared that if people want to leave their trailer for a long period of time, it is permitted at the landfill.

Chief Shagoury agreed to Selectman Wood's request to submit a press release regarding a recent **unattended** death, which is assumed to be an overdose but is still under investigation.

A clarification was made to a motion made in the 6/27/2016 meeting:

Chairman Sundquist revised the motion to include on call pay, lump sum holiday pay and payment in lieu of health insurance as *base* pay in terms of employees' NH Retirement, seconded by Selectman Wood with all in favor.

Chairman Sundquist made a motion to approve the Parks and Recreation beach staff manual revised July 2016, seconded by Selectman Marcussen with all in favor.

**Chairman Sundquist** signed the Joint Loss Safety Committee annual safety inspections.

Selectman Wood made a motion to approve an Intent to Cut for Op#16-455-07-T, seconded by Chairman Sundquist with all in favor.

Selectman Wood made a motion to approve an abatement recommendation and revised Yield Tax Levy for Op#16-455-02-T, seconded by Chairman Sundquist with all in favor.

Chairman Sundquist made a motion to approve a Notice of Appointment for Alicia Gettman to the Board of Adjustment through June 2018, seconded by Selectman Wood with all in favor.

Chairman Sundquist made a motion to approve the Claims Funding Agreement with Benefit Strategies, the Flexible Compensation Plan for the Town of Tuftonboro and the Town of Tuftonboro HRA Plan, seconded by Selectman Marcussen with all in favor. Selectman Wood thanked Diane Falcey for her work with helping employees through the vendor transition.

Chairman Sundquist revisited going to the Cemetery Trustees Meeting on July 26, 2016. She feels that at this time it is not necessary to attend the meeting until the Selectmen are able to review the material that the Cemetery Trustees received at a recent Charitable Trusts Unit seminar. She feels it would be useful to review this material before making final decisions regarding the division of responsibilities between the Cemetery Trustees and the Town Office.

The Selectmen spoke about the proposed NHMA policy recommendations. They will continue to review the information and provide their feedback before the due date of August 12, 2016.

The Selectmen will hold a non-public work session per RSA 91-A:3, II (a) at 10:00 am on July 29, 2016 to work on a performance review. Selectman Wood asked that there be follow up with department heads to ensure that any pertinent staff employee evaluations have been completed as well. Chairman Sundquist shared that the non-public session on the 29<sup>th</sup> will be followed by a public session at 11:00 am to meet with representatives of Meredith Village Savings Bank to discuss the Town's future banking needs.

The Selectmen will meet at 9:00 am on August 1, 2016 at the Central Fire Station rather than at 4 pm, as Selectman Wood is not available to meet in the afternoon.

Chairman Sundquist attended a beautiful NH Music Festival concert last night put on by the Parks and Recreation Department at 19 Mile Bay. Though attendance was low the NH Music Festival would still like to come back next year.

Chairman Sundquist mentioned that she received a visit from David Smith on July 15, 2016 regarding Lower Beech Pond/ Brown Road. He is concerned that a resident is allowing boats access to the water, while the area is intended for only kayak or canoe access. While this is a private **property**, Chairman Sundquist shared with Mr. Smith that it would not be the Town's responsibility to rectify the issue but offered some suggestions with Mr. Bean's assistance. As this is private property, the issue was left with Mr. Bean and Mr. Smith for resolution.

Chairman Sundquist noted that there would need to be a Public Hearing to accept a donation for the Conservation Commission to purchase two properties.

Selectman Marcussen shared that the Planning Board approved an application for Merrowvista to build a summer cabin, identical in design to what they have already. The Middle Road Trust was also discussed. As old pits are handled by the State, the Planning Board feels that any issues with the pit in question would be a matter handled by them. Therefore the Planning Board is not apt to take much action.

Selectman Marcussen also shared that attendance was good at the Mirror Lake Protective Association Annual Meeting held last Saturday. Although some concerns were raised regarding the lake water level, they are glad that the Town is moving forward with a solution for Lang Pond Road. There was also some discussion regarding the boat ramp on Rt. 109 as well as other lake enhancement projects.

Selectman Wood shared that mowing seems to be moving along and that the new beach signs are posted. The Selectmen agreed that the signs are now much easier to understand. Selectman Wood asked Karen Koch to follow up with Jim Bean to see when line striping will begin. He also thanked Jack Parsons for waxing the new floor in the record room.

With regret, Selectman Wood made a motion to accept Keith Garrett's resignation from the Conservation Commission, seconded by Selectman Marcussen with all in favor.

The Selectmen discussed whether or not to update the Town's website, and the global picture regarding computers, backups, etc. Chairman Sundquist made a motion to approve the \$5,000 expenditure to update the Town website to be paid for over a 3 year period, seconded by Selectman Marcussen with all in favor.

An article in the Laconia Daily Sun, dated 7/15/16, was reviewed regarding Sandwich Selectmen violating the Right to Know law.

Selectman Wood complimented Selectman Marcussen for his submission to the Tuftonboro Times.

The following correspondence was also reviewed: Email regarding Transfer Station Compactor #2; Library Financial updates; Councilor Kenney Report; PA-34s for 38-1-278, 46-2-18, 26-1-4, 52-2-9 and 25-2-127 &128; Building Permit application for Map 60-1-19; Board of Adjustment 7-26-16 Meeting Notices; Wolfeboro Area Meals on Wheels thank you letter; Rick Stone thank you email for the Island Day at Pier 19, various meeting minutes and other correspondence.

There was some discussion with the public about the website update.

At approximately 5:44 pm, Chairman Sundquist made a motion to enter a non-public session per RSA 91-A:3 II (e) for litigation, seconded by Selectman Wood with all in favor. Roll call vote: Sundquist – Yes; Wood – Yes; Marcussen - Yes.

Chairman Sundquist made a motion to approve the July 8, 2016 non-public meeting minutes in regards to RSA 91-A:3 II (e) as corrected, seconded by Selectman Marcussen with all in favor.

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

At approximately 5:50 pm, Selectman Wood made a motion to suspend the public session until the following morning at 9:00 am, seconded by Selectman Marcussen with all in favor.

Respectfully submitted,  
Karen Koch, Administrative Secretary

Selectman Meeting  
July 25, 2016

2016

Fire Calls	102	Gas Furnace Inspection	21
EMS Calls	111	Oil Burner Inspection	2
Service Calls	17	Wood/Pellet Stove Inspections	5
SPD	11	Life Safety	17
<b>Total</b>	<b>241</b>		<b>45</b>

The department has been very busy with emergency calls. The department has handled all calls.

We have seen a reduction of young volunteers choosing to go into the fire service country wide.

Inspections have been completed at Camp Sentinel, Camp Belknap, Camp Merrowvista, and Camp William Lawrence. We will be trying to finish Camp Northwood, Pleasant Valley and Sandy Island this week.

The towns new ambulance was placed in service on July 22 The unit will run on all medical and fire calls but only will transport if Stewarts Ambulance is unavailable or if a second ambulance is needed. We have had several situations that the ambulance could have been used if it was in service. It will also be used as a rehab area on scenes of fires or prolonged incidents to get fire fighters cooled in the summer time and heated in the winter time so that the Stewarts Ambulance is tied up on scene and will be available to transport when needed.

We have been working to get all the paper work in place through Medicare and other Insurance companies to be able to bill when needed. We will be doing the billing in house when needed. This billing will be done by are secretary that works 7 hours a week. We looked at having a company do so but were not budgeted for 2016. The cost of this is \$ 250 per month.

We have three building that have been offered for training burns for the fall. We were able to get a large amount of training out of the property at 220 middle Road before it was torn down. The department trains or completes required EMS training every Thursday.

The work was completed on the airboat and came in under the original \$4,250 that was quoted and the final cost was \$ 3,330.50 for a savings of \$ 919.50 the work was completed at Kimble and Dubie in Gray Maine. This work included a new drive belt, motor mounts, adjusting the prop by 2.5% and additional work welds on the boat. Also some work was completed on the trailer.

# Memo

To: Selectmen  
From: Chief Shagoury  
Date: 07/25/16  
Re: 2016 Statistics (to June 30)

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Call-outs: 06/04 Suspicious activity  
06/09 Alarm  
06/13 Domestic animal

**Arrests: May & June**

05/28 Joseph Young, 19, Tuftonboro, bench warrant  
05/28 18 year-old from Norwell, MA for intoxication  
06/04 Paul J. Askew, 27, Tuftonboro, warrant for Ossipee Police  
06/17 Robert Lemoine, 56, Wallingford, CT, Carrying a concealed handgun without a license  
06/24 38 year-old from Tuftonboro, Involuntary Emergency Hospitalization

**Activity from January 1 to the end of June:**

Category	2015	2016
Motor Vehicle Stops	125	117
Summons	9	4
Accidents	19	23
Arrests	11	11
Felonies	12	11
Offenses	65	63
Incidents	80	106
Pistol Licenses	22	43