

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

Monday, November 13, 2017

[CLICK HERE](#) to watch the official video of this meeting.

(<https://www.youtube.com/watch?v=Z3LDeSAC90Y&list=PL2euaVLigTV9qsbO0Wl0Hq6Ti6utyPetU>)

Other Town meetings can be found at the Town of Tuftonboro's YouTube at:

<https://www.youtube.com/channel/UCCUmJqZvFTS23RMEFSDQzmw>.

MINUTES

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

CALL TO ORDER

Chairman Wood called the Selectmen's meeting to order at 9:00 am, expressed thanks to Veterans and their families and proceeded with the Pledge of Allegiance.

BID OPENING

The Selectmen reviewed one sealed bid for the Melvin Village Fire Department Shelter Logic structure. Selectman Marcussen moved to accept the bid from John McNamara for \$126.26, seconded by Selectman Albee with all in favor.

PUBLIC INPUT

During public input, the Selectmen and Gordon Hunt responded to Carla Lootens in regards to HB1452, a bill to modify how towns are assessed for schools.

DEPARTMENT UPDATES/BUDGET REVIEWS

Christie Sarles gave the Library update. Their service provider lost statistics for the entire year for the State of NH and hopes to recover the data. Luckily the Tuftonboro Free Library has their own statistical information through September 2017. They currently have 112 patrons. A Halloween book and author lunch was held on 10/28/17. The Library will hold their new and good as new book sale on 12/2/17. This book sale will aid the building fund. Polar Express, caroling and tree lighting will be held on 12/8/17. Family Christmas crafts will be held on 12/9/17. The furnace boiler was cleaned on 11/1/17, ceiling tiles have been ordered and the septic is expected to be pumped this week. The Library will be closed Thanksgiving Day and the day after. The Tuftonboro Free Library has been nominated for the 2018 National Medal for Museum and Library Service, which honors outstanding libraries and museums that contribute significantly to the well-being of their communities. In regards to the failed septic system, monthly septic pumpings and conservation of water have been effective so far.

Jack Parsons gave the Building department update. To date there have been 22 new homes and 93 building permits. Lake Street boat ramp work is starting today. The pellet boiler at the Town House was serviced last week. The storm door to his office was damaged during the storm. He has a new door and just needs to put it on. A permit application for the Mirror Lake Boat ramp has been submitted.

Jim Bean presented the Highway Department update and 4312 Highways & Streets budget. For the last month or so his crew put away winter sand/salt mix, has been spending much of their time on storm damage cleanup, and have been cleaning out ditch lines and culvert ends. Chairman Wood shared a compliment on how Mr. Bean handled the removal

of a tree on Lang Pond Rd. His crew hauled in more gravel to Lang Pond Road. More gravel and road grading will be done to use up the encumbered funds.

4312 Highways & Streets

Motion: Chairman Wood moved to take the \$50,000 (historically known as road preparation) that is currently in the warrant article and return it to the Highway budget, seconded by Selectman Marcussen for discussion. Discussion followed in terms of road maintenance being a capital budget item, continuity of accounting, etc. Chairman Wood moved the question. Motion failed 1-2. Selectman Marcussen and Selectman Albee against.

Approximately \$50,000 of the 2017 budget was used for storm damage. Mr. Bean added to his 2018 budget to help accommodate for unanticipated storm expenses for next year as well as to catch up on things that have been put off this year in order to remain within budget.

Discussion was held regarding the following 2018 budget line items:

Summer Maintenance 01-4312-20-680: Department head request \$85,000 (\$10,000 increase from 2017). Selectmen revised to \$81,000 to accommodate for an 8% increase from 2017.

Winter Maintenance 01-4312-21-680: Department head request \$190,000 (\$10,000 increase from 2017). Selectmen increased this line to \$194,400 to accommodate for an 8% increase from 2017. .

Fuel 01-4312-23-635: Department head request \$10,000 (no increase since 2017). It was noted that some of the historical expended amounts were only for one vehicle, not two.

Highway Equipment Maintenance 01-4312-23-660: Department head request \$20,000 (\$7500 increase from 2017; \$7000 was budgeted to refurbish the dump body of the Town's 10 wheeler truck).

Catch Basins 01-4312-24-680: Department head request \$3800 (\$300 increase from 2017). Selectmen reduced this back to \$3500 (no increase from 2017).

Roadside Mowing 01-4312-25-680: Department head request \$17,500 (\$1000 increase from 2017). Mr. Bean is considering purchasing a mower through his own company next year rather than renting.

Road Striping 01-4312-29-680: Department head request \$8,200 (\$200 increase from 2017). Selectmen reduced this back to \$8,000 (no increase from 2017).

Spring Maintenance 01-4312-40-680: Department head request \$35,000 (\$10,000 increase from 2017). Selectmen revised to \$27,000 to accommodate for an 8% increase from 2017.

Fall Maintenance 01-4312-41-680: Department head request \$35,000 (\$10,000 increase from 2017). Selectmen revised to \$27,000 to accommodate for an 8% increase from 2017.

Sign Replacement 01-4312-43-680: Department head request \$2000 (\$700 increase from 2017). Selectmen revised to \$2000 (a \$500 increase from 2017).

Motion: Selectman Albee moved to approve budget 4312 for \$428,600, seconded by Chairman Wood for discussion. Each revised budget line amount was confirmed. Motion passed with all in favor.

Chairman Wood asked Mr. Bean to follow up on numerous items including the number of catch basins in town; estimate for his department's assistance with volunteer projects such as Lake Street brush removal; estimate for glass removal; Japanese Knotweed areas and estimate; estimate for the Lang Pond Road turnaround to have rocks removed, cleaned up and paved; estimate to add the following areas to mowing and cutting of brush: Transfer Station, Lake Street bank; 19 Mile Bay and brush removal at the Town Beach; estimates for apron paving at the Transfer Station and Town Offices; estimate to add road striping to Beach Road, Federal Corner Road, High Street, section of County Road and New Road; and asked that Mr. Bean check the insulation at the Highway Garage with an infrared camera. These estimates can be used for future budget planning and notes regarding the estimates can be summarized in the notes section of each budget line. Separately for 2018 budget planning, Mr. Bean shared that he received a quote of \$6150 to paint the Highway Buildings. This estimate will be included in the General Buildings budget.

The Selectmen reviewed the culvert assessment report prepared by Lakes Region Planning Commission with Mr. Bean. A database will be provided that will include further details of the culvert inventory.

Clay Gallagher gave the Transfer Station. Please see attached. Some 2017 budget lines are over but other lines have been underspent to offset these overages.

Chief Shagoury gave the Police Department update. Please see attached. 20 Mile Bay parking signs have been put up. A letter was sent to the State regarding 19 Mile Bay parking. Chief Shagoury will work on Town parking ordinances. The Board offered their congratulations to Chief Shagoury for receipt of the Nick Halias Law Enforcement Award. Chairman Wood and Selectman Marcussen attended the New Futures banquet in Concord where the award was presented. End of year training is being wrapped up. Drug Take Back Day was successful.

CONTINUED BUSINESS

The Selectmen met with Gordon Hunt to discuss three Library warrant articles for 2018.

Warrant Article #1: Last Thursday the Library Trustees approved a preliminary estimate for the addition of the Library for \$1,920,000 with a \$100,000 contingency. Project will take almost a year (44 weeks). Funding options were discussed.

Warrant Article #2: Change in existing capital reserve fund to allow for additions, not just a new building.

Warrant Article #3: New septic system if building addition is not approved.

There was a brief five minute recess at 10:55 am.

OTHER BUDGET REVIEWS

4130 Executive

Diane Falcey was in attendance to answer questions while this budget was reviewed. Chairman Wood suggested adding a line for a part time position for right to know requests. It was agreed to add a Clerical Assistant line for \$2000 to help assist in Right to Know requests, etc. and to reduce Administrative Overtime 01-4130-04-141 from \$3000 to \$2000.

Motion: Selectman Albee moved to approve budget 4130 for \$99,630, seconded by Selectman Marcussen with all in favor.

4150 Financial Administration

Diane Falcey was in attendance to answer questions while this budget was reviewed.

Motion: Chairman Wood moved to table this budget until further information regarding Avitar and GIS mapping is obtained, seconded by Selectman Albee with all in favor.

4152 Revaluation of Property

Diane Falcey was in attendance to answer questions while this budget was reviewed.

Motion: Selectman Albee moved to approve budget 4152 for \$46,372 seconded by Selectman Marucussen with all in favor.

4191 Planning & Zoning

Selectman Marcussen spoke in regards to the Planning portion of the budget. Tuition reimbursement increased as there are new members of the Planning Board. Lakes Region Planning increased for dues. The remaining 2017 balance of budget line 01-4191-03-680 will be encumbered for the Master Plan review.

Motion: Selectman Albee moved to approve budget 4191 for \$20,008 seconded by Chairman Wood with all in favor.

REVIEW AND APPROVAL OF MINUTES

Selectman Marcussen moved to approve the 11/6/17 meeting minutes as written, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve the 11/6/17 first non-public meeting minutes as written, seconded by Chairman Wood with all in favor. Selectman Marcussen moved to approve the 11/6/17 second non-public meeting minutes as written, seconded by Chairman Wood with all in favor. Chairman Wood moved to unseal these non-public minutes, seconded by Selectman Marcussen with all in favor. Selectman Marcussen moved to approve the 11/6/17

third non-public meeting minutes as written, seconded by Selectman Albee with all in favor. Chairman Wood moved to unseal these non-public minutes, seconded by Selectman Marcussen with all in favor.

SIGNATURE FILE

Selectman Albee moved to approve letter to New Hampshire Interlocal Trust (NHIT) for cancellation of health coverage effective January 1, 2018, seconded by Selectman Marcussen with all in favor. Selectman Marcussen moved to approve the Tax Collector's Warrant for \$5,419,813, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve an audit engagement letter with Roberts & Greene, PLLC for \$10,400, seconded by Selectman Albee. Although there are no concerns regarding Roberts & Greene, PLLC's performance, it was acknowledged that it is wise to review changing of auditors from time to time. Motion passed with all in favor.

SELECTMEN'S UPDATE

Selectman Marcussen attended a workshop last Thursday hosted by our email provider, First Light, in regards to internet connectivity security and data recovery. Discussion followed regarding email disclaimers stating that an email is a public document as well as discussion regarding protection of private information. At last Wednesday's CIP meeting the CIP Committee agreed to present their report to the Budget committee, Selectmen and Planning Board on 12/12/17 at the scheduled Budget Committee meeting. Selectman Marcussen will attend the NHMA annual conference Wednesday and Thursday this week. Selectman Marcussen shared that the \$65,000 Watershed Plan funding was approved. A temporary committee needs to be formed by 1/5/18. Anyone interested in joining the Committee should contact the Town Offices or the Selectmen.

Chairman Wood shared information from his meeting with Anne Getchell regarding the USDA grant program. He will continue to follow up on this. He will walk Libby Park with the Conservation Commission at 1:00 pm today weather permitting. He will continue to work on the Town Offices Closure policy.

CORRESPONDENCE

The following correspondence was reviewed: information regarding Libby Park Proposal walk; status of watershed plan approval; Library CIP submission; PA-34s for 34-2-6 and 14-1-26-3; Police Department officer hours; Notice of Acceptance of Permit Application for PID 52-3-58; various meeting minutes; various emails and other correspondence.

PUBLIC INPUT

The Selectmen agreed that information can be provided to Carla Lootens to share with the Budget Committee in regards to employee health coverage participation information (number of individual, family plans, etc.).

NON-PUBLIC SESSION

At approximately 11:55 am, Selectman Marcussen moved to enter non-public session per RSA 91-A: 3 II (I) for consideration of legal advice, 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. Vote passed 2-1. Selectman Albee against.

ADJOURNMENT

At approximately 12:15 pm, Selectman Marcussen moved to adjourn, seconded by Selectman Albee with all in favor.

Respectfully submitted, Karen Koch, Administrative Secretary

B.O.S. Meeting 11/14/2017:

Transfer Station

- 1. Monthly Totals for Oct 2017 (8 SW compactors and 13 C/D containers)**
 - a. 1 x 30 yd Steel/tin cans shipped out (3.25 tons \$255 revenue)**
 - b. 3 X 30 yd Plastic containers shipped out**
 - c. 1 x TV Container shipped out (cost \$1050)**
 - d. 2 x Scrap Metal loads (18.5 tons) picked up (\$1,158 revenue)**
 - e. Total revenue at end of Oct is approx. \$85,416 (this is approx \$26K higher than same time last year)**
- 2. Have submitted 2018 budget proposal.**
- 3. Have submitted 3 CIP entries. (Weight scales 2019, Comp Reno 2019/2023, Storage Fac 2020)**

Date	Expense Action	Revenue Action	Notes	Cost SW	Cost C/D	Cost	Revenue
3-Oct-17	WM Comp #1 & CD		\$245 P/U vs \$334	XXX	XXX		
3-Oct-17	Freon /Propane P/U		36 Units- 15 Prop			Free	
4-Oct-17	WM C/D & Plastic		\$245 P/U vs \$334		XXX	XXXX	
5-Oct-17	WM Comp #2 & CD		\$245 P/U vs \$334	XXX	XXX		
10-Oct-17	WM Comp #1 & CD		\$245 P/U vs \$334	XXX	XXX		
10-Oct-16		30 yd Steel/Tin Cans	NRRA 3.25 Ton			343	\$254.00
12-Oct-17	WM C/D & Plastic		\$245 P/U vs \$334		XXX	XXXX	
17-Oct-17	WM Comp #2 & CD		\$245 P/U vs \$334	XXX	XXX		
17-Oct-17	WM Comp #1 & CD		\$245 P/U vs \$334	XXX	XXX		
20-Oct-17	CD & CD (double)		\$245 P/U vs \$334		XXXX x 2		
24-Oct-17	WM Comp #2 & CD		\$245 P/U vs \$334	XXX	XXX		
24-Oct-17	WM C/D & Plastic		\$245 P/U vs \$334		XXX	XXXX	
24-Oct-17		Scrap Mtl - bulk x2	Berwick - (18.52tons)				\$1,158.00
24-Oct-16	Electronics W/CRT		ECER 6250 lbs			1075	
25-Oct-17	WM Comp #1 & CD		\$245 P/U vs \$334	XXX	XXX		
31-Oct-17	WM Comp #2 & CD		\$245 P/U vs \$334	XXX	XXX		

8 Solid Waste		WM (XXXX tons)	XXX				
13 C/D Containers		WM (xxxx tons)		XXX			
3 Plastic		WM (XXXX tons)			XXX		
Freon /Propane P/U		36 Units- 15 Prop			Free		
	30 yd Steel/Tin Cans	NRRA 3.25 Ton			343	\$254.00	
Electronics W/CRT		ECER 6250 lbs			1075		
	Scrap Mtl - bulk x2	Berwick - (18.52tons)				\$1,158.00	
Resident Usage fees paid						\$5,886.00	
Stickers fees collected						\$140.00	
		Total				\$0.00	

85,416

	Monthly Total	Prev Balance	Year to Date
Solid Waste	8 (XXXX tons)	79 (804.87 tons)	87 (XXXXX tons)
C&D	13 (XXXX tons)	91 (568.18 tons)	104 (XXXXX tons)
Plastic co-mingle	3 (XXXX tons)	24 (21.92 tons)	27 (XXXX tons)
Paper		2 (46 tons)	2 (46 tons)
Glass		5 (51.81 tons)	5 (51.81 tons)
Cardboard Bales		2 (45 tons)	2 (45 tons)
Alum Bales		1 (14,880 lbs)	1 (14,880 lbs)
Steel / Tin Cans 30 yd	1 (3.25 tons)	1 (3.33 tons)	2 (6.58 tons)
Electronics W/screen	1 (6250 lbs)	3 (18,860 lbs)	4 (25,110 lbs)
car batteries		1 (2,073 lbs)	1 (2,073 lbs)
Freon	1 (36 units)	5 (154 units)	6 (190 units)
Metal Scrap	2 (18.52 tons)	8 (66.32 tons)	10 (84.84 tons)
Non-Ferrous Metal- Alum			
Non-Ferrous Metal- Cord			
Non-Ferrous Metal- Other			
Non-Ferrous Metal- Other			
Propane	1 (15 units)	5 (51 units)	6 (66 units)
Tires		2 (10 tons)	2 (10 tons)
Used Oil		3 (445 gallons)	3 (445 gallons)
Vegetable Oil			
Call 2 Recycle batteries	1 (48 lbs)	2 (98 lbs)	3 (146 lbs)
Brush Removal			
BULBS		1 (1504 LF)	1 (1504 LF)

Memo

To: Selectmen
From: Chief Shagoury
Date: 11/13/17
Re: 2017 Statistics (to October 31)

Training: First Aid, Crime Scene Boot Camp, IACP Conference

Call-outs: 10/12 Assist Fire Department
10/12 Alarm
10/13 Alarm
10/23 Assist Fire Department
10/27 Alarm
10/29 Accident
10/30 suspicious activity

Community: 10/01 Beards for Bucks for Carroll County Child Advocacy Center
10/25 Pink ties for breast cancer awareness at Governor's office
10/26 New Futures award
10/28 Drug Take-back
10/31 Halloween Trick or Treat

Arrests: 10/19 Mary McCarthy, 60, Tuftonboro, Driving Under the Influence

Activity from January 1 to end of October:

Category	2016	2017
Motor Vehicle Stops	171	103
Summons	6	4
Accidents	46	31
Arrests	21	17
Felonies	17	15
Offenses	117	122
Incidents	180	165

Case Activity Statistics

Total Offenses Committed: 122
Total Felonies: 15
Total Crime Related Incidents: 92
Total Non Crime Related Incidents: 73
Total Arrests (On View): 11
Total Arrests (Based on Incident/Warrants): 5
Total Summons Arrests: 1
Total Arrests (Unspecified Type): 0
Total Arrests: 17
Total P/C's: 5
Total Juvenile Arrests: 1
Total Juveniles Handled (Arrests): 0
Total Juveniles Referred (Arrests): 1
Total Hearings: 0
Total Summons: 0
Total Open Warrants: 1
Total Open Default Warrants: 0
Total Orders: 9

	Occurrence(s)	Percentage
Orders Involving Alcohol	0	0.0
Orders Involving Drugs	0	0.0
Orders Involving Illness	0	0.0
Orders Involving Children	0	0.0
Crime Incidents Involving Domestic Violence	3	3.3
Crime Incidents Involving Gang Activity	0	0.0
Crime Incidents Involving Alcohol	0	0.0
Crime Incidents Involving Drugs	1	1.1
Crime Incidents Involving Computers	2	2.2
Crime Incidents Involving Alcohol and Drugs	0	0.0
Arrests Involving Domestic Violence	2	11.8
Arrests Involving Gang Activity	0	0.0
Arrests Involving Alcohol	3	17.6
Arrests Involving Drugs	2	11.8
Arrests Involving Computers	0	0.0
Arrests Involving Alcohol and Drugs	0	0.0

Offense IBR Statistics

Offense	%Offense	Count	%Count
Aggravated Assault	2.5 %	3	2.4 %
Simple Assault	5.7 %	7	5.6 %
Intimidation	4.1 %	5	4.0 %
Burglary / Breaking And Enteri	4.1 %	6	4.8 %
Theft From Building	2.5 %	3	2.4 %
Theft From Motor Vehicle	2.5 %	3	2.4 %
All Other Larceny	10.7 %	13	10.4 %
False Pretenses / Swindle / Co	0.8 %	1	0.8 %
Credit Card / Automatic Teller	3.3 %	4	3.2 %
Identity Theft	0.8 %	1	0.8 %
Destruction / Damage / Vandali	9.0 %	11	8.8 %
Drug / Narcotic Violations	1.6 %	2	1.6 %
Driving Under The Influence	4.1 %	5	4.0 %
Drunkenness	1.6 %	2	1.6 %
Liquor Law Violations	1.6 %	2	1.6 %
Trespass Of Real Property	13.9 %	17	13.6 %
All Other Offenses	22.1 %	28	22.4 %
Traffic, Town By-Law Offenses	9.0 %	12	9.6 %
Total Occurrences/Count	100.0 %	122	100.0 %

Suspected Of Using Statistics

	Occurrence(s)	Percentage
Alcohol	6	27.3 %
Computer Equipment	3	13.6 %
Drugs/Narcotics	4	18.2 %
Not Applicable	9	40.9 %
Total Occurrences	22	100.0 %

Suspected of Using IBR Breakdown

	Occurrence(s)	Percentage
Alcohol		
Simple Assault	1	16.7 %
Burglary / Breaking And Enteri	1	16.7 %
Drug / Narcotic Violations	1	16.7 %
Driving Under The Influence	1	16.7 %
Drunkenness	1	16.7 %
All Other Offenses	1	16.7 %
Computer Equipment		
Credit Card / Automatic Teller	2	66.7 %
All Other Offenses	1	33.3 %
Drugs/Narcotics		
Burglary / Breaking And Enteri	1	25.0 %
Drug / Narcotic Violations	1	25.0 %
Drunkenness	1	25.0 %
All Other Offenses	1	25.0 %
Not Applicable		

Simple Assault	1	11.1 %
Intimidation	1	11.1 %
All Other Larceny	2	22.2 %
Destruction / Damage / Vandali	2	22.2 %
Trespass Of Real Property	1	11.1 %
All Other Offenses	2	22.2 %
<hr/>		
Total Occurrences	22	100.0 %