

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

Monday, November 6, 2023

Present: Chairman Pike, Selectman Chip Albee, Selectman Bob Murray, Police Chief Shagoury, Parks and Rec Director Dennis Zilembo, Fire Chief Adam Thompson, Town Administrator Audrey Fraizer, and Administrative Secretary Cami Wakefield.

CALL TO ORDER

Chairman Pike called the Board of Selectman's (BoS) meeting to order at approximately 4:30pm and lead the Pledge of Allegiance.

PUBLIC INPUT

None

REVIEW AND APPROVAL OF MINUTES

Selectman Albee made a motion to approve the BOS 10.16.2023 draft minutes as written, Chairman Pike seconded, motion carried 3-0.

Selectman Albee made a motion to approve the BOS 10.16.2023 Non-Public Session draft minutes as written, Selectman Murray seconded, motion carried 3-0. Selectman Albee made a motion to unseal the Non-Public Session draft minutes of October 16, 2023, Chairman Pike seconded, motion carried 3-0.

Selectman Albee made a motion to approve the BOS 10.30.2023 draft minutes as written, Selectman Murray seconded, motion carried 3-0.

APPOINTMENTS

Police Chief Shagoury presented the attached update.

Chief Shagoury also wanted to make sure that all employees complete the Cyber Training that Lakes Region Computer has put in place for the Town. The Selectmen agreed that this is important and asked that everyone complete this by January 1, 2024. The Chief will work with Town Administrator Fraizer to get this accomplished.

Parks and Recreation Director Dennis Zilembo presented the following updates: Men's basketball is growing, punt pass and kick was great, they had one kid that threw a 48 yard pass, the bike trail is moving along and switching to more of a kid venue. The Rec Committee is putting together a mass mailing for the trail.

Chairman of the Rec Committee, Eileen Gil was with Dennis as they had received a bill from The Town of Wolfeboro for \$16,633.00. Eileen volunteered to "true up" the numbers and get it back to the Selectmen.

Chief Thompson presented his 2024 Budget. After discussion of each line item the BoS approved the budgets as follows:

Ambulance (4215) - Selectman Albee made a motion to approve the Ambulance budget (4215) for \$216,858.49, Selectman Murray seconded; motion carried 3-0.

Emergency Management (4290) – Selectman Murray made a motion to decrease the Operations line item from \$3,370 to \$800. Selectman Albee seconded; motion carried 3-0. Selectman Albee made a motion to approve the Emergency Management budget (4290) for \$19,710, Selectman Murray seconded, motion carried 3-0.

Fire & Rescue (4220) – Selectman Albee made a motion to decrease the FD Shift Coverage line item from \$79,652 to \$45,000, Chairman Pike seconded; motion carried 2-1. Selectman Murray made a motion to approve the total Fire & Rescue budget for \$679,766, Selectman Albee seconded; motion carried 2-0 Chairman Pike recused himself from this vote as he has family that work on the department.

SIGNATURE FILE

Chairman Pike made a motion to sign the Yield Tax Levy with Doomage – map 45-1-39, Selectman Albee seconded; motion carried 3-0.

Selectman Albee made a motion to sign the Notice of Award for Union Wharf project – Leslie E. Roberts LLC, Selectman Murray seconded; motion carried 3-0.

Chairman Pike made a motion to sign the Civic Plus Annual Recurring Service contract, Selectman Murray seconded; motion carried 3-0.

ACTION ITEMS

Lakes Region Planning requested support from the Town for the 2024 Household Hazardous Waste Collection – Chairman Pike asked that the letter of support be put on letterhead and brought to the next meeting to be signed.

There was a letter regarding some repairs to the 109 Boat Ramp.

CORRESPONDENCE

The Library monthly report.

Board of Adjustment notice for Batchelder Family Trust and Ember Escapes LLC

Email from Chief Shagoury – withdrew the offer to applicant.

Course Completion for Andrew Shagoury- Radio Interoperability

Course Completion for Andrew Shagoury- Mental Health Wellness

Memo from Chief Shagoury – MDT submission cost update

Email from Phil Bennett

Wetlands Permit for Map 37-1-212

TOWN ADMINISTRATOR AND SELECTMEN'S UPDATES

Town Administrator Fraizer presented the following updates:

She met with Town Treasurer Jack Widmer and had a great meeting. An investment policy needs to be put in place and reviewed annually by the BoS. Mr. Widmer was not aware of such a policy, Ms. Fraizer will draft one for the BoS to review.

They went over all the Town's bank accounts, and he gave her authority to view them.

Ms. Fraizer has a concern with leaving the Treasurer's files and weekly accounts payable and payroll open in the Selectmen's room. Selectman Murray will get a locking file cabinet for the Treasurer. A new process will be set up for the BoS to access paperwork for signature.

Ms. Fraizer reminded the Board that End 68 Hours of Hunger is scheduled to come in.

Ms. Fraizer made the Board aware of a cyber-incident and change in procedure to help prevent future risk.

Ms. Fraizer added that Lakes Region VNA sent an annual application for donation. Selectman Murray thinks that they should be reviewed by the selectmen if they are looking for money but do not need to come in.

Chairman Pike mentioned that he will be attending the Agricultural Commission meeting and Capital Improvement Program (CIP) Committee meeting on Wednesday at 6:30pm at the library. He also received a message from CIP chairman wondering where the Selectmen's submissions were and why they did not attend the last meeting.

Selectman Albee reported that the information for the PSNH vs Tuftonboro paperwork was submitted in October and everything is moving forward. He also reported that the Solar project is also moving forward.

Selectman Murray attended the Planning Board meeting last week, there is a subdivision going through and there was also an application in for a home in Canaan Valley that is set up for 8 bedrooms and the owner wants to convert it to a 10 bedroom. The owner wants to have events so that is being reviewed.

Selectman Murray also added that Phil Bennet seems displeased with the police station progress.

ADJOURNMENT

At approximately 6:58pm Chairman Pike 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: 11/06/2023
Re: October 2023 Activity

Call out:

10/12 Suspicious person
10/22 Alarm
10/29 Alarm

Community Policing: Beards for Bucks, Halloween-about 85 trick or treaters came to station,
Drug Take Back: 15.3 lbs

Training:

E-ticket/E-crash/E-complaints, Radio Interoperability, Prioritizing Officer Mental Health, Child Passenger Safety, Pedestrian and Bicycle Laws, Eyewitness Identification-Innocence Project, Right to Know Law for Law Enforcement.

Activity from January 1 to the end of October:

Category	2022	2023
Motor Vehicle Stops	114	115
Summons	13	12
Accidents	24	24
Arrests	11	9
Felonies	21	16
Offenses	106	72
Incidents	151	105
Calls for Service	5347	4530