

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

Monday, March 28, 2016

MINUTES

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

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

Two Department of Revenue Administration reports, with timely deadlines, were signed at the beginning of the meeting. Chairman Sundquist made a motion to approve the MS-232, seconded by Selectman Marcussen. Vote unanimous. Chairman Sundquist made a motion to approve MS-123, seconded by Selectman Marcussen. Vote unanimous.

REVIEW & APPROVAL OF MINUTES:

Chairman Sundquist made a motion to approve the regular meeting minutes of 3/14/16 with corrections, seconded by Selectman Marcussen. Vote unanimous.

Chairman Sundquist made a motion to approve the public minutes of 3/22/16 with corrections, Selectman Wood seconded. Vote unanimous.

Chairman Sundquist made a motion to approve the non-public minutes of 3/22/16 as written, Selectman Wood seconded. Vote unanimous.

DEPARTMENT UPDATES:

Fire Chief Thompson handed out department update information and reviewed this update with the Selectmen. He provided an equipment leasing agreement, for the rescue vehicle and ambulance, for the Selectmen and counsel's review.

There was discussion about the Fire Department's propane use and their agreement with Rymes. It was found that there is varying pricing for propane within individual town departments. The Selectmen requested that Karen Koch work with Rymes to coordinate pricing amongst all departments.

Chief Thompson thanked the Town for their support of the Fire Department at town meeting and reviewed the status of obtaining the new rescue truck and ambulance. Sue Weeks asked about the price for the vehicles and if the purchase of a used ambulance was considered. Chief Thompson confirmed that a used ambulance was considered but there were too many negative points found with doing so. Chief Thompson shared that it appears as though the purchase price of the rescue truck will be less than what was approved at Town Meeting. The cost of the ambulance will be very close to what was approved.

APPOINTMENTS:

State Representative Glenn Cordelli spoke with the Selectmen. He wanted to make sure that they received the NH DOT Paving Schedule. The Selectmen confirmed that they did. He shared that all four Bills that were inquired about during the last meeting between the Selectmen and himself did not pass. (Bill 1687 relative to governmental liability for personal injury on playground structures; 1688 relative to governmental liability for negligence claims; 1284 Relative to removal of a road agent and 1683 relative to interest on delinquent taxes)

Mr. Cordelli shared his view of what the Carroll County Commissioners discussed at the last Selectmen's meeting regarding the budget. He shared that the budget was passed today. Amount to be raised by taxes is a few hundred dollars less than the supplemental budget passed in September.

He spoke about the County Farm. He noted that as the County Farm poses a great expense to the county, Delegation reduced the amount of the requested funding by \$90,000. The remaining funding should pay for operations of the farm until July or August of this year. He shared that there has been discussion with the UNH Cooperative Extension about other possible uses of the farm. They have spoken particularly of a learning center concept. Mr. Cordelli handed out a presentation regarding the UNH Cooperative Extension and the possible uses that have been considered for this property. He also spoke about planning stages of a culinary academy at the old Nursing Home and stated that with the help of the UNH Cooperative Extension all the different ideas can be tied together. He confirmed that there has not been any discussion at Delegation meetings to sell the farm. Discussion ensued about some of the current uses of the County Farm property that may continue after the transition, as well as County Farm budget information that remains unclear.

Chairman Sundquist asked about Bill 1198 regarding pole valuation. Mr. Cordelli will look into the status of this bill. Chairman Sundquist said that she would appreciate consideration of the impact that this bill has for our town. Selectman Wood also shared information regarding **the potential for** lost revenue to the Town of Tuftonboro due to **a reduction in assessed value**.

The meeting returned to department updates. Police Chief Shagoury presented a handout of call information for the Police Department.

Chairman Sundquist mentioned hearing Chief Shagoury's participation in a discussion on NH Public Radio regarding a needle exchange bill that is in legislature. Chief Shagoury commented that the bill is really about legalizing needles, not necessarily a needle exchange. He feels that it should be a formal exchange program like other states.

Chief Shagoury also spoke about the **Asset** Forfeiture Fund Bill that is in legislature. This bill stops revenue sharing at the state level and instead puts funding into the General Fund for the Attorney General to then disperse.

SIGNATURE FILE:

Chairman Sundquist made a motion to approve the Sunshine Week Open Government Proclamation, seconded by Selectman Wood. Vote unanimous.

Chairman Sundquist made a motion to approve Intent to Excavate for Op 16-455-05-E, seconded by Selectman Wood. Vote unanimous.

Chairman Sundquist made a motion to approve Intent to Excavate for Op 16-455-06-E, seconded by Selectman Wood. Vote unanimous.

Chairman Sundquist made a motion to approve Intent to Excavate for Op 16-455-01-E, seconded by Selectman Wood. Vote unanimous.

Chairman Sundquist made a motion to approve Intent to Excavate for Op 16-455-02-E, seconded by Selectman Wood. Vote unanimous.

Chairman Sundquist made a motion to approve Intent to Excavate for Op 16-455-03-E, seconded by Selectman Wood. Vote unanimous.

Chairman Sundquist made a motion to approve Intent to Excavate for Op 16-455-04-E, seconded by Selectman Wood. Vote unanimous.

Chairman Sundquist made a motion to approve the Gravel Tax Levy for Op 15-455-09-E, seconded by Selectman Wood. Vote unanimous.

Chairman Sundquist made a motion to approve the Gravel Tax Levy for four Taxpayers (Op 15-455-03-E through Op 15-455-06-E), seconded by Selectman Wood. Vote unanimous.

Chairman Sundquist made a motion to approve an Elderly Exemption for Map 33-1-2, seconded by Selectman Wood. Vote unanimous.

Chairman Sundquist made a motion to deny an Elderly Exemption for Map 14-2-2, seconded by Selectman Wood. Vote unanimous.

The town Assessor recommended that the Selectmen grant an abatement for Map 51-2-3. Chairman Sundquist made a motion to approve the abatement, seconded by Selectman Wood. Vote unanimous.

Chairman Sundquist made a motion to approve a Supplemental Warrant for Zadeda Farm Lane, seconded by Bill Marcussen. Vote unanimous.

Chairman Sundquist made a motion to approve an Asbestos Abatement Proposal for the former Dearborn Property (220 Middle Road), seconded by Bill Marcussen. Vote unanimous.

NEW BUSINESS:

Chairman Sundquist revisited the Employee and Volunteer Recognition planning for 2016. It was decided to work with a tentative date of May 18, 2016 at approximately 5:30-6:00 pm. The Selectmen requested that Karen Koch see if this date was suitable for the majority of town departments.

CONTINUED BUSINESS:

Discussion ensued about the sale of town owned properties. It was concluded that there are discrepancies between the 2014 & 2015 town owned property lists that need to be reviewed.

Chairman Sundquist would like to obtain a current opinion from the Conservation Commission and Planning Board regarding the sale of the properties, as the previous recommendation from the Conservation Commission is from 2014 and the Selectmen do not have a previous recommendation from the Planning Board. She would like Karen Koch to draft a memo to the two groups for their recommendations and also ask about merging Maps 43-2-2 and 43-2-50.

The Crosswalk on Rt. 109 at 19 Mile Bay was discussed. It was concluded that Tom Hall's proposal didn't include all requirements noted by the NH DOT. Chairman Sundquist will respond to Mr. Hall with these concerns. Selectman Wood would like to consider putting the project into next year's budget as well as inquire as to what contributions will be provided towards this project from the association that Mr. Hall represents.

Selectmen meeting times were discussed. For the months of April and May, the 2nd Monday meeting will be at 9:00 am. The 1st and 4th Monday meetings will be at 4:00 pm. The schedule is as follows for the month of June: June 6th at 9:00 am at the Central Fire Station, June 20th (instead of the 13th) at 4:00 pm and June 27th at 4:00 pm.

There will be two non-public work sessions to give job performance reviews for Fire Chief Thompson and Police Chief Shagoury on Friday, April 1 at 10:00 am and 11:00 am respectively.

Selectman Wood mentioned big ticket items that need to be spoken about. He suggested that the big ticket items be discussed with all department heads at the same time. Chairman Sundquist and Selectman Marcussen disagreed and felt that it was best to meet with the departments individually. It was decided that the Selectmen will meet with the Library Trustees and Police Department regarding these items. They will meet with the Library Trustees at their April 14th meeting. The Police Department meeting is to be scheduled later.

SELECTMEN'S UPDATE:

Chairman Sundquist shared that she sent the Selectmen's portion of the Tuftonboro Times Spring Edition to Daniel Barnard yesterday.

Chairman Sundquist also mentioned the cleaning up of the Dore Property. Selectman Wood mentioned that he asked Clay Gallagher about a dumpster and will follow up with him. Chairman Sundquist suggested that the cleanup be done on April 30th during town cleanup day.

She also shared that the first Budget Committee Meeting is scheduled for May 24, 2016.

Chairman Sundquist shared that she **attended** a presentation, from Families in Transition, for a non-profit homeless facility that is being planned for Wolfeboro on Lehner Street. This facility will provide various services and will be strictly for Governor Wentworth residents and is to be used as a temporary transition (60-90 days) for people to find more permanent housing. All funds have been raised for this project. The project just needs to go to ZBA for a variance. They are hoping for public support to follow through with this project.

Selectman Wood gave a Lang Pond Road update. He met a couple of times with Ben Ladd to do bid templates. It is still a work in progress. He is hoping to move this along as soon as possible. The bids will be passed through Jack Parsons.

He also shared that **the Board of Selectmen attended a Conservation Commission meeting on March 21, 2016.** Mark Howard and Keith Garrett, **of the Conservation Commission**, are working on town mapping. **Dan Callister, of the Lakes Region Planning Commission, gave a digitized mapping presentation at this meeting.**

Selectman Wood shared that the Conservation Commission is working on the great meadow easement. There are a couple of neighboring lots that want to be part of the easement. The Conservation Commission is also working on the Planning Board study.

Selectman Wood reviewed expenses. He re-expressed concern regarding budget 4191 Zoning and Planning Administrative Assistant, 4194 Town House heat and Highway Building heat. Selectman Wood also shared savings that have been contributed to the town, including a \$6600 Fire Department savings on Fuel.

Selectman Marcussen shared that he reviewed the current highway heat expense with Jim Bean. He shared a comparison to last year for this expense. The comparison showed that this year's expense was less according to the percentage of budget used compared to last year. He also shared a list of efficiency actions that need to be revisited not only for the Highway Garage but for the Town Offices and Town House.

Selectman Marcussen brought up the list of items in the CIP report that have been approved at Town Meeting and feels that these items should be moved forward with.

Selectman Marcussen also passed out a handout of the Capital Project Planning list regarding items that need to be tended to also.

CORRESPONDENCE:

The Selectmen reviewed the following pieces of correspondence:

Notice of the People's Bank closing in September. Chairman Sundquist shared that she has been told that the Bank of NH and Meredith Village Savings Bank have been spoken with regarding the space. Other items reviewed were the Schedule & Report for Councilor Kenney; PA-34s for Map 25-1-32, 50-3-2, 60-1-19 and 41-3-13; Board of Adjustment Notice of Decision for Keith Moore; Joint Loss Management Committee Meeting Agenda 3-30-16 & Minutes of 12-2-15 and the LRPC Award Nomination forms. Chairman Sundquist shared that she has a person that she would like to nominate for the Kim Ayers Award. Other items included: LRPC Request for input into NHDOT's 3 year proposed paving schedule; NHPWA technical meeting information for 3-30-16; NH Flood Safety & Awareness Emails dated March 15-18, 2016; Roads and Bridges Award Nominations; Memo regarding Knight Security testing February 10-11, 2016; Primex Training Opportunity for Administrative Assistants April 27, 2016; Email regarding NHRS Member Education Sessions in April and May; Email from Ricoh USA regarding digitizing of files; Planning Board final minutes for 3-3-16 & Draft Minutes for 3-16-16; Recycling Committee draft minutes for 3-22-16; Email inquiry from Clay Gallagher to Bonnie Bethune; Email correspondence from Attorney Sager regarding Homberg-NHDOT; UNH Winter 2016 Newsletter; Email regarding Vermont Recycling Conference June 14-16, 2016; NHRS Legislative Update at Crossover Email; NH Food Alliance Correspondence; Cemetery Trustees and Trustees of the Trust Funds April meeting information; NH **Preservation** Alliance Upcoming Programs and Activities and 2016 NHDOT/ACEC-NH Technical Transfer Conference information. There was a request for the Town of Tuftonboro to participate in a **Thornton** Study for the town of New Durham. The Selectmen agreed to participate. Comfort Keepers flyers were recommended to be put on the bulletin boards at the Post Offices, as well as a copy to Diane Falcey for reference in regards to Welfare requests.

OTHER BUSINESS:

None

ADJOURNMENT:

At approximately 6:17 pm, Chairman Sundquist made a motion to adjourn, seconded by Selectman Wood. Vote unanimous.

Respectfully submitted,

Karen Koch, Administrative Secretary

Memo

To: Selectmen
From: Chief Shagoury
Date: 03/26/16
Re: 2016 Statistics (to February 29)

Call-outs: 02/13 Alarm
02/20 Assist Fire Department
02/26 Assist EMS

Arrests: 02/05 Timmothy Phelan, 29, Haiku, HI, Bench Warrant

Activity from January 1 to the end of February:

Category	2015	2016
Calls for Service	425	462
Motor Vehicle Stops	19	28
Summons	3	1
Accidents	6	11
Arrests	2	2
Felonies	1	3
Offenses	13	15
Incidents	9	33
Pistol Licenses	11	22

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2016

Fire Calls	43	Gas Furnace Inspection	4
EMS Calls	41	Oil Burner Inspection	1
Service Calls	6	Wood/Pellet Stove Inspections	1
SPD	1	Life Safety	5
Total	91		11

3 out of 4 EMT Intermediates that tested on February 24th passed there EMTA testing.

After Rymes Manager Jerry O'Neill looked into the pricing it was found that the Town had no fixed price agreement as we normally had in the past. Therefore the highway and the fire department had different prices. At one time all propane was under government buildings account that the town Administration got pricing on until each department received there government building back in to the budget for transparency.

As the fire department used more propane with the new station being heated with propane we should have been receiving a reduced price. In the past we just used propane for ML/MV for cooking stoves. The fire department now has a \$ 4,531.82 credit with Rymes and the highway department has a \$ 2,112.38 credit.

One Town Representative will need contact Rymes yearly to make sure that the town is receiving the best pricing.

The Fire Rescue department would like to thank the towns people for there continued support of the department at town meeting, it was greatly appreciated.

The departments' ambulance that was approved at the town meeting will be built by PL Custom Emergency Vehicles of 2201 Atlantic Avenue in Wall Township NJ.

The local sales rep is from Sugarloaf Ambulance/Rescue vehicles in Wilton Maine. The ambulance is one of 6 demo units that are on the line currently. The ambulance should be completed in June.

The rescue truck will be built by Alexis Fire Equipment Company of Alexis Illinois. The sales rep is from Fleet Masters in Wakefield MA. The rescue has a 300 day build time. We will be paying for the rescue up front and have a performance bond as we did with Engine 1.

Captain Pike and Captain Joseph will be traveling on Tuesday and Wednesday of this week to Alexis Illinois to meet with the Company.

We will in turn get the better interest rate for both vehicles and save interest 2.54% versus 2.69%.

A reminder to all residence and property owners of Tuftonboro burn permits are required now that we do not have snow cover.

The department has sent out approximately 300 + seasonal permits so anyone that gets a seasonal campfire permits each year please watch your mail. And send back the signed yellow copy and keep the white.

Remember category 3 brush permits are a daily permit that can be picked up at Central Station 189 Middle Road or the Tuftonboro General Store.

Boat 1 is out of storage and will be placed back in service for the season tomorrow.