

**TOWN OF TUFTONBORO  
BOARD OF SELECTMEN  
240 MIDDLE ROAD, P.O. BOX 98  
CENTER TUFTONBORO, NH 03816  
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**Selectmen's Meeting  
8:30 am – Town Offices**

**Monday, January 28, 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 Bill Marcussen, Selectman Lloyd Wood, Selectman Chip Albee and Administrative Secretary Karen Koch.

**CALL TO ORDER**

Chairman Marcussen called the Selectmen's meeting to order at 8:30 am.

**NON-PUBLIC SESSION**

At approximately 8:30 am, Selectman Wood moved to enter non-public session per RSA 91-A: 3 II (a) to conduct a performance review, seconded by Selectman Albee. Roll call vote: Marcussen – Yes; Albee – Yes; Wood – Yes. At approximately 9:05 am, Selectman Wood moved to come out of non-public session and back into public session, seconded by Selectman Albee with all in favor. Selectman Wood moved that these non-public minutes be sealed, seconded by Selectman Albee with all in favor.

At approximately 9:10 am, Selectman Albee moved to enter non-public session per RSA 91-A: 3 II (I) review legal correspondence, seconded by Selectman Wood. Roll call vote: Marcussen – Yes; Albee – Yes; Wood – Yes. At approximately 9:24 am, Selectman Albee moved to come out of non-public session and back into public session, seconded by Selectman Wood with all in favor. Selectman Wood moved that these non-public minutes be sealed, seconded by Selectman Albee with all in favor.

Chairman Marcussen reconvened the public session at 9:27 am and led the pledge of allegiance.

**PUBLIC INPUT**

None.

**REVIEW AND APPROVAL OF MINUTES**

Selectman Albee moved to approve the 1/14/19 meeting minutes as written, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve the 1/14/19 non-public meeting minutes as written, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve the 1/18/19 meeting minutes as written, seconded by Selectman Wood with all in favor.

**APPOINTMENTS/BUDGET REVIEWS**

Chief Thompson gave the Fire Department update. Please see attached. Ambulance billing was also reviewed and has proven to be successful. In response to Selectman Albee, Chief Thompson will visit Beech Pond to see if the Fire Department can still gain access since the recent placement of additional rocks on the shoreline. He shared pictures of the new fire truck chassis. The new fire truck should be built and available by July.

Chief Shagoury gave the Police Department update. Please see attached. The Brew Fest was well attended with no real issues. It was agreed that additional porta potties should be supplied in the future. Selectman Albee suggested that a

column be added to the statistics summary showing the result of the charges that are noted. Chief Shagoury confirmed that these numbers reflect department activity, not necessarily the times that the Sheriff's Office covers for the Town. Chief Shagoury confirmed that officer hours are not tallied for the year, just monthly. In response to Selectman Wood, Chief Shagoury gave an update on some cases of a larger magnitude and will try to provide a monthly update or press release regarding such cases. Chief Shagoury is working with Jim Bean regarding signage to coincide with the parking ordinance. There was discussion regarding private citizens plowing across town roads and the detrimental effect it has on the roads. Chief Shagoury will look into creating a town ordinance regarding this. In regards to the Police Department budget, he will look into adjusting the part time officer hours to accommodate for updating the department's computers as he recently found that Microsoft will no longer support Windows 7 after January 2020. There was discussion regarding the steps being taken with the County to improve radio communications.

Bruce Davis of All States Materials Group met with the Selectmen and Jim Bean. All States Materials Group currently work with all towns surrounding Tuftonboro. Mr. Davis works with UNH T2 teaching classes regarding road maintenance. He spoke of treatments offered for both gravel and paved roads. In regards to paved roads, he doesn't feel that fog treatments would be appropriate for Tuftonboro but gave an explanation of other surface treatments. Conventional chip seal for roads in good condition lasts about 4-7 years or 5-8 years at \$2.45 per square yard (\$30,000-\$31,000 per mile). Rubber lasts about 6-10 years at \$4.60-\$4.65 per square yard and endures a higher per day traffic count (just under \$60,000 per mile). Mr. Davis will be glad to review LRPC's paving report to be sure that the suggested roads are in good enough condition to benefit from chip sealing. He recommends treating the whole length of a road, not just portions of it as suggested in the paving report. Full Depth Reclamation (FDR) with emulsion costs approximately \$6.00 per square yard and includes reclamation (twice), grinding and grading. Mr. Davis will provide reference information for their products (a list of surrounding towns, contact information and street lists).

#### **SIGNATURE FILE**

Selectman Albee moved to approve an Intent to Cut for PIDs 60-2-20 through 60-2-23, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve a NHRS Group II Position Certification Form for Abbi Gillis, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve a 2019 Exotic Aquatic Plan Control Grant, seconded by Selectman Wood with all in favor. This will give the town a 25% reimbursement for herbicide and milfoil harvesting in 2019 (up to \$5,601). Selectman Albee moved to approve a Notice of Appointment of Officer for Abbi J. Gillis, seconded by Selectman Wood with all in favor. The Selectmen will hold a work session on Friday at 9:00 am to swear in the new police officer, Abbi Gillis, and tend to any other matters that may come before the Board.

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

Selectman Albee shared that the Budget Committee meeting went well last week.

Chairman Marcussen shared that the Old Home Days Committee is having a kick off meeting 1/29/19 at 6:30 pm. Anyone that is interested can attend.

#### **CORRESPONDENCE**

Further research will be made before posting a public notice regarding plowing of seasonally maintained roads. The Selectmen reviewed a summary report from Normandeau Associates for the Wolfeboro RIB discharge. Normandeau Associates will be attending the 2/4/19 Selectmen's meeting to offer a recommendation and cost proposal.

The following correspondence was also reviewed: Councilor Cryans 1/24/19 Report; Course completion information for Chief Shagoury; Primex training opportunities; Stafford Act changes; NHDOT letter regarding PID 14-2-33; NewsLink 1/16/19; LRPC 2/6/19 Roundtable information; PA-34s for PIDs 2-1-85, 37-1-218, 46-3-1, 40-1-28, 61-1-22, 41-2-4-27, 46-2-9 and 70-2-79; NHDOT Citizens Guide to Transportation Systems 2018; NHMA 1/18/19 Legislative Bulletin; January 2019 Shorelines newsletter; CDFA Notice of 2019 Application Deadlines; NHMBB's 2019 Series A Bond Sale Announcement; Entry Level Driver Training rule effective 2/2020; NH Retirement System House Bill information; HB 271 Land Surveyor Legislation information; My Breast Cancer Support Certificate of Appreciation for the Police Department; various meeting minutes; various emails and other correspondence.

## **OTHER BUSINESS**

The Selectmen reviewed the total 2019 proposed budget. The 2018 expenditures for Budget 4312 Highway and Streets exceeded the budgeted amount (\$490,780.61 versus \$452,600). There was discussion about whether or not enough was budgeted for 2019 (\$498,000) as well as ways to more properly manage this budget. The 2019 Selectmen's budget totals \$4,015,061. The Budget Committee's recommended budget is \$4,009,721, reflecting an approximate 7.2% increase from 2018's budget of \$3,741,503. The Budget Committee's amount is less as they decreased the Police Department budget. Some of the overall 2019 budget increases are one time occurrences. The increase is also due to a 53 pay period in 2019.

The Selectmen revisited some language changes to the expense warrant articles:

**Article A:** To see if the Town will vote to raise and appropriate the sum of One Million, Eight Hundred Sixty-Two Thousand Dollars (\$1,862,000.00) to renovate and expand the current library building. Said project will be funded as follows: Withdrawal of Three Hundred Fifty-Five Thousand Five Hundred Dollars (\$355,500.00) from the existing Library Capital Reserve Fund, and One Million, One Hundred Seventy-Three Thousand Five Hundred Dollars (\$1,173,500.00) from the Library Capital Donations Funds and pledges, with Three Hundred Thirty-Three Thousand Dollars (\$333,000.00) to be raised from taxes. This special warrant article will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the library expansion and renovations are completed or by December 31, 2023, whichever is sooner.

(Majority vote required)

(Recommended by the Board of Selectmen 3-0 and the Budget Committee )

This article was rewritten for clarity. It was confirmed that design work that has already been paid for has reduced the warrant article project cost.

**Article D:** To see if the Town will vote to raise and appropriate the sum of Fifteen Thousand Dollars (\$15,000.00) for the preparation of Sawyer Road for paving.

(Majority vote required)

(Recommended by the Board of Selectmen 3-0 and the Budget Committee )

The word "of" was added.

**Article H:** To see if the Town will vote to raise and appropriate the sum of One Hundred Twenty-Four Thousand Six Hundred Twenty-Six Dollars (\$124,626.00) to pay a second installment toward the new fire truck acquired by a Town Meeting vote in March of 2018. The principal amount is \$107,881.00 and the interest is \$16,745.00. This five year lease agreement contains an escape clause.

(Majority vote required)

(Recommended by the Board of Selectmen 3-0 and the Budget Committee )

The words "five year" were added.

**Article I:** To see if the Town will vote to raise and appropriate the sum of Eighty-Nine Thousand Three Hundred Eighteen Dollars (\$89,318.00) to pay a fourth installment toward the ambulance vehicle and rescue truck acquired by a Town Meeting vote in March of 2016. The principal amount is \$84,947.00 and the interest is \$4,371.00. This five year lease agreement contains an escape clause.

(Majority vote required)

(Recommended by the Board of Selectmen 3-0 and the Budget Committee )

The words "five year" were added.

Selectman Albee moved to approve revised articles A, D, H, and I, seconded by Selectman Wood with all in favor. Any necessary monetary changes will be done before the final warrant is signed.

The Selectmen reviewed an additional article for the warrant:

**Article 15:** To see if the Town will vote pursuant to RSA 80:80 to authorize the Selectmen to convey real property acquired by the Town by Tax Collector's Deed by Public Auction and sealed bid or in such manner as determined by the Selectmen as justice may require. Some or all properties to be sold within 2019.

(Majority vote required)

(Recommended by the Board of Selectmen )

They agreed that the last sentence should be removed. This will be voted upon after DRA's review of this change.

The Selectmen will revisit the procurement policy at a later date. They reviewed a timeline for warrant articles and the 2019 budget and agreed to hold a work session on 2/15/19 to sign the warrant.

#### **PUBLIC INPUT**

The Selectmen responded to Joe Kowalski regarding County Road and Lang Pond Road plowing and his concern regarding enforcement of the proposed Planning Board 2019 article. The Selectmen confirmed for Elissa Paquette the public hearing date and time (2/12/19 at 6:30 pm at the Town House) and date that the Selectmen will sign the warrant (2/15/19). Selectman Albee added that the only time that a suggestion can be made to change a line item to the budget is at the public hearing. Ms. Paquette shared that the School Deliberative Session is at 10:00 am on Saturday. She also shared that two Wolfeboro Representatives accepted an invitation to visit the middle school to discuss HB 102.

#### **ADJOURNMENT**

At approximately 11:55 am, Selectman 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: 01/25/19  
Re: 2018 Statistics (to December 31)

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Court: 12/5

Training: Preliminary Breath Test Instructor, Workzone Operations., Conflict Management for Supervisors, Fraud Investigations, Use of Force

Activity from January 1 to end of December:

Category	2017	2018
Motor Vehicle Stops	117	109
Summons	5	6
Accidents	37	43
Arrests	18	14
Felonies	17	21
Offenses	140	119
Incidents	193	144

**January 28, 2019**

**Totals for 2018**

<b>Fire Calls</b> 193	<b>Gas Furnace Inspections</b>	26
<b>EMS Calls</b> 262	<b>Oil Burner Inspections</b>	11
<b>Service Calls</b> 35	<b>Wood /Pellet Stove Inspections</b>	8
<b>SPD</b> 22	<b>Life Safety</b>	24
<b>Total</b> 512	<b>Total</b>	<b>69</b>

**2019**

<b>Fire Calls</b> 18	<b>Gas Furnace Inspections</b>	1
<b>EMS Calls</b> 19	<b>Oil Burner Inspections</b>	0
<b>Service Calls</b> 6	<b>Wood /Pellet Stove Inspections</b>	0
<b>SPD</b> 0	<b>Life Safety</b>	0
<b>Total</b> 43	<b>Total</b>	<b>1</b>

7 members of the department took part in a 2-day air boat operator course that took place in Alton on January 23-24 2019. Alton Fire Rescue department, West Ossipee Fire Rescue, Tuftonboro Fire Rescue, Vermont State police, NH Fish and Game, and Maine Warden Service all took part in the training. The training was instructed by NH Fish and Game along with the Maine Warden Service. The class was set up and hosted by Alton Fire Rescue Department which is currently getting an Airboat program in place. Our members received very good training time.

The members who attended the training were Captain Frank Tranchita, Lt Christopher Morgan, Captain Caleb Pike, Chief Adam Thompson, FF Fred Brownell, FF Steve MacMartin, FF Rafe Longver. I am very proud of these members as they took two very long days of there time without complaint and completed the training.

The Red Cross shelter training on December 28<sup>th</sup> went well, this shelter training was held at the Kingswood Arts Center.

The department responded to a couple of calls due to the heavy rain storm on the 24<sup>th</sup> of this month. As members worked with Landscaper Corey Hunter and Electrician Melvin Bean to stop the flooding of a home on 5 Melvin Wharf. The home owner had 4 sump pumps running which could not keep up with the water flowing, into the garage and basement of the home. Members worked with Mr. Hunter and Mr. Bean to divert water flowing down Melvin Wharf Road. Sand bags were filled and placed across the driveway to divert water further down the road. Approximately 6" of water was pumped from the garage. Larger pumps were set up and used until the approximate 9" of water was removed from the basement. Basements windows were sand bagged and ditch through the backyard were opened by Mr. Hunter to get some of the 6-8" of standing water away from the home.

On February 9<sup>th</sup> the Mark O'Connell Foundatin for Lake Winnepesaukee will make its first donation to the town of Moultonborough of an air riders hovercraft AR45 Search and Rescue. Along with Alton Fire Rescue Air boat this means there will be two more units on the Lake to provide rescues.

The chassis for the new Engine 2 was delivered to the Toyne Fire Truck Factory and be deliver in July of 2019 once complete.