

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

**Monday June 1, 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, and asked Guy Pike to lead the pledge of allegiance.

**PUBLIC HEARINGS**

**CDBG ADMINISTRATION**

Chairman Wood read aloud the advertised request for proposals for CDBG grant administrators. The grant administrator would manage the \$500,000 Community Development Block Grant awarded for a water system replacement at North Country Village. Chairman Wood opened the public hearing and read aloud instructions for participating in the meeting by phone. The administrator's services will be paid for through the CDBG grant. One proposal was received from Donna Lane whom is very experienced with block grants and has been very involved in this grant process through this point. Selectman Marcussen moved to select Donna Lane as the Grant Administrator for the CDBG grant and have Karen Koch sign the appropriate documentation on behalf of the Board, seconded by Selectman Albee with all in favor. The public hearing was closed.

**PROPOSED POLICE STATION AND USDA GRANT APPLICATION PUBLIC HEARING**

Chairman Wood read aloud the public hearing notice. The purpose of this hearing is to discuss the proposed Police Station project and the application for a United States Department of Agriculture Rural Development Authority grant. Chairman Wood opened the public hearing. Phil Bennett of Alba Architects was in attendance to assist with questions. Chief Shagoury shared that the latest proposed building plan is smaller than some buildings that were considered in the past but better use is made of the space. The discussion turned to allowing for social distancing needs in light of Covid-19. Chief Shagoury noted that construction costs increase and codes seem to be more difficult to comply with each year. Mr. Bennett confirmed that it is not cost effective for towns to design for an instance like Covid-19 but potential short-term repurposing of some of the rooms for a pandemic could be feasible. However, plan changes could be considered in phase 2 if desired. Chief Shagoury confirmed for Selectman Albee that catering to Covid-19 needs is not a requirement of the grant. Selectman Albee expressed his support of repurposing of rooms in anticipation of regular anticipated flu-like illnesses as well. This led to further discussion regarding use of the multiple evidence rooms. Selectman Marcussen called a point of order to remind the group that the purpose of this public hearing is to discuss the USDA grant.

Chief Shagoury explained that the USDA Rural Development Authority Grant is an emergency grant that became available due to a disaster that happened. Approximately \$1 million is available to go to four projects in Grafton and Carroll County. USDA thought that this project fit the needs nicely and are positive about it. Tuftonboro should see \$200,000-\$250,000 of the grant funds. Chief Shagoury shared that we met application requirements (even in light of Covid-19 roadblocks). He responded to Selectman Albee that USDA doesn't require the project to be shovel ready when the grant is awarded. He believes that the grant funding is set aside for two years. Part of the process is that they will look at what was submitted and what needs to be submitted. Their architect will contact our architect to discuss the project as USDA has slightly different codes to follow. Chief Shagoury responded to Selectman Marcussen that a grant award date seems to be based upon review of the project. He has had some issues with activating the SAM account and has been awaiting the level 2 review results as people aren't available in the office to assist him. Chief Shagoury agreed with Selectman Marcussen's suggestion to reach out to Senator Shaheen's office to see if they can assist with the grant. Chief Shagoury responded to Selectman Albee that funding received for the coronavirus won't affect this USDA funding.

Gordon Hunt ask if the plans are available on the Town website. Although reports are available online with floor plans included, it was agreed that adding just the floor plans on the site would be beneficial. Mr. Hunt suggested that whatever

Chief Shagoury can do to be proactive to get this information out to the public will help with a vote in 2021. Guy Pike added the Mr. Hunt addressed all of his concerns. The Board agreed that more public hearings need to be held to spread public awareness. Covid-19 has affected these meetings thus far.

Chairman Wood asked that Chief Shagoury look into other funding options previously discussed such as Northern Borders, etc.

Chief Thompson shared his opinion that public perception of the proposed building size and utilization might be a challenge. Personally, he will choose to vote against the building plans as they are now due to the labeling of the rooms. He feels that they should be more accurately titled. He added that people still speak about the Fire Dept building and its perceived lack of efficiency. These people also feel that there is room for the Police Station within the Fire Station building. Chief Thompson invites these people to come and tour the station to see how the space is being maximized. He strongly suggested that Chief Shagoury push much harder to advocate for the building in order to obtain public support. Chief Shagoury responded to Selectman Marcussen that his staff has not been involved with the building project. Selectman Marcussen encouraged him to involve them with the project and allow them to provide input to make the plan and process better. He also encouraged him to involve the Fire Department for feedback as they have gone through a building project before.

Chairman Wood shared that he has been involved with four building project concepts. He added that this building meets IECF standards and that Chief Shagoury listed how much space is required for certain rooms and can support that each room has multi-purpose functions. Chief Shagoury responded to Chairman Wood, on behalf of Alba Architects, that no significant changes have been made to the draft plans yet to move the building over to allow for plowing and driving around the building. Mr. Bennett responded that an outside access door wasn't added to the meeting room, as requested, as it didn't serve the space and adds additional security issues. However, this can be reconsidered. Mr. Bennett responded to Chairman Wood that Alba Architects has not done any additional engineering work to estimate the cost to correct the brook taking up approximately 1/3 of the lot frontage as they have already done 2-3 sites plans for the Town and are on a limited budget. Additionally, they feel that the site is suitable without significant change. He added that restructuring the whole site unnecessarily to expand use is not the best use of funds. Selectman Albee moved to close the public hearing, seconded by Selectman Marcussen with all in favor. Selectman Marcussen moved to accept the grant, seconded by Selectman Albee with all in favor.

Per Chairman Wood's suggestion, Chief Shagoury will submit a proposal for the new cruiser he would like to purchase.

#### **PUBLIC INPUT**

Chief Thompson advised the Board that the GOFERR Coronavirus Relief Fund Grant Agreement needs to be submitted today. The Board agreed to review this with other signature items later in the meeting. Guy Pike asked that Selectman Albee call him directly regarding a private matter.

#### **MINUTES**

Selectman Albee moved to approve the 5/18/20 meeting minutes as written, seconded by Selectman Marcussen with all in favor. Selectman Marcussen moved to approve the 5/18/20 non-public meeting minutes as written, seconded by Selectman Albee with all in favor.

#### **APPOINTMENTS**

Gordon Hunt shared a timeline for reopening the Library including procedures for dealing with Covid-19. Staff will return to the building on 6/2/2020. On 6/16/2020 they will start modified operations for the public which includes the public calling in to make reservations, etc. He wanted to confirm that the Board was comfortable with their returning to operation and to ask what kind of liability precautions that the Town has in place for dealing with this disease. Selectman Albee responded to Mr. Hunt that the Selectmen receive newsletters and guidance from organizations, including Primex, and as long as they are adhering to this guidance for dealing with Covid-19 the Town is protected. Chairman Wood asked that Mr. Hunt work with Diane Falcey for Covid-19 guidance. As the State Library Association advised that any plans of reopening be reviewed by legal counsel, Mr. Hunt asked the Board's opinion of this advice. The Selectmen didn't feel the need to have it reviewed by counsel and agreed with the proposed plan as it was presented.

Parks and Recreation Director Dennis Zilembo and Parks and Recreation Commission Chairman Brandon Woody met with the Board to discuss 19 Mile Bay Beach operations in light of Covid-19. Mr. Woody shared that they obtained input from Chief Thompson, Chief Shagoury, and Jack Parsons regarding any health guidelines in regards to the beach and added that the State has left it up to the Town as to how to operate their beaches as long as they follow CDC guidelines. The Commission recommended limiting the amount of people at the beach to 30, reducing the parking spots to 10 and having Mr. Zilembo monitor attendance. Mr. Zilembo didn't necessarily agree to this limitation and feels that a "wait and see" approach would be more suitable and if issues arise then this can be revisited. The Board agreed to Mr. Zilembo's suggestion. Selectman Marcussen suggested signage promoting CDC guidelines. This led to discussion regarding use of lifeguards. Two part-time lifeguards have been committed for the summer. Selectman Albee is not in favor of having lifeguards as they will need to deal with crowd control and part-time lifeguards can cause the impression that the beach has lifeguards all the time. Selectman Marcussen agreed with Selectman Albee in regards to not having lifeguards this summer, particularly as there should be fewer people at the beach this year. He felt that the Town would be protected by posting the beach as an unguarded beach. Mr. Woody felt that the risk of lifeguards having physical contact with anyone is minimal. Chairman Wood supports the opinion of the committee and Mr. Zilembo, realizes that lifeguards do other duties and would be willing to try it and see what happens. As lifeguards are committed to the season, Selectman Marcussen changed his opinion and agreed that it was fine to proceed with them this year. He just doesn't want them to have to police the beach. Selectman Albee didn't change his mind regarding lifeguards and asked about ways to set up separate designated areas on the beach to promote social distancing. Mr. Woody stated that the Committee will meet again in order to have a plan in place in the event that overcrowding is an issue. There will not be docks or swim lines this year as there are no swim lessons.

Mr. Zilembo responded to the Selectmen that summer concerts were cancelled as he observed that many other similar events have been cancelled due to the virus. Mr. Wood added that the Parks and Recreation Commission supported these cancellations in order to give bands advance notice and because of the large gatherings of people that attend. They hope to do different types of events this summer where crowding can be avoided, such as a drive-in movie, etc. They still anticipate doing an Old Home Days. However, the car show and lasagna dinner have been cancelled.

Wolfeboro limited some of their beach access to Wolfeboro residents only. This brought up concern regarding the \$15,000-\$17,000 that Tuftonboro pays to Wolfeboro each year to participate in their activities at a discounted rate. On behalf of the Commission, Mr. Woody suggested that this fee no longer be paid to Wolfeboro. Instead Tuftonboro residents who participate in Wolfeboro Parks and Recreation activities could be reimbursed the difference between a resident and non-resident rate with these budgeted funds. Selectman Marcussen and Selectman Albee weren't prepared to act on this today as the partnership between Tuftonboro and Wolfeboro has been followed for numerous years. Chairman Wood suggested that Mr. Zilembo look to Clay Gallagher for advice as to how to deal with our relationship with Wolfeboro as he dealt with them regarding household hazardous waste.

Selectman Marcussen moved to approve the lake host paperwork, seconded by Selectman Albee with all in favor. Mr. Zilembo responded to Chairman Wood that Mr. Bean confirmed that he will obtain no parking signs for the beach. Chairman Wood also inquired about delineator posts to protect the rain garden.

Dr. Peter Walker and Dr. Headley White met with the Selectmen to discuss line maintenance at 20 Mile Bay. Mr. Walker shared background regarding 20 Mile Bay including the Town's past involvement. The 20 Mile Bay residents asked if the Town could assist with maintaining the swim lines each year particularly in light of Covid-19 and risk to their aging community. There was discussion regarding reducing the size of the roped off area. Chairman Wood suggested that Dennis Zilembo work with these individuals. Selectman Marcussen disagreed and felt that this should be a discussion with the Board and suggested that volunteers be sought to help this year. He also suggested adding a line in the Parks and Recreation budget next year for installing these swim lines as we do the other ones. Selectman Albee thought that this should be discussed further and would like to review the State permit designating this as a beach. Clay Gallagher expressed his opinion that the area size not be reduced. Mr. Zilembo will work with Mr. Walker and Mr. White to install the swim lines this year.

Clay Gallagher met with the Selectmen to revisit the Transfer Station phased reopening. Phase 1 is going very well. Most of the feedback is positive. Four employees are working at a time. (One in the compactor, one with the glass container, one in the building and one in the backhoe.) The only problem that they have found is that people need to have their recyclables presorted before reaching the glass container. (They need to be sorted as follows: 1) glass bottles and jars; 2) plastics 1-7; and

3) aluminum and steel cans.) He has turned away 2-3 contractors with construction debris but they have been understanding. The Transfer Station recommends checks as preferred payment. Mr. Gallagher is going to start working on what can be accepted in the next reopening phase. He has been keeping the Department of Environmental Services informed of any changes. He will get an update on the compactor replacement tomorrow. It is due to be replaced by the second week of June.

The plumber will come to fix the toilet at the Transfer Station as soon as he is done with another job. There was discussion regarding an overdue debt by a resident. Karen Koch will provide the Transfer Station and Fire Department with an updated resident list for verification purposes. In regards to Hazardous Waste Days, Mr. Gallagher recommends signing the recommitment letter and sending the payment in at this time. Collection locations may be different this year as some towns are rescinding their commitment. Mr. Gallagher shared how Tuftonboro could potentially host the event. Selectman Marcussen moved to approve a letter of recommitment to participate in the Lakes Region Household Hazardous Product Collection Program this summer, seconded by Selectman Albee with all in favor

#### **SIGNATURE FILE**

Selectman Albee moved to approve a GOFERR Coronavirus Relief Fund Grant Agreement, seconded by Selectman Marcussen. Vote passed 2-0. Chairman Wood recused himself as he benefits from this grant by receiving a first responder stipend. Jill Cromwell sent an email asking the Board if they knew of anyone interested in joining the CIP Committee. Selectman Marcussen moved to approve a notice of appointment for Jill Cromwell to the CIP Committee, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve a notice of appointment for Heather Brown as an alternate member of the Conservation Commission, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve a notice of appointment for Brandon Woody to the Parks and Recreation Commission, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve a notice of appointment for Larry Gil to the Milfoil Committee, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve a notice of appointment for Marsha Hunter as an alternate Library Trustee, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve a notice of appointment for Steve Brinser as an alternate member of the Board of Adjustment, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve a notice of appointment for Robert Spurr as an alternate member of the Board of Adjustment, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve a notice of appointment for Mark Howard to the Board of Adjustment, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve a notice of appointment for Amy Stockman to the Board of Adjustment, seconded by Selectman Albee with all in favor. Selectman Marcussen will write up a mission statement for the 19 Mile Brook Committee before appointments are revisited. Selectman Marcussen moved to approve a second Yield Tax Levy for PID 65-2-7, seconded by Chairman Wood with all in favor. Selectman Marcussen moved to approve a warranty deed for PID 31-1-1, seconded by Chairman Wood for discussion. It was confirmed that town counsel reviewed the deed. Vote passed with all in favor.

#### **CORRESPONDENCE**

The Board reviewed Gilmanton Planning Board's notice of a cell tower public hearing. Chairman Wood asked that this be filed in the cell tower folder. NH DES provided an acknowledgement of a complaint regarding the Transfer Station. The Town was found to be in compliance with their actions. Congress has appropriated funding for the FY2020 Rehabilitation of High Hazard Potential Dams Program. The Board reviewed correspondence from Steve Wingate and Larry Gil regarding erosion of 19 Mile Brook. Selectman Marcussen will attend a reopening municipal offices webinar on 6/3/2020. The Selectmen reviewed a Legal and HR Bulletin from Primex regarding private business use of public premises during pandemic. Selectman Albee moved to amend our personnel policy to include a revised unpaid discretionary leave of absence policy (to include all employees, not just full-time), seconded by Chairman Wood for discussion. Karen Koch confirmed that she doesn't believe that a public hearing is required to make this policy change. Vote passed with all in favor. The Board reviewed an email from Jeff and Adriana Newcomb asking for more police presence at 20 Mile Bay with the Pier 19 Store opening soon. Chairman Wood moved to make a \$100 donation to GALA in memory of Mindy Jones, seconded by Selectman Marcussen with all in favor. Selectman Albee will complete a NHEC ballot on behalf of the Board. The Selectmen will revisit a draft meeting schedule for July-December as Chairman Wood suggested having meetings every Monday. The Board reviewed a suggestion from Christie Sarles to hold department heads meetings regarding Covid-19 protocols. The Board agreed that this wasn't necessary at this time. GW Brooks will begin installing the stairs at 19 Mile Bay Beach soon. The Selectmen reviewed correspondence in regards to there being difficulty in reserving Tuftonboro Central School for September elections as there is uncertainty as to whether or not school will be in session. The Board agreed that the school should be able to be reserved regardless of whether or not school is in session and agreed that they can become involved if there continues to be difficulty reserving the site. The

Selectmen reviewed an update from Jack Widmer regarding the auditor's verified undesignated fund balance amount. Selectman Marcussen will attend a Carroll County Coalition for Public Health online meeting on 6/2/2020. Chairman Wood read aloud a letter from Mike Scola thanking Officer Lafavre for his assistance at the 19 Mile Bay boat launch. Other correspondence reviewed included: NH Children Youth and Families Family Well-Being Guide; Councilor Cryans 5/20/2020 Report; NH DHHS Covid 19 updates; Library financial updates; PA-34s for PIDs 25-2-184, 41-3-4, and 29-3-57; Standard Dredge and Fill Wetlands Permit Applications for PIDs 63-1-7 and 51-2-43; NH Lakes Webinar information; Follow up on ConVal filings; 5/18/2020 NH Situation Report #66; NHMA 5/22/2020 Legislative Bulletin; NH Lakes newsletters; Thank you note from Ray Everest; various emails; various minutes and other various correspondence.

#### **SELECTMEN'S UPDATE**

Selectman Marcussen suggested adding video conferencing for Board meetings. Discussion ensued. Karen Koch and Selectman Marcussen will look into options and report back to the Board.

Chairman Wood will attend a remote TAC meeting on 6/3/2020.

#### **NON-PUBLIC SESSION**

At approximately 11:54 am, Selectman Marcussen moved to enter non-public session per RSA 91-A:3 II (I) legal, seconded by Selectman Albee. Roll call vote: Wood – Yes; Marcussen – Yes; Albee – Yes. At approximately 12:14 pm, 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.

The Selectmen reviewed a proposal for a new police cruiser that Chief Shagoury dropped off later in the meeting. It is very difficult to find a cruiser built to specifications as factories are closed due to Covid-19. The only cruiser available was black. The cost of the cruiser will be covered with the warrant article but it is unclear if outfitting costs will be covered within the article as well. Chairman Wood shared his support for the purchase and supported painting the vehicle silver to match the other cruisers. The other Board members disagreed and felt that a new cruiser should not be painted. Karen Koch will follow up with Chief Shagoury requesting that he provide a full proposal of all costs including outfitting with all new equipment. They would also prefer that the cruiser be silver instead of black.

#### **ADJOURNMENT**

At approximately 12:34 pm, Selectman Albee moved to adjourn, seconded by Selectman Marcussen with all in favor.

Respectfully submitted,  
Karen Koch, Administrative Secretary