

**TOWN OF TUFTONBORO
BOARD OF SELECTMEN
240 MIDDLE ROAD, P.O. BOX 98
CENTER TUFTONBORO, NH 03816
Telephone: (603) 569-4539
www.tuftonboronh.gov**

**Selectmen's Meeting Final Minutes
4:00pm – Town Offices**

Monday, November 27, 2023

Present: Chairman Pike, Selectman Bob Murray, Horizons Mike Duffy, Leslie Roberts LLC Mark Roberts, Transfer Station Supervisor Chris Ruel, Fire Chief Thompson, End 68 Hours of Hunger Jan Brooks, Eileen Leavitt and Carol Simpson, Conservation Commission Chairman Steve Scapicchio, Cemetery Trustee Susan Weeks, Town Administrator Audrey Fraizer, and Administrative Secretary Cami Wakefield. Selectman Albee was absent from this meeting.

CALL TO ORDER

Chairman Pike called the BOS meeting to order at approximately 4:00 p.m. and lead the Pledge of Allegiance.

PUBLIC INPUT

None

REVIEW AND APPROVAL OF MINUTES

Chairman Pike made a motion to approve the BOS meeting November 6, 2023, draft minutes as written, Selectman Murray seconded, motion carried 2-0.

Chairman Pike made a motion to approve the BOS non-public session November 13, 2023, draft minutes as written, Selectman Murray seconded, motion carried 2-0. Chairman Pike also made a motion that these minutes remain sealed, Selectman Murray seconded, motion carried 2-0.

Chairman Pike made a motion to approve the BOS meeting November 13, 2023, draft minutes as written, Selectman Murray seconded, motion carried 2-0.

APPOINTMENTS

Chairman Pike started by opening the one and only bid for the Police pick-up truck, from Barry Moses of Asian Auto in the amount of \$3,632.12. Chairman Pike made a motion to accept the bid from Barry Moses of Asian Auto in the amount of \$3,632.12, Selectman Murray seconded, motion carried 2-0.

Mike Duffy of Horizons Engineering along with Mark Roberts of Leslie Roberts LLC met with the Selectmen to get the documents and contract for the Union Wharf project signed. Selectman Murray made a motion that the Chairman sign the contract for \$8K from Horizons, Chairman Pike seconded, motion carried 2-0.

Chris Ruel – Transfer Station supervisor presented the attached update.

Sue Weeks, Cemetery Trustee – presented the Cemeteries budget 4195. Chairman Pike made a motion to approve the Cemeteries budget 4195 for \$33,350, Selectman Murray seconded, motion carried 2-0.

Fire Chief Thompson presented the attached update.

Jan Brooks, Carol Simpson and Eileen Leavitt from the Wolfeboro Chapter of End 68 Hours of Hunger met with the Selectmen. Jan explained that they have appreciated Tuftonboro's allocation of \$2,500 and due to the increase in food costs and number of students supported, they will be requesting to increase the amount to \$3,500 for the upcoming fiscal year, 2024. Chairman Pike replied that he would like to bring this up at the next meeting when all 3 selectmen are here to vote on this.

Conservation Commission Chairman, Steve Scapicchio wanted to meet with the selectmen to talk about the Carleton property and Mirror Lake Grant. Chairman Pike would prefer that all 3 Selectmen be at the meeting when they discuss this and asked if Steve could come back in December.

SIGNATURE FILE

Chairman Pike made a motion to sign the Intent to Cut for Map 42-2-25, Selectman Murray seconded; motion carried 2-0.

Chairman Pike made a motion to sign the Right of Burial for Mahidashti, Selectman Murray seconded; motion carried 2-0.

Chairman Pike made a motion to sign the Application for Current Use for Map 60-1-28, Selectman Albee seconded; motion carried 2-0.

Chairman Pike made a motion to sign the 2023 Municipal Assessment Data Certificate for Rod Wood and Associates, Selectman Murray seconded, motion carried 2-0.

ACTION ITEMS

Boston Post Cane – David Haeger accepts the cane invitation. The Administrative Secretary will contact Mr. Haeger for a date to present.

Email from Daniel Lake – Chandler/Shirley Way

Cyber Security Incident Response/Security Incident Form

CORRESPONDENCE

Board of Adjustment – Gregory/Susan Demarco variance

Board of Adjustment – Hicks Family Trust variance

Board of Adjustment – Charles/Jane Batchelder Trust variance

Planning Board – time change for meetings.

Special one-time Highway Block Grant payment - State of NH

Speed Summary report from Chief Shagoury

Public meeting Parks and Rec on 12/5/2023 regarding Central Park

October 2023 YTD report NRRA

Email from Tyler Young – Libby Park monumentation report

Joint Motion to Approve Proposed Order

TOWN ADMINISTRATOR AND SELECTMEN'S UPDATE

Town Administrator, Audrey Fraizer asked that the board advise what the town is paying Wolfeboro parks and rec.. Chairman Pike asked that all 3 Selectmen be present to make that decision. Audrey asked what the selectmen thought about her reaching out to Wolfeboro to get a better understanding of the contract if there was one. Selectman Murray added that the more information we have the better and mentioned that the Town sent them a letter last year asking for details.

Audrey added that she is working on December “to do’s” final payments, longevity, holidays, and the Selectmen. She requested department heads to see if there is anything in the budget that you want to encumber. She had an invoice from Lexis Nexis and wanted to know if the Selectmen had to pay. Chairman Pike made a motion to pay the invoice, Selectman Murray seconded, motion carried 2-0.

Audrey Fraizer mentioned that she sent an email to the Selectmen about holding board meetings every other week. Audrey added that she talked to Selectman Albee, and he is in support of the change in the BoS meeting schedule but understands that the other Selectmen would like to wait until they are all together.

ADJOURNMENT

At approximately 5:42pm Selectman Murray made a motion to adjourn the meeting, Chairman Pike seconded, motion carried 2-0.

Respectfully submitted,
Cami Wakefield, Administrative Secretary

| Month | Freon | W/O Freon | Car Tires | Oil | Stickers | Electronics | Brush | C&D | Bulbs | Misc | 2021 |
|----------|------------|-----------|------------|--------|------------|-------------|------------|--------|-------------|----------|-------------|
| January | \$45.00 | \$0.00 | \$18.00 | \$0.00 | \$965.00 | \$160.00 | \$30.00 | \$0.00 | \$3,248.00 | \$831.00 | 5,297 |
| February | \$0.00 | \$0.00 | \$15.00 | \$0.00 | \$575.00 | \$95.00 | \$0.00 | \$0.00 | \$863.00 | \$400.00 | 1,951 |
| March | \$25.00 | \$0.00 | \$111.00 | \$0.00 | \$1,060.00 | \$120.00 | \$70.00 | \$0.00 | \$4,477.00 | \$580.00 | 6,452 |
| April | \$73.00 | \$0.00 | \$299.00 | \$0.00 | \$1,120.00 | \$245.00 | \$337.00 | \$0.00 | \$7,585.00 | \$400.00 | 10,104 |
| May | \$130.00 | \$70.00 | \$112.00 | \$0.00 | \$700.00 | \$490.00 | \$170.00 | \$0.00 | \$6,747.00 | \$500.00 | 8,987 |
| June | \$325.00 | \$0.00 | \$66.00 | \$0.00 | \$725.00 | \$275.00 | \$100.00 | \$0.00 | \$8,024.00 | \$300.00 | 9,875 |
| July | \$242.00 | \$0.00 | \$88.00 | \$0.00 | \$695.00 | \$165.00 | \$100.00 | \$0.00 | \$6,088.00 | \$400.00 | 7,843 |
| August | \$205.00 | \$0.00 | \$109.00 | \$0.00 | \$435.00 | \$508.00 | \$155.00 | \$0.00 | \$7,044.00 | \$785.00 | 9,241 |
| Sept. | \$286.00 | \$15.00 | \$127.00 | \$0.00 | \$245.00 | \$250.00 | \$190.00 | \$0.00 | \$6,948.00 | \$400.00 | 8,530 |
| Oct. | \$320.00 | \$0.00 | \$321.00 | \$0.00 | \$110.00 | \$220.00 | \$95.00 | \$0.00 | \$8,625.00 | \$400.00 | 10,163 |
| Nov. | \$275.00 | \$0.00 | \$357.00 | \$0.00 | \$110.00 | \$306.00 | \$125.00 | \$0.00 | \$5,029.00 | \$612.50 | 6,894 |
| Dec. | \$85.00 | \$0.00 | \$40.00 | \$0.00 | \$100.00 | \$155.00 | \$55.00 | \$0.00 | \$4,486.00 | \$600.00 | 5,591 |
| Totals | \$2,011.00 | \$85.00 | \$1,663.00 | \$0.00 | \$6,840.00 | \$2,989.00 | \$1,427.00 | \$0.00 | \$69,144.00 | \$561.00 | \$6,208.50 |
| | | | | | | | | | | | Grand Total |
| | | | | | | | | | | | \$90,928.50 |

| Totals | Freon | Car Tires | Oil | Stickers | Electronics | Brush | C&D | Bulbs | Misc | Grand Total | 2022 |
|----------|-------|-----------|--------|----------|-------------|---------|--------|----------|---------|-------------|---------|
| January | \$50 | \$0.00 | \$88 | \$0.00 | \$110 | \$125 | \$0.00 | \$2,372 | \$40 | \$350 | 3,135 |
| February | \$35 | \$0.00 | \$0.00 | \$170 | \$95 | \$0.00 | \$0.00 | \$2,879 | \$12.00 | \$600 | 6,926 |
| March | \$60 | \$0.00 | \$80 | \$110 | \$195 | \$50 | \$50 | 3,141 | \$2 | | 10,564 |
| April | \$70 | \$0.00 | \$191 | \$130 | \$200 | \$220 | \$220 | \$5,421 | \$4 | \$750 | 17,550 |
| May | \$100 | \$0.00 | \$189 | \$275 | \$310 | \$300 | \$300 | \$10,533 | \$34 | \$900 | 30,332 |
| June | \$85 | \$0.00 | \$70 | \$102 | \$175 | \$245 | \$200 | \$6,873 | \$12 | \$1,077 | \$8,839 |
| July | \$180 | \$0.00 | \$146 | \$70 | \$230 | \$95 | \$154 | 5,969 | \$15 | \$490 | \$7,349 |
| August | \$230 | \$0.00 | \$351 | \$30 | \$125 | \$180 | \$260 | \$9,852 | \$21 | \$840 | 58,409 |
| Sept. | \$160 | \$0.00 | \$45 | \$60 | \$70 | \$220 | \$85 | 8,040 | \$17 | \$500 | 67,606 |
| Oct | \$180 | \$0.00 | \$89 | \$140 | \$25 | \$140 | \$75 | \$6,649 | \$4 | \$2,845 | 10,147 |
| Nov. | \$230 | \$0.00 | \$273 | \$94 | \$15 | \$360 | \$95 | 8,098 | | 1,285 | 88,203 |
| Dec | \$70 | | \$49 | \$1,310 | \$90 | \$740 | \$740 | \$3,368 | \$700 | 6,327 | 94,530 |
| Totals | 1,450 | 1,571 | \$637 | \$2,745 | \$2,255 | \$2,179 | | \$73,195 | \$161 | \$10,337 | 94,530 |
| | | | | | | | | 4041 | | | OK 2/23 |

| Month | Freon | Bulky | Car Tires | Oil | Stickers | Electronics | Brush | C&D | Bulbs | Misc | 2023 |
|-----------|-------|-------|-----------|-------|----------|-------------|-------|-------|-------|-------|-------------|
| January | \$80 | \$105 | \$37 | \$30 | \$1,720 | \$100 | \$100 | \$260 | \$20 | \$20 | \$7,115.00 |
| February | \$35 | \$10 | \$15 | \$50 | \$730 | \$105 | \$105 | \$50 | \$2 | \$250 | \$6,475.00 |
| March | \$50 | \$15 | \$67 | \$25 | \$405 | \$90 | \$90 | \$85 | \$5 | \$5 | \$4,736.00 |
| April | \$90 | \$40 | \$174 | \$143 | \$795 | \$220 | \$220 | \$455 | \$5 | \$800 | 10,457.00 |
| May | \$180 | \$20 | \$148 | \$35 | \$680 | \$169 | \$169 | \$575 | \$2 | \$25 | \$12,495.00 |
| June | \$145 | \$75 | \$148 | \$13 | \$630 | \$275 | \$275 | \$160 | \$475 | \$475 | \$10,730.00 |
| July | \$200 | \$60 | \$4 | \$13 | \$535 | \$130 | \$130 | \$80 | \$2 | \$500 | \$9,075.50 |
| August | \$200 | \$40 | \$60 | \$8 | \$375 | \$320 | \$320 | \$175 | \$2 | \$5 | 9,497 |
| September | \$115 | \$0 | \$36 | \$5 | \$120 | \$248 | \$248 | \$150 | \$0 | \$0 | \$8,104.00 |
| October | \$165 | \$293 | \$155 | \$110 | \$110 | \$250 | \$250 | \$310 | \$5 | \$5 | 12,225 |
| November | \$20 | \$155 | | \$105 | \$130 | | | \$20 | \$14 | | \$7,315.00 |
| December | | | | | | | | | | | |
| Totals | | | | | | | | | | | 78,684 |
| | | | | | | | | | | | 11,078 |
| | | | | | | | | | | | 90,909 |
| | | | | | | | | | | | 13,156 |
| | | | | | | | | | | | 97,780 |
| | | | | | | | | | | | 9,577 |

82,553 Income Est.
91,426 Cost Est..
8,873 under Est.

82,553.00 Inc. 11/23
90,432 Cost 10/23

40212.5

TOWN OF TUFTONBORO TRANSFER STATION & RECYCLING CENTER

Date November Totals Person Completing Form C. Ruel Authorized Signature_____

| # OF STICKERS: | AMOUNT COLLECTED FOR STICKERS: |
|----------------|--------------------------------|
| 21 | \$105 |

FEES CHARGED:

| | | |
|------------------|--------------------------|--------------------------|
| # Of Items 2 | Appliances With Freon | Fees Collected \$20 |
| # Of Items | Appliances W/O Freon | Fees Collected |
| # Of Items 7 | Car Tires | Fees Collected \$155 |
| # Of Items | Truck Tires | Fees Collected |
| # Of Items | Bulky Items | Fees Collected |
| # Of Items 14 | Electronics | Fees Collected \$130 |
| # Of Items 2 | Brush | Fees Collected \$20 |
| # Of Items 96 | C&D | Fees Collected \$6871 |
| # Of Items 2 | Bulbs | Fees Collected \$14 |
| # Of Items | Misc. | Fees Collected |

TOTAL FEES COLLECTED \$7,315

TOWN OF TUFTONBORO TRANSFER STATION & RECYCLING CENTER

Date October Totals Person Completing Form C. Ruel Authorized Signature _____

| | |
|-----------------------|---------------------------------------|
| # OF STICKERS: | AMOUNT COLLECTED FOR STICKERS: |
| 22 | \$110 |

FEES CHARGED:

| | | |
|---------------------------------|--|--|
| # Of Items 13 | Appliances With Freon | Fees Collected \$165 |
| # Of Items | Appliances W/O Freon | Fees Collected |
| # Of Items 7 | Car Tires | Fees Collected \$293 |
| # Of Items | Truck Tires | Fees Collected |
| # Of Items | Bulky Items | Fees Collected |
| # Of Items 16 | Electronics | Fees Collected \$250 |
| # Of Items 24 | Brush | Fees Collected \$310 |
| # Of Items 155 | C&D | Fees Collected \$11,092 |
| # Of Items | Bulbs | Fees Collected |
| # Of Items 1 | Misc. | Fees Collected \$5 |

TOTAL FEES COLLECTED \$12,225

SELECTMEN MEETING

November 27, 2023

2023

| | |
|--------------------------|---------------------------------|
| Fire Calls: 171 | Gas Furnace Inspection: 61 |
| EMS Calls: 225 | Oil Burner Inspection: 06 |
| Service Calls: 115 | Wood/Pellet Stove Inspection: 7 |
| SPD: 14 | Life Safety: 41 |
| <u>TOTAL: 525</u> | <u>TOTAL: 115</u> |

2022

| | |
|--------------------------|----------------------------------|
| Fire Calls: 167 | Gas Furnace Inspection: 57 |
| EMS Calls: 252 | Oil Burner Inspection: 05 |
| Service Calls: 82 | Wood/Pellet Stove Inspection: 04 |
| SPD: 15 | Life Safety: 37 |
| <u>TOTAL: 516</u> | <u>TOTAL: 103</u> |

10/23/2023- 11:00 am Chase Point Possible Explosives disposal. Captain Morgan and Car 1, and NH Bomb Squad Unit.

11/2/2023- GWRSD and MSD Safety and Security task force meeting from 4pm-6pm @ KRHS Lecture Hall. Captain Pike with Car 1

11/9/2023- Fire Alarm/Furnace issue 3:52 pm 21 Thomas Point Road. Engine 1, Engine 2 with 5 personnel.

11/15/2023 Injuries from a fall on Sawyer Road @ 4:09 pm Ambulance 1 with 2 Personnel along with Stewarts Ambulance.

11/20/2023- Non permitted outside fire Governor Wentworth Highway Melvin Village Chief Thompson with Car 1.

11/21/2023- Fall with injuries Middle Road @ 8:20 pm Ambulance 1 with 4 personnel responded along with Stewarts Ambulance.

11/22/2023- MVA vs tree with injuries GWH and Wawbeek Road @ 11:01 am. Rescue 1, Ambulance 1 car 1 with 8 personnel, Tuftonboro Police Department along with Stewarts Ambulance who transported the patient to Huggins Hospital.

Ambulance 1 had the second rear liquid spring strut assembly replaced on 11/21/2023 Cost was \$1,361.09 assembly replaced on 11/21/2023 Cost was \$1,61.09 at Lakes Region Fire Apparatus.

Holmatro hydraulics sets of jaws of life were serviced 11/14/2023 by IPS cost \$650.00

Holmatro Battery tests of Jaws of Life were serviced 11/14/2023 by IPS \$500.00

The SCBA compressor was serviced on 11/14/2023 BY IPS cost was \$900.00

Flow testing of 25 SCBA's \$55.00 each for a cost of \$ 1,375.00 by IPS

Service, test, and clean 25 SCBA regulators \$10.00 each for a total of \$250.00

All packs passed there yearly testing. Hydro test DOT 6000 PSI Air storage cylinder for the SCBA cascade system \$150.00 each for a total of \$ 600.00

Boat 1 was removed from service on 11/24/2023 due to the weather turning colder. The boat will stay at Central Station for a couple of weeks until it is not possible to launch in case of emergency on lake or islands. Once ice starts forming it will be serviced and stored for the winter at Melvin Village Marina. The Bald Peak Community fund has given the Tuftonboro Fire Fighters Association a grant to have Bow thruster installed on Boat 1 for \$4800.00 this will be done at Eastern Boats in Milton NH. This Bow thruster will assist with making the boat more maneuverable especially when docking. A couple of fire boats in the area have either been upgraded with this or have come with it when it was built.

We would like to publicly thank the Bald Peak Fund for their continued support.

The departments EMS unit license for EMS transporting has been renewed through 12/31/2025. It is renewed every two years through the State of NH.

The Tuftonboro Fire Fighters Association continues to work on the UTV project, which was the major project for 2023. The association has been working on the funding for this unit for a couple of years to complete this project with donations. The unit will be going to Laconia Power Sports on 11/27/2023 to have the tracks installed and other parts that were ordered. Once the package is complete, we will then bring the unit to the Selectmen to have an acceptance hearing due to the projects cost. The information needed to cover this unit and trailer have already been turned into Primex. This unit will greatly increase the departments off road rescue capabilities year-round.

QUESTION: How is the holiday pay supposed to work for the FD personnel?

Interior painting will be started on the office side of the central station the week of 12/28/2023 This will be done by Dave Wentworth of Wentworth Group painting

We are still working on an RFP to get prices for the emergency generator for the Mirror Lake Station and associated panel and wiring work.

The fire engine truck committee has been working with vendors to get a design and price for a replacement engine for engine 4. This engine would be voted on at the 2024 town meeting if

the select board choose to ok a warrant article for it. Most apparatus manufacturers are at least two years out on building fire trucks. This fire truck would need to be a 5- or 7-year lease purchase. Our current large fire apparatus replacement schedule is 20 years. Engine 4 will be 20 years old in 2025.

Ambulance transport information for Selectmen- See attached information.

We have an application from a former member Robert McKenna that we are currently working on.

Budget Process: