

TOWN OF TUFTONBORO
BOARD OF SELECTMEN
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Selectmen's Meeting Minutes
9:00 am – Town House

Monday May 11, 2020

Present: Chairman Lloyd Wood, Selectman Bill Marcussen and Selectman Chip Albee. Administrative Secretary Karen Koch attended via telephone.

CALL TO ORDER

Chairman Wood called the Selectmen's meeting to order at 9:00 am, asked Jack Widmer to lead the pledge of allegiance and read aloud instructions as to how to access the Selectmen's meetings via telephone.

PUBLIC INPUT

Steve Wingate recently learned that the Department of Environmental Services (DES) requires permits for trails and a permit by notification application is necessary for the Great Meadow Trail. Chairman Wood moved to support the project and to allow Steve Wingate to submit the necessary paperwork on behalf of the town, seconded by Selectman Marcussen with all in favor.

Mr. Wingate confirmed that he and Larry Gil are interested in being a part of the 19 Mile Brook Committee. The Selectmen agreed that they need to establish a mission for this committee before it is officially established. Mr. Wingate added that he is involved in plans for an easement in the lower watershed. Mr. Wingate is confident that Wolfeboro is willing to take action in regards to the RIB if Tuftonboro can prove that there is good reason for it.

MINUTES

Selectman Marcussen moved to approve the 5/4/20 meeting minutes as written, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve the 5/4/20 non-public meeting minutes as written, seconded by Selectman Albee with all in favor. Chairman Wood moved to have these minutes remain sealed, seconded by Selectman Albee with all in favor.

APPOINTMENTS

Jack Widmer met with the Selectmen regarding the auditor's report and some other financial questions. He feels that the audit was well done. The auditors have no issues with the Town's procedures. Mr. Widmer will confirm the Town's actual undesignated fund balance with the auditors as he found conflicting information in the audit. He particularly wants to confirm this to watch the Town's cash flow as the Town's next payments to the school district may go out before the bulk of the tax payments are received.

In response to Chairman Wood's question, he feels that online bill payments have been going well. It is still a little difficult to track these payments on the bank statement as they don't come in as individual payments. This discussion led to use of the Town credit cards including the potential need to increase Chief Thompson and Chief Shagoury's credit limit, use of scanners to manage deposits, checks and balances of deposits and creation of a procedure policy for the Tax Collector and Town Clerk (particularly for use by their successors). Per Chairman Wood's request, Mr. Widmer will look into bank loans for the Police Station.

Diane Falcey met with the Selectmen in follow up to Friday's discussion regarding the First Responders Stipend. Payment will come into the Town in one lump sum based on the information submitted by the Police and Fire Departments. Any amount left unused will need to be paid back to the State. Ms. Falcey will pay firefighters their stipend once a month as she currently does their payroll. Other eligible employees will be paid weekly. Separately the Town is eligible for \$57,192 in funding from the Governor's Office for Emergency Relief and Recovery (GOFERR). This funding doesn't come in a lump sum. Covid-19 expenses, including the employer taxes that will be paid by the Town for the stipend payments, are submitted to this program for reimbursement. Ms. Falcey and Chairman Wood understand that the public notice

requirement for accepting this grant funding has been waived. The legislative body just needs to accept the funding. Mr. Widmer included his input in regards to handling tracking of GOEFFR and stipend funding. It was agreed to start the stipend payments once protocols are in place and that it is not necessary to wait until the State funds are received.

SIGNATURE FILE

Selectman Albee moved to approve a notice of appointment for Gary Chehames and Alana Albee to the 19 Mile Brook Study Committee, seconded by Selectman Marcussen with all in favor. Chairman Wood then moved to table these appointments, seconded by Selectman Albee with all in favor. Selectman Marcussen will work on a mission statement for this committee and notices of appointments will be revisited as a package. Selectman Marcussen moved to approve Eagle Scout Service Projects for Cole Finneron, Matt Finneron, and Josh Finneron, seconded by Selectman Albee for discussion. Chairman Wood shared that he requested that the appropriate personnel work with these scouts to oversee these projects. Vote passed with all in favor. Selectman Marcussen moved to approve a Yield Tax Levy for PID 65-2-7, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve a letter for the USDA grant to authorize Andrew Shagoury to be the administrator for our SAM.gov registration account, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve an administrative abatement for NH Electric (PID 01-NHE-00) for \$11,625 per settlement agreement dated 3/18/2019, seconded by Chairman Wood with all in favor. Selectman Marcussen moved to deny an abatement application for PID 51-2-20-2, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve an abatement application for PID 70-2-70, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve an abatement application for PID 2-1-8-14 & 15, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve an abatement application for PID 2-1-83-15, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve an abatement application for PID 52-2-10, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve an abatement application for PID 41-1-7, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve an abatement application for PID 63-1-8-06, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve an abatement application for PID 63-1-8-03, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve an abatement application for PID 63-1-8-11, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve an abatement application for PID 14-3-14, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve an abatement application for PID 60-3-4, seconded by Selectman Albee with all in favor.

CORRESPONDENCE

Selectman Albee moved to approve a revised department heads communication policy, seconded by Chairman Wood for discussion. Chairman Wood suggested adding a section requiring timely submission of job performance reviews. It was agreed to not add this language as it is already included in the personnel policy. Vote passed with all in favor. The Selectmen reviewed a request from Carla Lootens in regards to whether or not to allow seasonal renting of her rental property in light of Covid-19. The Selectmen agreed that residents should follow the direction of the State. They are not aware of anything established through the State at this time that prohibits this. They also received a request from Peter Teichmann in regards to returning to Tuftonboro (for the summer) from out of state in light of Covid-19. The Selectman had a similar response for Mr. Teichmann. They suggested that he follows State guidance which includes requesting that people that come in from out of the state quarantine for 14 days. Selectman Marcussen will work with Karen Koch to modify the Island Day RFP. The Selectmen reviewed an email from Jeffrey Newcomb regarding launching of boats and boat parking at Pier 19. Karen Koch will ask Jim Bean to install a 15-minute parking sign for the one spot by the head of the pier. The Selectmen revisited Sharon Flaucher's request to paint a rock at Pier 19. Selectman Marcussen visited the site and confirmed with the Code Officer that the rock being on top of underground wires is helpful as it prevents digging there. The Board would like Ms. Flaucher to use the same design that she used for the Old Home Days mug. Selectman Marcussen will attend a LRPC Webinar on Community Power on 5/18/2020. The Town's utility assessor, George Sansoucy, confirmed that the Town's total 2019 utility valuation is \$15,056,400. He also provided a utility valuation advisor newsletter for further reference. The Selectmen reviewed correspondence from Dennis Zilembo, Parks and Recreation Director, confirming that the Parks and Recreation budget should be able to cover the payment for the stairs at the beach as many Parks and Recreation programs are not able to be held due to Covid-19. The Board reviewed a letter addressed to the new landowners (now new easement holders) of the "Cheney Farm". Brian Ross, of Structure Consulting Group, will be meeting with Jim Bean Monday regarding the cell tower installation at the Highway garage. Dan Barnard will meet with the Selectmen on 5/18/2020 to review the fall elections in light of Covid-19. Clay Gallagher provided drawings of the new compactor installation. The Selectmen reviewed updated correspondence from Max Ledoux in regards to his request for an

investigation of the Selectmen's alleged violation of RSA 149-M. A copy of the Police Station USDA grant application was reviewed.

Other correspondence reviewed included: NH DHHS Covid-19 Health Alerts; NE ADA 5/4/2020 updates; Councilor Cryans 5/6/2020 Report; Tuftonboro Library April Statistics; GOFERR Funding Correspondence; Covid-19 BEA Updates; Prewitt Revocable Trust 5/12/2020 ZBA hearing notice; Building Permits for PIDs 68-1-4 and 60-1-22; Residential Tenting and Recreational Vehicle Permit for PID 59-2-11; Municipal EcoLink April 2020 newsletter; NH SBDC correspondence; NHMA 5/1/2020 Legislative Bulletin; various emails; various minutes and other various correspondence.

SELECTMEN'S UPDATE

Selectman Albee shared that he talked with candidates about the 19 Mile Brook Committee. He also spoke with Clay Gallagher regarding the new compactor. Mr. Gallagher will report back with dates that the new compactor will be installed and operational.

Selectman Marcussen revisited the unpaid discretionary leave policy and suggested added wording that all employees are eligible. Selectman Marcussen will send a proposal to be sent to department heads for feedback.

Chairman Wood will follow up regarding signage for the Tuftonboro four corners. He offered condolences to Sue Weeks as her daughter, Mindy Jones, passed away recently. He announced that May 1-15 is Aflac's open enrollment period for employees. This time period is used for changes to existing policies as well. Chairman Wood attended the last Parks and Recreation meeting. The Selectmen agreed that it is fine if Karen Koch and Diane Falcey need to work extra hours due to additional administrative tasks. Cory Hunter has begun his spring maintenance. Clay Gallagher will be invited to meet with the Selectmen on 5/18/2020 to discuss moving forward with opening the Transfer Station from where it is now back to more normal operations.

PUBLIC INPUT

In regards to Ms. Jones' passing, the Selectmen agreed to Max Ledoux's request to send something to Sue Weeks' family on behalf of the Town.

NON-PUBLIC SESSION

At approximately 11:17 am, Chairman Wood moved to enter non-public session per RSA 91-A:3 II (I) legal correspondence, seconded by Selectman Marcussen. Roll call vote: Wood – Yes; Marcussen – Yes; Albee – Yes. At approximately 11:33 am, Selectman Marcussen moved to end the non-public session and move back into public session, seconded by Selectman Albee with all in favor. Chairman Wood moved to seal these non-public minutes, seconded by Selectman Marcussen with all in favor.

ADJOURNMENT

At approximately 11:33 am Chairman Wood moved to adjourn, seconded by Selectman Albee with all in favor.

Respectfully submitted, Karen Koch, Administrative Secretary