

**TOWN OF TUFTONBORO
BOARD OF SELECTMEN
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**Selectmen's Meeting
8:45 am – Town Offices**

Monday December 23, 2019

The official video of this meeting can be found on the Town of Tuftonboro's YouTube channel at:
<https://www.youtube.com/channel/UCCUmJqZvFTS23RMEFSDQzmw>.

MINUTES

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

CALL TO ORDER

Chairman Albee called the Selectmen's meeting to order at 8:45 am.

NON-PUBLIC SESSION

At approximately 8:45 am, Chairman Albee moved to enter non-public session per RSA 91-A:3 II (a) personnel, seconded by Selectman Wood. Roll call vote: Albee – Yes; Wood – Yes; Marcussen – Yes. At approximately 9:12 am, Selectman Wood moved to end the non-public session and move back into public session, seconded by Selectman Marcussen with all in favor. Selectman Wood moved to seal these non-public minutes, seconded by Selectman Marcussen with all in favor.

Chairman Albee reconvened the public meeting at approximately 9:14 am.

PUBLIC INPUT

None.

REVIEW AND APPROVAL OF MINUTES

Selectman Marcussen moved to approve the 12/13/19 meeting minutes as written, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to approve the 12/13/19 non-public meeting minutes as written, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to approve the 12/20/19 meeting minutes as written, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to approve the 12/20/19 non-public meeting minutes as written, seconded by Selectman Wood with all in favor.

APPOINTMENTS/BUDGET REVIEWS

Chief Shagoury gave the Police Department update. Please see attached. The Department is finishing year-end training and maintenance items. In follow up to the non-public meeting held just prior to this meeting, Chairman Albee shared that Chief Shagoury will present part-time officer budget numbers for 2020 in the event that coverage is needed within the Department. In follow-up to the Police cruiser warrant article, cruiser inventory information was shared with the Selectmen. Chief Shagoury added that a lot of time is used moving cars around between officers when a vehicle is unavailable. Therefore he would like to purchase a new vehicle in 2020 and keep the Charger as a spare. A new cruiser was scheduled to be purchased in 2019 but was not included on the 2019 warrant in order to offset the Library building article. After discussion, Chairman Albee and Selectman Marcussen agreed to include a 2020 warrant article for a new cruiser in order to get back on a replacement schedule. Cruiser purchase options were discussed, including utilization of the State bidding process. Selectman Wood disagreed with purchasing a new cruiser in 2020 due to lack of mileage put on the cruisers in the last 14 months. He would rather use the funds to add to the Police Facility Capital Reserve Fund. Chairman Albee moved to approve a warrant article for \$60,000 for a new police cruiser in 2020, seconded by Selectman Marcussen. Vote passed 2-1. Selectman Wood against.

Selectman Wood shared a list of dedicated functions that he feels should be covered by the Police Department. It was agreed that coverage for Church Fair traffic should be handled as a paid detail and that Clay Gallagher should be involved in the discussion regarding officer coverage at the Transfer Station before a decision is made. If needed, detail coverage can be used for the Parks and Recreation summer concerts. This led to discussion regarding use of the Sherriff's department for coverage versus typical detail coverage. If needed, Chief Shagoury will provide a budget adjustment for coverage at these dedicated functions.

The Selectmen met with Franco Rossi of CAI Technologies regarding the increase in tax map maintenance cost for 2020. Mr. Rossi felt that the amount of maintenance required initially was underestimated and stated that the increase will not be typical. Typically there is a 3-5% increase each year. After negotiation, Mr. Rossi agreed on a price of \$3000 for this service in 2020 and confirmed that the price for 2021 will be the same. There was discussion regarding concerns with CAI's tax map service the first year.

Jim Bean was absent and unable to meet with the Selectmen.

Chief Thompson gave the Fire Department update. Please see attached. Replacement/repair of the 75 watt school generator was discussed. The Town has taken care of this generator as the school serves as an emergency shelter. This topic will be revisited Monday after Chief Thompson is able to obtain further information including any school involvement with the process. Quotes for stand-by generators at the Melvin Village and Mirror Lake Stations will be requested in time for Monday's work session as well.

4194 GEN. GOVT. BLDGS-FIRE DEPARTMENT

Chief Thompson presented the Fire Department section of this budget.

01-4194-03-730 Fire Station Improvements: Request increased from \$3000 to \$6700. \$3700 was added to seal coat the driveways of all three stations.

01-4194-04-411 Melvin Village Fire Station Heat: Request increased from \$1900 to \$2250 based on 2019 expenditures.

01-4194-04-412 Mirror Lake Fire Station Heat: Request increased from \$2400 to \$3200 based on 2019 expenditures.

01-4194-04-630 Fire Station Maintenance: This line includes furnace and general repair maintenance for the Melvin Village and Mirror Lake stations. Request increased from \$4161 to \$5961. Chief Thompson's reference notes for this increase were not complete. He will provide further information for Monday's meeting.

01-4194-08-630 Central Fire Department Maintenance: Request increased from \$16,784 to \$17,496. This line includes furnace and general repair maintenance for the Central Fire Station.

4290 EMERGENCY MGMT. BUDGET

This budget will be reviewed Monday after further information is obtained regarding the school generator.

4194 GEN. GOVT. BLDGS

Motions: Selectman Wood moved to encumber \$3000 from the overall general budget for the Transfer Station door replacements, seconded by Selectman Marcussen with all in favor. Therefore Selectman Marcussen moved to reduce 01-4194-05-630 Transfer Station Maintenance to \$5000, seconded by Selectman Wood with all in favor. Diane Falcey and Jack Parsons met with the Selectmen to discuss the remaining lines of this budget.

01-4191-01-630 Town Office Maintenance: Request remained level funded at \$4800. 2019 overages are due to window replacements.

01-4194-01-650 Town Office Grounds Maintenance: Request remained level funded at \$7000. 2019 overages are due to removal of additional road sand buildup from the Town Offices lawn (due to additional road treatment required during the winter months).

01-4194-01-730 Town Office Improvements: Request was \$16,000 for exterior painting. Mr. Parsons shared quotes for window replacements as well. A quote for the Town Offices cupola is needed. After discussion, it was agreed to leave \$2000 in this line and either encumber the funds needed for additional window replacements (\$19,000) and exterior painting (\$16,000) or create a combined warrant article for both. This will be revisited at Monday's meeting.

01-4194-02-630 Town House Maintenance: Request increased from \$1500 to \$1750. Housekeeping rates increased \$1 per hour. There will also be four elections held in 2020 so additional cleaning will be required.

01-4194-02-650 Town House Outside Maintenance: Request decreased from \$2200 to \$1000. The 2019 budget included funding for leveling of the walkway and clapboard replacement but no contractors provided quotes for the work. The Selectmen agreed to keep this line \$2200 in 2020 in anticipation of having these projects completed.

01-4194-02-730 Town House Improvements: Remained level funded at \$1300. A quote for lights will be provided later today.

01-4194-03-630 Highway Building Maintenance: Request decreased from \$2500 to \$100. \$100 was budgeted for fire extinguisher service. The Selectmen agreed to keep this line \$2500 in 2020 based on expenditure history.

01-4194-07-410: Other Property Maintenance/Improvement: Request decreased from \$5500 to \$2900. 2019 expenditures totaled \$9903.33 (\$7000 for Copp's Pond and 107 Union Wharf cleanup (one-time events), leaving \$2900 for miscellaneous expenses). The Selectmen agreed to make this line \$3400 to include \$500 for electrical work on the Lake Road breaker.

SIGNATURE FILE

Selectman Marcussen moved to approve a Forest Fire Report/Bill, seconded by Selectman Wood with all in favor.

SELECTMEN'S UPDATE

In light of the Budget Committee's recent discussion regarding employee health insurance benefits, Selectman Wood shared information regarding a company that is hired by towns to research insurance benefits, etc. The Selectmen agreed that they would need to hire a consultant if they made a change to compensation (including insurance). This research would need to be budgeted a year in advance of any changes taking place. Selectman Wood also shared a synopsis of the Route 171/Durgin Road and Ledgehill Road intersection for the Selectmen's information. He suggested that information regarding painting of the County Road Bridge and a \$200 addition to the Parks and Recreation trash budget Line (for daily trash beach cleanup) be discussed at Monday's meeting.

Chairman Albee shared that he attended the last Library construction meeting. The Trustees are researching a new cupola. Chairman Albee shared an update regarding a presentation given by Consolidated Communications at the Carroll County Broadband meeting. Selectman Marcussen shared that he was able to listen to some of NHMA's broadband webinar and noted that there was a FCC ruling in August 2019 that has sort of changed the landscape regarding franchise fees and services provided by cable companies. Chairman Albee gave an update on the Hurlbert Trust distribution meeting.

CORRESPONDENCE

Chairman Albee will write the Winter edition of the Tuftonboro Times. Chairman Albee shared that he directed Diane Falcey to accept a Premium Holiday Unemployment Compensation program check in the amount of \$9,200.03 rather than have a credit applied to next year's premium. The first commission to study school funding meeting is 1/13/20 at 10:00 am. The Selectmen reviewed material from Richol regarding document scanning services.

Other correspondence reviewed included: Accident reports and LRPC traffic report for the Route 171/Ledge Hill Road/Durgin Road intersection; Carroll County Broadband Initiative update; Census LUCA Appeals Determination; NHDES December 2019 EcoLink; Councilor Cryans 12/19/19 Report: NHMA 12/19/19 Legislative Bulletin; PA-34s for PIDs 25-1-21, 62-3-2, 40-4-1-D30, 26-1-20, 57-2-16, 51-2-15, 43-3-2, 38-1-279, 41-2-4-23, 16-2-21, 16-2-19, 71-2-5, 15-3-32 and 14-3-46-15; NewsLink 12/18/19; ZBA Rossetti Notice of Decision; NHMA's 12/18/19 Cable TV Franchising Webinar information; LRPC 1/6/20 Regional Solid Waste Mgmt. meeting information; NH Lakes newsletter; NH Local Energy Solutions; Wetlands Permit Applications for PIDs 52-1-20, 2-1-64, 49-1-4, 63-1-13, 62-2-10, and 2-1-55; Education Funding Update; Police department course completions; November Officer hours tally; NH Water and Watershed 3/13/20 conference; LRPC 12/9/19 meeting information; various emails; various minutes and other various correspondence.

PUBLIC INPUT

The Selectmen responded to Joe Kowalski that it was the County that had a fire that resulted in lost records, not the Town. The County is in the process of having their records scanned into electronic form.

NON-PUBLIC SESSION

At approximately 11:40 am, Selectman Marcussen moved to enter non-public session per RSA 91-A:3 II (I) legal correspondence, seconded by Selectman Wood. Roll call vote: Albee – Yes; Wood – Yes; Marcussen – Yes. At approximately 11:52 am, Selectman Wood moved to end the non-public session and move back into public session, seconded by Selectman Marcussen with all in favor. Selectman Wood moved to seal these non-public minutes, seconded by Selectman Marcussen with all in favor.

ADJOURNMENT

At approximately 11:52 am, Chairman Albee moved to adjourn, seconded by Selectman Wood with all in favor.

Respectfully submitted, Karen Koch, Administrative Secretary

Memo

To: Selectmen
From: Chief Shagoury
Date: 12/16/19
Re: 2019 Statistics (to November 30)

Call-outs: 11/01 Alarm
11/06 Disturbance
11/25 Alarm

Court: 11/13

Arrest: 11/10 Joshua Batchelder, 40, of Tuftonboro, was arrested for Aggravated DUI

Training: Firearms Instructor Recertification, Mental Illness Response involving Juveniles,
Lethality Assessment Protocols, Bullets and Vehicles

Activity from January 1 to end of November:

Category	2018	2019
Motor Vehicle Stops	109	247
Summons	6	16
Accidents	41	32
Arrests	14	23
Felonies	21	22
Offenses	122	122
Incidents	149	176

SELECTMEN'S MEETING

December 23, 2019

FIRE CALLS	204	GAS FURNACE INSPECTIONS	40
EMS CALLS	286	OIL BURNER INSPECTIONS	10
SERVICE CALLS	58	WOOD PELLET STOVE INSPECTIONS	5
SPD	22	LIFE SAFETY	28
TOTAL	569		83

The department's 2016 ambulance is going to be out of service for two weeks as of 12/10/2019, it has gone back to PL customs manufacturing plant in NJ. The reason for the unit to be out of service is paint warranty work. The unit is already being missed by personnel as it has become an important piece of equipment for the department.

Captain Caleb Pike and Paramedic Skip Galvin have been working with our police department and it four officers to get them re certified in CPR, first aid, and Narcan administration. All recert classes have been completed and proper paperwork has been turned into the state.

The generator at central station has had a complete service. All is well with the unit; it only needed a battery replacement this year. A bill for this service should be arriving this week.

The 75KW generator remains at Milton Cat in Londonderry NH, where they are still evaluating it for a final repair quote. I received a rough estimate not to exceed \$15,000.00. This isn't the final estimate but a written estimate to encumber funds from my EMD and FD budgets. No further equipment will be purchased this year from the emergency management budget as the remaining fund in the line items will be used to repair the 75KW generator if that is what the decision is made from the select board when we get a cost estimate.

The repair bill from Lakes Region Fire Apparatus for the 75 KW generator was \$1,797.21. Which is slightly more than what we talked about at the last update on November 18th 2019.

I met with Thompson Electric in reference to the quotes for stand by generators at Melvin and Mirror Lake stations as requested per the select board.

Central Station continues to have problems with the heating system. Sam Mechanical who is the company that has been dealing with the problem with the furnace has taken one repair bill for \$720.00 back. As the repair did not take care of the problem. We will be giving the company one more chance at getting the furnace running 100% before we look for a new repair company that will be able to not only repair the gas furnace but also complete the yearly PMI's spring and fall on the entire heating and cooling system.

The department ATV and rescue sled have been set up for winter use. The tracks have been installed on the ATV and the wheels have been removed from the rescue sled.

We will be testing the airboats new polymer protective sheathing once we get ice coverage on the lake.
The boat tested out fine for water travel.