

TOWN OF TUFTONBORO
Board of Selectmen
240 Middle Road, P.O. Box 98
Center Tuftonboro, NH 03816
Telephone: (603) 569-4539
www.tuftonboro.org

**Selectmen's Meeting
2023**

Tuesday, December 26,

Town Office 4:30pm

Present: Chairman Guy Pike, Selectmen Chip Albee and Bob Murray, Fire Chief Thompson, Town Administrator Audrey Fraizer, and Meeting Minutes Recorder Rebecca Martin

CALL TO ORDER

Chairman Pike called the BOS meeting to order at approximately 4:31pm and lead the Pledge of Allegiance

PUBLIC INPUT

None

REVIEW & APPROVAL OF MINUTES

Selectman Murray made a motion to approve the 11.27.2023 BOS draft minutes as written. Selectman Albee seconded the motion. The motion carried 3-0.

Selectman Murray moved to approve the 12.4.2023 BOS draft minutes as written. Chairman Pike seconded the motion. The motion carried 3-0.

Chairman Pike made a motion to approve the 12.4.2023 BOS Non-Public session draft minutes as written. Selectman Murray seconded the motion. The motion carried 3-0.

Chairman Pike made a motion to approve the 12.11.2023 BOS draft minutes as written. Selectman Murray seconded the motion. The motion carried 3-0.

APPOINTMENTS

Fire Department Monthly Update

Chief Thompson provided an update on the Mirror Lake and Central fire stations. He stated that there had been an incident at the Central fire station on 12/6/23 that caused damage to the bay 3 overhead door. An ambulance and a car were both being backed in when the operator of the car closed the incorrect bay door. The cost of the damage was \$2,435. Insurance will cover all but the \$1,000 deductible. The four button remotes have been replaced with single remotes to avoid this in the future.

Chief Thompson stated that Tuftonboro has one Class A engine at each station, for a total of three engines. Engine 4 (at Melvin station) will be 20 years old in 2025 and is the one proposed to be replaced. If it is added to a warrant article for 2024 and voted in, it will take three years to build. Prior to COVID, it would have taken one year. The estimate for a new engine is about 1.2 million dollars. There are three companies that are putting prices together for the new truck and should have the estimates in January.

Chief Thompson would ideally like to have four class A engines. Engine 4 would be a reserve in the event something happens with one of the other engines. He is hoping Engine 4 will last until 2026-2027, although it is the one that has had issues with engine failure. Having the reserve will maintain the standard of a class A pumper in each station when repairs are needed. The issue then becomes where to put it.

Selectman Albee suggested adding an ambulance rather than a fire engine and make the Central station full time to mitigate costs. Chief Thompson stated that the department is comprised primarily of volunteer staff right now. He added that the Mirror Lake station only has one bay, and is not up to code for use to house an ambulance. To raise the doors at the Mirror Lake fire station would require significant renovations.

Selectman Albee asked if engine 4 could be housed at the Mirror Lake station as a secondary unit. Chief Thompson stated it would depend on where the most calls are coming from. At this time, most responses are from the Central station.

Selectman Albee asked what would be required for payment up front. Chief Thompson explained that there are a couple of different purchase options, so he will come back with buyout and lease cost breakdowns.

Chief Thompson stated that although they only have three engines they do very well. Moultonboro went to a full time station but the ambulance doesn't transport like Tuftonboro does. Wolfeboro doesn't transport either. Selectman Albee added that membership for volunteers has been very good as well.

Chief Thompson provided three proposals for the new generator at the Mirror Lake station and all have similar estimates.

Government Building Budget

Selectman Albee suggested reducing the Mirror Lake and Melvin Village heating costs. Chief Thompson agreed.

Chairman Pike wanted to clarify if Fire Station maintenance is split between Melvin Village and Mirror Lake. Chief Thompson confirmed that it was and that the Central station has its own budget line.

Selectman Murray asked what the Central fire station improvements are. Chief Thompson explained that some cracks need to be filled for \$1,000, flooring and siding repair for \$3,500, and they need to replace the electric door lock on the gear and hazmat rooms for \$6,500. They have not been able to get in at times due to issues with the locks. Selectman Murray asked if they had a backup key and Chief Thompson responded that they do.

Selectman Albee suggested reducing the Central Fire Department Maintenance line. Chief Thompson pointed out that a \$4,000 pump flow and inspection is required this year so this line item should not be reduced.

Chief Thompson explained that the Fire Department's rates for trash pickup, alarm monitoring and inspection and station cleaning increased this year and is reflected in the proposed budget.

Selectman Murray asked if there is a load bank test on generator every year. Chief Thompson answered that there is not, however one was performed this year.

4194 Municipal Buildings

Town Administrator Fraizer feels the Town Office maintenance line needs to increase to \$2,500.

Selectman Albee suggested reducing several budget lines and moved to amend and approve the budget at \$155,353. Selectman Murray seconded the motion. The motion carried 3-0.

Financial Administration / Tax Collector - 4150

Under Office Equipment, Town Administrator Fraizer stated that Lakes Region Computer suggests rotating out several computers every year. Ten would be due in 2025. TA Fraizer would like to know if some should be moved to 2024.

Several other line items were discussed, and Chairman Pike made a motion to approve the budget with the suggested amendments in the amount of \$182,760. Selectman Albee seconded the motion. The motion carried 3-0.

Personnel Administration

Selectman Albee moved to approve 4155 in the amount of \$811,854. Chairman Pike seconded the motion. The motion carried 3-0.

General Government

Selectman Murray moved to approve 4199 in the amount of \$500. Selectman Albee seconded the motion. The motion carried 3-0.

SIGNATURE FILE

Selectman Albee made a motion to encumber the funds for the police radio for \$2,701.50 and the police server in the amount of \$7,992. Selectman Murray seconded the motion. The motion carried 3-0.

Chairman Pike made a motion to encumber the funds for conservation monitoring in the amount of \$1,080. Selectman Albee seconded the motion. The motion carried 3-0.

Selectman Albee made a motion to encumber the remaining balance of the warrant article for the completion of fire suppression of the records room in the amount of \$24,957.31. Selectman Murray seconded the motion. The motion carried 3-0.

A letter from the auditors was received outlining the work performed as of 12/14/23. Chairman Pike made motion to sign the statement. Selectman Murray seconded the motion. The motion carried 3-0.

Chairman Pike made a motion to sign a Tax Abatement that had been verified by the tax collector. Selectman Albee seconded the motion. The motion carried 3-0.

Chairman Pike made a motion to sign a Veterans Exemption for Map 45-1-26. Seconded the motion. The motion carried 3-0.

Selectman Albee made motion to have Chairman Pike sign the 2024 Town Contract for Animal Sheltering Services from LRHS. Selectman Murray seconded the motion. The motion carried 3-0.

ACTION ITEMS

Winter edition of the Tuftonboro Times reminder.

CORRESPONDENCE

A 2023 meals and rooms check was received

A Certificate of Achievement for Andrew Shagoury was received

A letter from NHDOT was received offering a special one-time municipally owned bridges payment for maintenance, construction and reconstruction that will be available for the month of December. Chairman Pike made a motion to accept the unanticipated funds. Selectman Murray seconded the motion. The motion carried 3-0.

A NHEC Right of Way clearing notification was received.

A notice that NHEC/NH Broadband plans to serve the town with an estimated availability of 2024-2025

An email from Fire Chief Thompson regarding 12-18-23 Storm Damages was received.

The LRPC newsletter was received.

The Wetlands Permit Map 61-1-4 (12 Millstone Pt) was received.

A letter was received indicating that Gordon Hunt will be moving and must resign as library trustee. Betty Gunrod will finish out the term.

TOWN ADMINISTRATOR AND SELECTMEN'S UPDATE

Chairman Pike stated that the Conservation Commission met. The wetlands permit was discussed and approved. There was a discussion about future purchase of land. The Chairman is waiting for the appraisal of the property.

Selectman Murray stated that the planning board has conditionally approved a wedding venue on Canaan Road.

Selectman Albee stated that the budget meeting went well. He believes they will stay under a 10% increase to the operation budget. He expressed concern upon hearing that hikers were told by representatives of camp Merrow Vista that there was no parking on that road. It is a town road and is not owned by the camp. It was also heard that a child was at Tuftonboro General Store selling stars to go to camp. Every child should have the opportunity to go to camp. The camps pay very little in taxes and should be more involved in the community.

Town Administrator Fraizer asked if a decision had been made regarding payment of the Wolfeboro Parks and Rec invoice. Selectman Murray doesn't want to terminate their relationship with Wolfeboro. A verifiable number of Tuftonboro residents attending Wolfeboro programs needs to be determined and a formal agreement needs to be established. Selectman Murray moved to pay the invoice. Selectman Albee seconded the motion. The motion carried 3-0.

Town Administrator Fraizer explained that there is a learning curve with Muni Smart accounting software, especially at year end. The office is not prepared to go to 2-week payroll. Chairman Pike would like the new personnel policy to be finalized and submitted for review. Town Administrator Fraizer stated that it is drafted and suggest they have a work session at 9:00am Friday morning.

OTHER BUSINESS

None

ADJOURNMENT

At approximately 7:02pm, Chairman Pike made a motion to adjourn the meeting. Selectman Murray seconded the motion. The motion passed 3-0.

Respectfully submitted,

Rebecca Martin