

**TOWN OF TUFTONBORO
BOARD OF SELECTMEN
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**Selectmen's Meeting Final Minutes
4:30pm – Town Offices**

Monday, January 08, 2024

Present: Chairman Pike, Selectman Albee, Selectman Bob Murray, Park & Rec director Dennis Zilembo, Town Clerk Jen Coulter, Alana Albee/ledge hill rd., Chief Shagoury, Transfer Station Supervisor Chris Ruel, Town Administrator Audrey Fraizer, and Administrative Secretary Cami Wakefield.

CALL TO ORDER

Chairman Pike called the BOS meeting to order at approximately 4:30p.m. and lead the Pledge of Allegiance.

PUBLIC INPUT

None

APPOINTMENTS

Parks & Rec director Dennis Zilembo presented the following update. Santa photos was a big success, kids dodgeball ended last week, adult dodgeball begins January 30th, men's basketball is ending, winter carnival starts the second week in February, and punt pass and kick. We have 5 people going to Las Vegas, and in the past years the selectmen have helped out getting the kids there and would the selectmen be willing to help this year. Chairman Pike made a motion that the town give each family (3 families) \$500 from the Youth Assistance budget line for this trip to Las Vegas, Selectman Albee seconded, motion carried 3-0.

Dennis continued to mention that the next scheduled paint class is February 12th up at the town house, we got 6 of the 8 contracts back for the summer concerts so that is looking good for this summer, there will be a commission cookout on February 3rd at 5:00pm at the town house and the selectmen are all invited, and Dennis will be introducing the new assistant director Ashley Esposito. Selectman Murray asked if that would be replacing the regular parks and rec meeting that night. Dennis replied that they will discuss that tomorrow night as he is not sure.

There was a discussion about the central park project design.

Town Clerk Jen Coulter met with the selectmen regarding the joint loss management committee met in December and in the past we have offered training for employees and the last time it was offered was 2019 and then covid hit and at that time we offered classes in person here at the town office and it was a one day class. Primex now offers online courses, and we thought it would be a good idea to offer these to employees, with the department heads kind of spearheading which classes they should take. Jen would like to recommend these be offered to department heads but would like them to be backed by the selectmen in recommending these classes be taken. Selectman Albee made a motion that these classes be taken by employees, Chairman Pike seconded, motion carried 3-0.

Jen added just as a reminder that the filing period is coming up January 24 – February 2.

Alana Albee – Ledge Hill Rd. Alana met with the selectmen to talk about the drainage problem on Ledge Hill Rd. The water should be directed down the hill off the property. Selectmen will ask the Road agent Jim Bean to come up with a plan for the Spring for Ledge Hill Rd.

Transfer Station Supervisor Chris Ruel- presented his year-end budget and 2024 budget request. Chris is still advocating for a scale. Chris is also looking for 125k in a warrant article from CIP for a total of 175k.

Selectman Albee made a motion to approve the Solid Waste budget -4324 for \$543,721.29, Selectman Murray seconded the motion, motion carried 3-0.

Chief Shagoury presented the attached update. The Chief added that he has a conditional offer out to an applicant. The applicant would still need to attend the academy as they are not certified. The Chief passed around a sheet that shows where we are as far as getting our cyber training done. Audrey mentioned that employees have complained that the site did not refresh, therefore it is the same training over and over. Chairman Pike added that that may be, but it doesn't hurt to refresh or review.

The Chief added that he has been catching up on end of year paperwork. He added that there is one person outside the department that is consuming a lot of his time with phone calls and arguments.

Selectman Albee added that the PD is averaging 2.3 traffic stops per week for the whole department. That is less than one per officer. Selectman Albee added that he gets complaints daily on speed in various places in town. Selectman Albee added that he just can't defend it. He added that perhaps it is a time management thing but 2.3 per week is not enough. Chief Shagoury asked if he had looked at the year to year. Selectman Albee replied that he was looking at it. Selectman Albee asked Chief Shagoury to defend it and tell him that it is enough stops. Chief Shagoury noted that he did not say there were enough stops, but that getting another person

would help with that. Chief Shagoury added that the numbers could be higher. The radar on the Chiefs cruiser is not working right now so he added that it is hard to make speed stops without a radar.

SIGNATURE FILE

Chairman Pike made a motion to sign the 2024 Personnel Policy with the understanding that this can be amended at any point in time as pointed out by Selectman Albee, Selectman Murray seconded, motion carried 3-0.

Selectman Albee made a motion to sign the Notice of Appointment for Betty Gunrud to the Library Trustees, Selectman Murray seconded, motion carried 3-0.

Chairman Pike made motion to sign the Catastrophic Leave donation forms of 145.446hrs and 103hrs, but to have the TA convert these hours to dollars. The TA noted that she believes this goes back to the Personnel Policy that if you converted to dollars, you might be at a liability due to the different amounts that each employee makes. Selectman Albee added that he believes we need to accept the donation form as it is first and then pass the form on to be converted and voted on once converted.

Chairman Pike withdrew this motion.

Chairman Pike made a motion to accept the hours donated that can later be converted in dollars, Selectman Albee seconded, motion carried 3-0

ACTION ITEMS

Winter Edition of Tuftonboro Times article reminder

CORRESPONDENCE

Recognizes and Thanks Tuftonboro Police Department

Tuftonboro Free Library Report

Wetlands application for map 40-2-1 Farm Island

TOWN ADMINISTRATOR AND SELECTMEN'S UPDATE

Selectman Albee made a motion to approve the Personnel Administration budget -4155 for \$811,854, Selectman Murray seconded the motion, motion carried, 3-0.

Chairman Pike made a motion to approve the Other Conservation - 4619.1 for \$7,500, Selectman Murray seconded the motion, motion carried 3-0.

TA Audrey Fraizer added that she is working on year end paperwork now such as 1099's etc. Munismart has been really good helping with this.

Audrey met with the town manager in Wolfeboro today and explained that she has not been able to find any written agreements with the town of Wolfeboro and the recreation department and that leads to some consternation and what we should be paying. Audrey is going to send them a recommended agreement based on the number of people in the variant plus and administrative fee.

The Wolfeboro town manager will bring this to his board of selectmen tomorrow and will get back to us.

Audrey added that she did a webinar on monthly reporting of retirees to NHRS.

Rebecca Martin our new minute taker for selectmen's meetings has given her notice.

Reminder that we have a holiday on the 15th and will be closed.

Auditor will be here January 31st.

Selectman Murray noted that there was a public hearing about some proposed zoning amendments at the planning board meeting last week.

Selectman Albee added that there were some questions from FEMA regarding the Union Wharf project, and he will be in tomorrow to work on that.

Chairman Pike mentioned that all three of the selectmen have been approached by employees who would be very upset about being paid every two weeks instead of weekly. Chairman Pike went on to say that his question is how much time it takes to do just payroll without all the other accounts payable checks. Audrey replied that in a morning it would take 3-4 hours. Audrey added that before this was ever implemented it would be presented to the board of selectmen for approval. Audrey also explained that doing this would help free up some time in the administration office for filing and what not that cannot be done on a regular basis.

Chairman Pike added that it has not been implemented yet.

Chairman Pike also had a fellow come to him that had given a sizable contribution to the parks and rec department and needed a letter from the town so that he could claim it on his taxes. Chairman Pike went through channels and got that straightened out.

ADJOURNMENT

At approximately 7:25pm Selectman Murray made a motion to adjourn the meeting, Selectman Albee seconded, motion carried 3-0.

Respectfully submitted,

Cami Wakefield, Administrative Secretary

Memo

To: Selectmen
From: Chief Shagoury
Date: 01/08/2024
Re: December 2023 Activity

Call out:

12/05 Alarm
12/09 Alarm
12/16 Assist Fire Department
12/21 Disturbance

Training:

Use of Force, Firearms Qualifications, Eyewitness Identification, DOT Workzone Safety for Officers, Bicycle and Pedestrian Laws, Child Passenger Safety,

Activity from January 1 to the end of December:

Category	2022	2023
Motor Vehicle Stops	146	120
Summons	15	12
Accidents	32	27
Arrests	14	11
Felonies	23	21
Offenses	123	90
Incidents	169	136
Calls for Service	6138	5127