

TOWN OF TUFTONBORO
BOARD OF SELECTMEN
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Selectmen's Meeting
9:00 am - Town Offices

Monday, October 16, 2017

IMPORTANT NOTICE: Official unedited videos of the Selectmen's meetings can now be found on the [Town of Tuftonboro's](https://www.youtube.com/channel/UCCUmJqZvFTS23RMEFSDQzmw) new [YouTube](https://www.youtube.com/channel/UCCUmJqZvFTS23RMEFSDQzmw) site at: <https://www.youtube.com/channel/UCCUmJqZvFTS23RMEFSDQzmw>.

MINUTES

Present: Chairman Lloyd Wood, Selectman Bill Marcussen, Selectman Chip Albee and Administrative Secretary Karen Koch. Chairman Wood called the meeting to order at 9:00 am and proceeded with the Pledge of Allegiance. Chairman Wood acknowledged Jim Libby's passing and his service to the Town.

During public input, Elissa Paquette corrected an error in the Fire Dept. overtime amount noted in a recent news article.

The Selectmen met with Suzanne Thistle of the White Horse Addiction Center, a non-profit adult substance misuse treatment organization in Center Ossipee. She reviewed the history of the facility, her role and the needs for funding. She requested \$2500 from the Town of Tuftonboro. Separation of funding received from the Town and County was explained.

Chief Thompson gave the Fire Department update. Please see attached. The Government Buildings budget is not yet complete but the Fire Department and Emergency Management budgets have been submitted. Mutual aid was briefly discussed.

Jack Parsons reviewed the Folsom design proposal for the library septic. \$1700 was approved for payment to Folsom Design at the last Selectmen's meeting. An additional \$300 needs to be voted upon for the permit. Mr. Parsons reviewed the Union Wharf Reconstruction Project with the Selectmen. Chief Thompson and Clay Gallagher provided their input. Separately, in response to Chairman Wood, Mr. Parsons responded that he hasn't received a response from the vendor that was going to thoroughly clean the Town Offices and Town House. Later in the meeting, Mr. Parsons confirmed that the vendor no longer wishes to do the cleaning. He will see if another vendor is available.

The Selectmen met with Clay Gallagher regarding the proposed Spectrum contract for cable installation at the Transfer Station. Mr. Gallagher thanked specific individuals that helped with this project. Chairman Wood moved to approve the 36 month contract with Spectrum for cable service at the Transfer Station as well as a one-time cost of \$6360.68 for the installation of cable connectivity, seconded by Selectman Albee with all in favor.

4140 Election, Registration and Vital Statistics

Heather Cubbedu presented budget 4140. The increase is mainly due to a three election year in 2018. The Printing and Advertising line increased as renewal letters are now done in-house.

Motion: Selectman Marcussen moved to approve budget 4140 Election, Registration and Vital Statistics budget for \$84,528, seconded by Selectman Albee with all in favor.

4240 Building Inspection

Jack Parsons presented budget 4240. Mr. Parsons noted that vehicle maintenance expenses will increase to \$3000 if the new vehicle is not approved at Town Meeting. More revenue has been collected this year than in 2016.

Motion: Selectman Marcussen moved to approve budget 4240 Building Inspection budget for \$61,597, seconded by Selectman Albee with all in favor. Later in the meeting, the Selectmen suggested to Mr. Parsons that the Budget Committee can add to vehicle maintenance if they deem it necessary.

In response to Selectman Marcussen in regards to CIP projects, Mr. Parsons estimated the Union Wharf project to be approximately \$75,000. A past bid estimated the culvert wall and dredging at Lake Road to be approximately \$160,000.

Selectman Albee moved to approve the 10/2/17 meeting minutes as corrected, seconded by Selectman Marcussen with all in favor. Selectman Marcussen moved to approve the 10/6/17 meeting minutes as corrected, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve the 10/6/17 non-public meeting minutes as written, seconded by Selectman Albee with all in favor. Chairman Wood moved to unseal the 10/6/17 non-public meeting minutes, seconded by Selectman Marcussen with all in favor.

Selectman Marcussen explained the competitive bidding process for electricity that the Lakes Region Planning Commission (LRPC) has negotiated. Selectman Albee moved to approve the intent to sign electricity supply contract with language added noting that the Board agrees to sign a contract with the winning bidder only if the low bid is the winning bid, seconded by Selectman Marcussen with all in favor. The Selectmen confirmed the agreement terms for Elissa Paquette.

The Selectmen discussed Land Use Change Tax and agreed to review how it is established at a future meeting. Selectman Albee moved to approve a Land Use Change Tax for PID 65-3-7, seconded by Selectman Marcussen with all in favor.

4520 Parks and Recreation

Gina Lessard presented budget 4520. Beach-Dock Maintenance was reduced as the docks were replaced this year. The reduction in this line resulted in an overall reduction in the budget. The cost of Lifeguard/Swim Instruction training is a barrier with recruiting employees. Although Camp Sentinel is not receptive to running the lifeguard program they have offered to provide free training and offered replacement lifeguards to fill in when someone calls in sick. In the event that training through the camp is not successful, Selectman Albee suggested adding \$1000 to 01-4520-20-680 Lifeguards Equipment and Training. **Motion:** Selectman Albee moved to add \$1000 to line 01-4520-20-680 Lifeguards Equipment and Training for a total budget of \$36,761, seconded by Chairman Wood. There was discussion regarding the Program Director position and expenditures for the Recreational Areas line. The pavilion will be painted by the end of the month which will overrun Beach-Dock Maintenance but will not overrun the budget overall. A vote was taken and the motion passed.

Ms. Lessard spoke with the Selectmen regarding Town Beach concerns. This is a work in progress and more information is needed before a price can be given by Folsom Group for the design.

Chief Shagoury gave the Police Department update. Drug Takeback is scheduled for 10/28/17. The new cruiser is all set up. The radar trailer is being troubleshooted. Chief Shagoury reviewed upcoming training scheduled and shared his knowledge of the White Horse Addiction Center. Chief Shagoury will follow up regarding no parking signs on the side of Route 109. In regards to the Sodom Road bridge, Chief Shagoury will research weight limit posting requirements. He will work on parking ordinances for Town meeting. Transferring of historical records, technology obstacles, and potential technology improvements were reviewed (ie. dedicated phone lines).

The Selectmen returned to items for signature. Selectman Marcussen moved to approve \$300 for the septic design application payable to the State of NH for the Library septic, seconded by Selectman Albee with all in favor. The

Selectmen signed a letter to the State of NH Bureau of Planning and Community Assistance confirming the Town's compliance with limiting the weight limit on the Sodom Road bridge. Selectman Marcussen moved to approve an intent to cut for PID 16-1-7, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve a Standard Veteran's Credit for PID 41-2-4-15 for 2018, seconded by Selectman Albee with all in favor.

The Selectmen discussed valuation of utility poles. They agreed that they will be staying with Attorney Sansoucy's valuation of poles as approved when signing the MS-1. Discussion ensued regarding the variation in the values provided by the Department of Revenue and those derived by Attorney Sansoucy's Office. Chairman Wood read verbiage into the record in regards to one of the court decisions.

The Selectmen reviewed CIP submissions submitted on behalf of the Board including the Tuftonboro Neck Road bridge (\$905,000), Sodom Road bridge (\$525,000) and the Library replacement septic system (\$30,000). Selectman Marcussen will update CIP submissions with the revised figures provided today for the Union Wharf Reconstruction and Lake Road projects. The Selectmen discussed moving the \$50,000 reconstruction portion of the paving/reconstruction warrant article back into the budget and leaving the warrant article to be just for paving. More paving cost information is needed before a decision is made in regards to an amount.

The Selectmen discussed a proposal for the establishment of The Libby Park. Cost information will be provided later this month to allow for inclusion in the 2018 budget. The Selectmen approved putting the Fire Department Shelter Logic structure out to bid. The Selectmen agreed to invite HEB to discuss the Hazard Mitigation Grant Program eligibility notice for improvements to the Sodom Road and Tuftonboro Neck Road bridges. Chairman Wood will research grant information received from the US Department of Agriculture. The Selectmen agreed to have Rod Wood advise on the County Directors election draft ballot. Selectman Marcussen moved to allow a plaque be placed by the Christmas tree on the side of the Town House in memory of Lionel Greenwood. Chairman Wood tabled this motion to review historical records in regards to this tree. The Selectmen completed a roundtable questionnaire.

The Selectmen discussed handling of Right to Know requests. If information or a document is not readily available, a proper Right to Know request is to be submitted to the Selectmen for their review before information is provided.

Selectman Albee shared that the Budget Committee had a successful meeting. He also suggested revisiting the Legal budget and breaking the budget down by department. Selectman Marcussen will be away 10/26/17 through 11/5/17. Chairman Wood shared that Lake Road Boat ramp and River Reach dock replacement is being worked on.

During public input, the Selectmen responded to Betsy Frago and Elissa Paquette regarding the handling of Right to Know requests. They advised Ms. Paquette of their next work session (10/20/17 at 8:30 am). Ms. Paquette shared information about a State Energy Strategy session, suggestions regarding grant writing, and shared that Wolfeboro's Police Dept. installed a prescription drop box. The Selectmen responded to Joe Kowalski regarding legislature in-depth discussions.

The following correspondence was also reviewed: Driveway permit application for PID 55-1-16; Building Permit Application for PIDs 40-3-38 and 69-2-9; Tuftonboro Times Fall Edition; State Driveway Permit Application for PID 55-1-16; State Energy Strategy Meeting Notice; National Center for Rural Road Safety Training Announcements 10/12/17; Councilor Kenney's 10/12/17 Report; ZBA Notice of Decision for Sentinel Ministries; 2017 State Revolving Fund Workshop information; Library statistics; NH Lakes 10/5/17; FHWA Innovation Exchange Webinar information; WebDPW flyer; NHDOL flyer; NH Lakes Fall newsletter; NHIT Annual Meeting of Members invitation; Primex training; PA-34s for PIDs 52-2-5, 59-1-11, 39-1-5, 26-2-7, and 30-2-25&26; Newslink 10/11/17; Energy Star correspondence; State of NH Forest Ranger letter; September Police Officer hours; various meeting minutes; various emails and other correspondence.

At approximately 12:10 pm, Chairman Wood made a motion to adjourn, seconded by Selectman Albee with all in favor. Respectfully submitted, Karen Koch, Administrative Secretary

October 16, 2017

Fire Calls	169	Gas Furnace Inspection	18
EMS Calls	243	Oil Burner Inspection	08
Service Calls	41	Wood/Pellet Stove Inspections	05
SPD	21	Life Safety	12
Total	474		43

Engine 4 repairs for not passing pump testing were \$ 1,128.37. A tank to pump valve was replaced along with a test port and synflexline. Vehicle was also state inspected while at the shop.

The mobile radios installations are almost completed with the apparatus. Installation of the new radio's is being completed by Diamond Ledge Electronics of Sandwich NH.

Captain Pike and FF Medic Skip Galvin are completing fire prevention with the children at Tuftonboro Central School.

Captain Pike is on light duty until released by his Dr. due to a back issue.

Central stations sprinkler system was inspected and tested on October 6th all tested fine. In 2018 the system will need an internal pipe inspection which needs to be done every 5 years along with the regular system testing. Regular testing is \$ 450 the internal testing we were given an estimate for 2018 of \$1,000.

I will be meeting with an electrician to go over the different town building that may need backup generators on Tuesday of this week. That will give me a better idea for budgeting for 2018.