

**TOWN OF TUFTONBORO
BOARD OF SELECTMEN
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**Selectmen's Meeting
2:00 pm – Town Office**

Monday, August 22, 2016

MINUTES

Present: Chairman Carolyn Sundquist, Selectman Lloyd Wood, Selectman Bill Marcussen and Administrative Secretary Karen Koch.

Chairman Sundquist called the meeting to order at 2:00 pm and proceeded with the Pledge of Allegiance.

Chairman Sundquist began the meeting with a public hearing per RSA 31:39. Section R319 in the International Residential Code states that address numbers should be a minimum of 4 inches. As our Town Street Numbering Ordinance section 6.3 Size of Numbers currently reads 3 inches it will be revised to read: "All street numbers on primary buildings or property shall be at least *four (4")* in height, except for island properties..." With no public objections, Chairman Sundquist made a motion to accept the language revision, seconded by Selectman Marcussen with all in favor.

Chairman Sundquist made a motion to approve the 8/8/16 and 8/15/16 public meeting minutes as written, seconded by Selectman Wood with all in favor.

Fire Chief Thompson gave the Fire Department update. On behalf of the Selectmen, Selectman Wood asked that Chief Thompson thank his staff, particularly Ralph Bussiere, for their recent efforts. (See attached for more information.)

Police Chief Shagoury gave the Police Department update. Statistic information appears that it will to be similar to last year but he will provide the Selectmen with final numbers later today. The department has been working on vehicle video system installation, vehicle maintenance and vehicle repairs. There were a lot of call outs last month but not anything of great concern. He provided the Selectmen a copy of a press release regarding an unattended death; the investigation results of which concluded a prescription drug overdose. Per Selectman Wood's request, Chief Shagoury spoke in regards to a meeting he attended with Senator Shaheen and other Police Chiefs in the county regarding heroin opioid and other drug abuse to see what can be done federally.

Separately, Selectman Wood complimented Chief Shagoury's efforts and professionalism in the way in which he handles situations of a confidential nature.

Tom Hall came to meet with the Selectmen to discuss the NH DOT response letter regarding the Application for Crosswalk on Rt. 109 at Pier 19. He recommends that someone from the Town is appointed to oversee the completion of the project. He recommitted to raising \$8200 by the end of December once he has the Town's commitment on following through with the project. If the Town is willing to commit, he asks that a letter be generated confirming such as well as confirming that the project would be completed by December. Mr. Hall confirmed Chairman Sundquist's concern that the recent NH DOT letter that was received seems to include more requirements than what was originally reviewed. He feels that the Town would need to negotiate with the State regarding cost and requirement information. Selectman Wood read aloud a prepared statement in support of the crosswalk. Selectman Marcussen complimented Mr. Hall on bringing the project forward and passing the project over to the Town from this point forward. He feels that there will be time between now and Town meeting to clarify further information regarding specifications, maintenance and cost before the installation begins.

Selectman Wood moved that the Board of Selectmen supports the creation of a warrant article for 2017 that authorizes the installing of a state approved crossing system for the Pier 19 area, to include the acceptance of donations for such purpose as well as a \$1,000 budget line for crosswalk maintenance, seconded by Selectman Marcussen with all in favor. Mr. Hall was disappointed with the Selectmen's motion as he wanted to have this completed by the end of this year and he wanted to avoid town warrant as he feels that the project will not pass. His donation offer of \$8200 expires at the end of December 2016.

The Selectmen met with Tom Sawyer of Lakes Region Computer. Mr. Sawyer presented a service proposal as well as an inventory of the Town's computer hardware and application information. He shared that although they previously discussed improving systems over 5 years, this will be difficult as there are many outdated computers that should be replaced right away. As far as security concerns, Mr. Sawyer shared that the Town's priorities should be to replace the Town Office server as it has a configuration issue, adding security software on the Fire Department computers as there currently isn't any and then replacing the Police Department computers. When asked by Selectman Wood if there was a bid list for municipalities, Mr. Sawyer responded that he was not aware of one but did state that his company provides solid systems that last. There was some discussion about expense saving measures such as using clouds versus actual servers, etc. The Selectmen shared that it seems that the Library may be interested in a universal plan as well and as they are a separate entity, they would need to be under their own contract. Selectman Marcussen will review the proposal material provided and breakdown the information for the Selectmen's review. After the Selectmen are able to review the proposal further they will provide feedback to Mr. Sawyer.

Selectman Wood made a motion to approve the Special Limited Power of Attorney with Durable Clause for Rick Sager in regards to the Town Owned Property Auction, seconded by Selectman Marcussen with all in favor.

The Selectmen signed the Notice of Award, Notice to Proceed and Agreement with L.A. Drew, Inc. for the Lang Pond Road Reconstruction Project. (A motion was already made at the July 26, 2016 meeting to award the project to L.A. Drew, Inc.)

Per the Conservation Commission's recommendation, Chairman Sundquist signed a revised Windleblo Road Deed Restriction Current Conditions Report.

Selectman Marcussen made a motion to complete and submit an application for a driveway permit at Route 109 for the Mirror Lake boat access, seconded by Selectman Wood with all in favor. It was explained that this is just a **formality** as it was never done previously.

Selectman Marcussen made a motion to approve an Intent to Cut for PID 45-1-4, seconded by Chairman Sundquist with all in favor.

Selectman Wood moved to table a decision regarding Intent to Cut for PID 2-3-11, seconded by Selectman Marcussen with all in favor.

Chairman Sundquist made a motion to approve the Petition and Pole License Petition for NNE Telephone dba Fairpoint Communications, seconded by Selectman Wood with all in favor.

Chairman Sundquist made a motion to approve the agreement to host a collection bin with Planet Aid, seconded by Selectman Wood with all in favor. Due to a dramatic decrease in revenue and an increase in cost of doing business over the past year, Planet Aid reduced the site payments from \$.05 to \$.02 per pound. These site payments fund the Tuftonboro Christmas Fund.

Selectman Wood made a motion to approve the MS-1 Extension Request, seconded by Selectman Marcussen with all in favor.

Chairman Sundquist shared that the MS-434 revised estimated revenue was done. Sale of municipal property was estimated at approximately \$100,000 and will be revised if necessary. She also explained that the unassigned fund balance number is different than what was originally submitted. The Town's auditor noticed that there was over \$70,000 in land use change tax that the Town thought would be revenue for this year but was actually a receivable for last year. This amount is now in fund balance.

Chairman Sundquist made a motion to approve the revised estimated revenues as shown in the MS-434 and to have Diane Falcey submit it to DRA, seconded by Selectman Marcussen with all in favor.

There was discussion regarding an email sent by the Town Moderator, Dan Barnard, regarding the fact that each major political party has an opportunity to select two Inspectors of Election (Ballot Clerks) once every two years. The Democratic Party chose theirs but the Republican party did not. Therefore it becomes the Selectmen's responsibility to appoint them. He recommended the appointment of Mary Ann Rice and Kathy Sutherland. Selectman Marcussen moved to nominate Mary Ann Rice and Kathy Sutherland as Inspectors of Election for a two year term, seconded by Selectman Wood with all in favor.

The Selectmen agreed to a memo drafted to various boards requesting that the Selectmen receive copies of any property change information for their own informational purposes, distribution to the assessor, mapping revisions, etc.

Treasurer Jack Widmer reviewed Meredith Village Savings Bank's proposal to move the Town's accounts from People's Bank to Meredith Village Savings Bank and is in agreement with the terms as were the Selectmen. Selectman Marcussen made a motion to transfer the Town accounts to MVSBB, seconded by Selectman Wood with all in favor.

The Selectmen will hold a work session on September 13th to work on CIP requests for 2017.

Selectman Marcussen shared that as of July 2016, the Bureau of Labor Statistics Consumer Price Index of the Northern New England Area has gone up 1.5% in the 12 previous months. He suggested revising the pay structure to incorporate the 1.5% Cost of Living Adjustment (COLA) in addition to the 2% merit increase for a total of a 3.5% increase.

There was some discussion regarding when merit raises are given. It was confirmed that merit increases are given on January 1 of each year as a result of a satisfactory performance review that was done in the prior year. Selectman Wood shared that merit increases of 2% total approximately \$22,216.20.

Selectman Wood shared literature regarding a projected COLA of 3% for 2017. He recommended that employees receive a 1% COLA on their anniversary date, rather than on January 1, for a total amount of \$5,554.05. He also referenced that there would be minor additional costs for NH retirement, etc. Chairman Sundquist shared that she feels that as this is a major change in compensation, there should be a meeting with all employees to express their input. She feels that a policy should be established to follow for the best way to calculate the anticipated COLA, such as referencing the Bureau of Labor Statistics July numbers of the current year as it is an actual number and not a projected number.

Selectman Marcussen stated if adjusting pay for inflation, doing it for a partial year as opposed to doing it for a whole year, saves the Town money but it doesn't get to the underlying issue that the dollar is worth less at the time. Additionally, calculating COLA on anniversary dates, would add more complexity to the pay schedule.

Selectman Wood made a motion to approve a 3.5% increase (2% merit step increase plus 1.5% COLA) with an approximate budget increase of \$38,878.35, seconded by Selectman Marcussen with all in favor. After some discussion amongst the board, Selectman Wood moved **the** question with all in favor.

It was agreed to further discuss Clay Gallagher's Employee Benefit and Recycling Rate Incentive Proposal white paper at the September 13th meeting.

As far as the compensation study, Chairman Sundquist suggested that they consider Thornton's paid time off methodology that combines all types of time off (sick, vacation, personal, etc.) into just one category for employees to manage. Selectman Marcussen asked that Chairman Sundquist create a model for the Selectmen to review and later revisit the subject.

Chairman Sundquist shared that she and Jack Parsons met with the Steinmens, residents of Brown Road, in regards to limiting the amount of boat and trailer traffic on Lower Beech Pond. She suggested extending the guard rail on the road as the drop off is dangerous. The Selectmen will also refer to NHMA regarding the legality about limiting parking on a portion of one side of the road.

Chairman Sundquist suggests gravel pit training with Mary Pinkham Langer for the Selectmen and others that are involved with excavation. She asked that Karen Koch check with the Planning Board to see if they would be interested in attending as well.

Selectman Marcussen shared that he and Jim Bean met with Mr. Mott a week ago regarding Phineas Graves Road. Although Mr. Mott would like the road to preserve its historic structure, Selectman Marcussen feels that the Mr. Bean's crew is doing a good job, following best road practices and is handling the project well.

Selectman Wood confirmed that the Great Meadow Boundary line was readjusted. The Town House lots were merged as requested. Selectman Wood asked Karen Koch contact Cory Hunter to have the maintenance crew remove debris on the abutting non-Town owned property and to request that they not leave it there in the future.

Selectman Wood spoke of expenditures that are over budget: Administrative Secretary, Highways and Streets Roadside Mowing and Spring Maintenance. Chairman Sundquist shared that there was a unique situation in regards to the Administrative Secretary line this year and that mowing and spring maintenance should now be complete. The Selectmen will review expenditures further on September 13th.

Chairman Sundquist thanked Karen Koch for working with NHIT to include dependent coverage within the Town's wellness program.

It was decided that Selectman Wood would attend the Lang Pond Road Reconstruction Pre-Construction Meeting.

The following correspondence was also reviewed: DRA Excavation Checklist; CDFA Smarter Community Dev. For NH event information; Building permit application for PID 56-1-10; Newslink for August 17, 2016; Wetlands Permit Application for 40-5-3; Wetlands Permit by Notification for PID 40-2-1; Wetlands Utility Maintenance Notification for Eversource Energy; letter from US Senate regarding NH resident assistance with federal agencies and federal resources; NH Lakes Newsletter; UNH Tech. Transfer Center Training Calendar for fall 2016; Same Day Computer Business Services brochure; Police Department July Tally of Officer Hours; Library Financial information; NHMA Legislative Policy Conference information; Highway Safety Improvements Program application information; email regarding a Town Facebook page; various meeting minutes; various emails and other correspondence.

During public input, Guy Pike suggested that, in the interim, orange cones are put in the proposed crosswalk area. He will follow up with Chief Shagoury.

Max Ledoux asked that if an employee is not given a merit raise, would they still receive the 1.5% COLA increase. Selectman Marcussen confirmed that they would receive the inflation adjustment. After some discussion, Selectman Sundquist and Selectman Wood explained that if an employee receives a poor performance review, they would not receive the 1.5% COLA. Although all Selectmen agreed that there are other factors that come into play if an employee does not have a positive performance review.

Mr. Ledoux then referenced the 2016 personnel administration spreadsheet and State Bureau of Employment Security documentation. He stated that the average compensation for full time Town employees is around \$70,000; although the per capita income for Tuftonboro is only \$33,000, which includes Tuftonboro employees. He stated that if these employee incomes were removed from the calculation then the amount would be less than \$33,000. He asked that the Selectmen consider if it is sustainable for the Town to be paying the Town employees more than twice as much than the per capita income for Tuftonboro.

He also expressed his disappointment with being denied the opportunity to comment on compensation before a motion was made. Chairman Sundquist confirmed that the agenda was finalized prior to his request but even if he was on the agenda he would have spoken when appointments are made and wouldn't have been part of the compensation discussion.

At approximately 4:46 pm, Chairman Sundquist made a motion to adjourn, seconded by Selectman Wood with all in favor.

Respectfully submitted, Karen Koch, Administrative Secretary



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Selectman Meeting
August 22, 2016

2016

Fire Calls	120	Gas Furnace Inspection	27
EMS Calls	138	Oil Burner Inspection	3
Service Calls	18	Wood/Pellet Stove Inspections	5
SPD	15	Life Safety	18
Total	291		53

The inspections of all children's camps in town have now been completed. Any camps with life safety deficiencies have been sent letters to address the needs.

The department performed its first transport with 10 Ambulance 1 on August 13, 2016. The department was dispatched to two medical calls with in 5 minutes of each other. Our primary transport ambulance Stewarts was continued to the first call and the department ambulance was diverted to the second call. Initial report was for an 82 year old subject who had lost consciousness in a vehicle; an update from 911 was reported that CPR was in progress. Upon arrival on scene a family member and Tuftonboro FF Ralph Bussiere who had been flagged down was performing CPR. A shock was administered from the department's cardiac monitor which patient regained a pulse. The Patient was loaded in to Tuftonboro Ambulance for no delay in transport time. The ambulance was met in route to the hospital by a Stewarts Medic; patient was transported to Huggins Hospital and later transferred to Dartmouth Hitchcock Medical Center.

Captain Ernest Gagne stepped down from his Captain duty he will stay on the department as a call FF EMTA Captain Gagne has been with the department for 27 years.

Reorganizing of the department's roster and officers will be changing in the near future.

The department has been working with Camp Belknap for a future building burn. The camp has had the required asbestos test completed and asbestos mitigation will also be taken care of by Camp Belknap. No date has been set as of today but it looks like late September or October.

The building is large enough that mutual aid departments will also be able to take part in the training.

West Ossipee will be hosting a certified air boat class this fall our department will be sending at least 3 members and the air boat to .

Engine 4 has had it rear springs replaced and its first half of the year maintance for \$ 3,281.64. The rear springs were a planned repaired which came in less then quoted at \$4,124.60. We have other repairs with the truck which used any savings we may have earlier in the year.