

**TOWN OF TUFTONBORO**  
**BOARD OF SELECTMEN**  
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Selectmen's Meeting Minutes  
9:00 am – Town House

Monday April 27, 2020

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

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

**CALL TO ORDER**

Chairman Wood called the Selectmen's meeting to order at 9:00 am, led the pledge of allegiance and read aloud instructions as to how to access the Selectmen's meetings via telephone.

**PUBLIC INPUT**

None.

**MINUTES**

Selectman Albee moved to approve the 4/13/20 meeting minutes as written, seconded by Selectman Marcussen with all in favor. Selectman Marcussen moved to approve the 4/13/20 non-public meeting minutes as written, seconded by Selectman Albee with all in favor.

**SIGNATURE FILE**

Selectman Marcussen moved to approve an intent to cut for PID 57-1-6; an intent to cut for PIDs 57-1-2, 57-1-3, 57-1-4, and 57-1-7; an intent to cut for PID 56-3-1; an intent to cut for PIDs 65-1-2 and 65-2-1; a supplemental intent to cut for the 2019-2020 tax year for PID 16-2-3; a Yield Tax Levy for PID 54-1-13; a Yield Tax Levy for PID 45-1-5; a Yield Tax Levy for PID 16-2-3, a Yield Tax Levy for PIDs 65-1-2 and 65-2-1; and a Yield Tax Levy for PIDs 30-2-17, 28 & 29, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve an Ambulance Service Agreement for 2020 with Stewart's Ambulance Service for \$195,173.90, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve an intent to excavate for PID 32-2-5, seconded by Selectman Albee for discussion. The location of the lot was verified. Vote passed with all in favor. Selectman Marcussen moved to approve one All Veteran's Exemption for PID 61-1-22, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve a second All Veteran's Exemption for PID 61-1-22, seconded by Selectman Albee with all in favor. Selectman Albee moved to approve a Standard Veteran's Exemption of \$500 and a Total Disability Credit of \$2000 for PID 56-1-5, seconded by Selectman Marcussen with all in favor. Selectman Marcussen moved to approve the MS-60A, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve the MS-232, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve the MS-535, seconded by Selectman Albee with all in favor.

**APPOINTMENTS**

Jim Bean gave a paving and Highway Department update. His crew completed road sweeping and line striping, started straightening sign posts, graveled road edges, and started road ditching. Mr. Bean shared a proposal from FR Carroll regarding the road paving projects. As the end of Dame Road was damaged more this winter than ever before, FR Carroll proposed doing the top section of Dame Road up to Ledge Hill Road (\$54,820), 3040 feet (of the 4340 feet) of the bottom section of Dame Road (\$84,855) and 3025 feet (out of 5525 feet) of North Line Road (\$72,395) for a grand total of \$233,420. The quote for paving this year is lower than last year due to lowered oil pricing. Dame Road and North Line Road could be finished in 2021. Mr. Bean explained the improvements that his crew has done to help with water flowing from the field onto North Line Road. He is considering moving the road over to allow more room for another ditch on the other side of the road. There was discussion about the \$268,000 left in the road preparation and paving budget. Mr. Bean

doesn't feel that there will be much leftover in road preparation as there is much unanticipated road work to be done before paving. Mr. Bean agreed with Selectman Marcussen's suggestion that the damaged guard rail on Dame Road should be replaced while they are doing work there. Selectman Marcussen moved to approve the revised paving project plan to include the two sections on Dame Road outlined in the proposal and the 2500 foot section of North Line Road (at the Ledge Hill Road end) for a total of \$233,420, seconded by Selectman Albee with all in favor. Mr. Bean has another company scheduled for stop line painting. No parking signs have been received for the Town Beach and Bay Road. Mr. Bean will clean up the sand on the cement portion of Union Wharf, clean up the gravel that has been plowed up into the 19 Mile Bay parking lot and will follow up with Dave Wentworth in regards to repairing the County Road Bridge. The work on Durgin Road will be done at a later date as his crew is working on Dame Road and North Line Road at this time. Paving is tentatively schedule for the end of May-beginning of June. As there is much road work to be done this year that will use a lot of the highway budget, tree cutting bidding and apron paving will be considered later.

Brian Ross of Structure Consulting Group met with the Selectmen (on behalf of Verizon) regarding cell tower installation at the Highway Garage and Fire Department. Tim Yee and Chuck Webberly, of Structure Consulting, attended via telephone. The Board, Chief Thompson and Jim Bean were provided two draft lease agreements and proposed layout plans prior to the meeting. Mr. Bean requested that the tower to be installed at the Highway Garage be pushed back about 100 feet away from the building in order to not affect their on-site storage area. Selectman Wood also asked that the fall distance be verified. Mr. Ross will work with Mr. Bean to find a more suitable site at the Highway Garage. Chief Thompson inquired as to whether or not generator sharing and sharing of equipment storage within the tower shelter would be allowed. Mr. Ross confirmed that these things are typically considered when agreements are made with municipalities. However, Mr. Ross is uncertain if a shelter will be installed at this site but they can assist with the Department's radio equipment. Mr. Ross confirmed that signal strength coverage is sometimes affected when there is a building directly under a tower and this can be reviewed when going through the zoning permitting.

Selectman Albee's concerns regarding the lease agreements were discussed as summarized below:

Item #3 Agreement Extension: Selectman Albee noted that this should be applicable to both parties-not just Verizon.

Item #4 Rental: As no estimate of rental amount is designated, Mr. Ross clarified that rental payments usually start when construction starts and a starting rental rate is approximately \$20,000 per year. He also confirmed that the municipality's use of the tower doesn't change this amount.

Item #5 Access: Selectman Albee feels that expansion of items into the cell tower area (cables, conduits, etc.) should also benefit both parties.

Item #6 Condition of Property: This term states that the Town is responsible for clearing the site of debris. Mr. Ross responded that Verizon handles all timber cutting and site preparation. This area of the agreement is more in regards to the Town's responsibility in terms of clearing environmental and hazardous waste that may be on the site.

#8 Government Approvals: The Selectman will take the site plan to the Planning Board so they have an opportunity to make suggestions; although their approval is not necessary.

#15 Holdover: Typically, Verizon won't agree to dual termination as they don't like to terminate a site if the agreement is in effect for less than 15 years due to setup costs, etc. Two additional 5 year terms could be added where each party has rights of termination. Selectman Albee understood this and asked that the language be modified.

Selectman Albee added that there needs to be a term in the agreement that states that Verizon is required to hold a discussion with the Town anytime that there may be a potential selling of the tower to another provider. Mr. Ross shared his experience with negotiating similar agreements with other towns and private parties. The height of the towers will be 130 feet. Fiber optic broadband is not a service that they deal with. Karen Koch will provide Lakes Region Planning Commission's previous phone coverage report to Mr. Ross. Verizon provides anticipated coverage area information when going through the tower installation zoning process. Chief Shagoury showed his concern for coverage needed at the school. Mr. Ross confirmed that the utility easement in front of the sand and salt shed at the Highway Garage will be underground. The Selectmen will finish reviewing the agreements and have Town counsel review them in preparation of further negotiation.

The Selectmen revisited the Department Head Policy with Chief Thompson, Chief Shagoury and Jim Bean. Clay Gallagher provided his feedback in writing. Slight revisions were made. Vacation time notice will be modified from 90 days to two weeks as written in the personnel policy. The Board agreed that this policy can be kept separate from the personnel policy.

Chief Thompson gave the Fire Department update. Please see attached. Selectman Marcussen shared that reimbursement for wages paid due to Covid-19 is being handled through the Families First Coronavirus Response Act (FFCRA). Chief Thompson shared that all Covid-19 expenses will be taken out of the emergency management budget (rather than individual budgets) for easier bookkeeping. He also shared that the cleaning products that were used by an outside company for cleaning at the Transfer Station do not apply to Covid-19 disinfection. He suggests that this be more thoroughly researched before going through this process again through a separate company. Fire permits are issued at the Fire Station Monday-Friday 7:00 am-5:00 pm. Weekend burning permits should be requested on Fridays. Please call the Fire Station at 569-3381. Seasonal permits aren't able to be processed online as the burn site needs to be reviewed before granted.

Michael O'Donnell, of the NH Department of Transportation, met with the Selectmen via telephone to discuss a potential crosswalk installation on Route 109 at 19 Mile Bay. This topic is being revisited as the Planning Board asked the new Pier 19 store owners to explore putting a crosswalk in. Mr. O'Donnell summarized some of the concerns with installing a crosswalk at the site (the curve in the road limits the site distance, the distraction of lake views by people, and the speed limit). This a 40 mile per hour section of road and standalone crosswalks aren't permitted on a road in excess of 35 miles per hour. However, if a town complies with installing warning flashing lights, NH DOT would allow a crosswalk in a 40 mile per hour zone. A lower speed limit isn't advisable with the warning lights as the character of the road itself would need to be changed. Example of these lights can be seen at crosswalks in Plymouth and at the Dollar General in Moultonborough. Six signs in total would be installed. Four signs would be installed at the crosswalk (2 in each direction) and one sign in each direction about 250 feet in advance of the crosswalk. The ones on both ends of the crosswalk would have the flashing led lighting on them. Some sidewalk work would need to be done at the two ends of the crosswalk. Maintenance would be required by the Town (plowing, removal of ice, and maintenance of the surface itself). Lighting would need to be installed (on each side) 10-15 feet in advance of the crosswalk. The lighting kit costs approximately \$15,000. Selectman Marcussen shared that one of the concerns brought up before at Town Meeting was that the crosswalk might give pedestrians a false sense of security at the crosswalk. Mr. O'Donnell agreed with this concern and responded that lights, flashing led lighting and signs help with this concern and are required before the State will install at crosswalk. He will email links of these best practices for the Selectmen's review. This topic will be revisited after further information is collected, including the potential of the new store owners contributing towards the cost.

Chief Shagoury gave the Police Department update. Please see attached. He responded to Selectman Albee that some of the recent car break-ins added to the rise in felonies. He recapped departmental procedural changes being followed due to Covid-19. The department hasn't necessarily seen an increase in domestic violence since the stay-at-home order. Chief Shagoury submitted the USDA grant application and will provide a copy of the application for the Selectmen. He reviewed the parking sign at Mirror Lake and feels that the best solution is either for the Town to change the sign to reflect the policy or change the policy to reflect the sign. Karen Koch will request that Jim Bean look at the ramp shoulders to see if they will withstand trailer parking. The radar trailer will be installed when the weather is better. There was discussion about snowmobiles crossing from the 19 Mile Bay parking lot and driving along the side of Bay Road to the lake. The Board agreed to Chairman Wood's suggestion that Dennis Zilembo be asked to work with the snowmobile club in regards to finding an alternate way to access the lake at that location. There was some discussion regarding coverage for the Police Station when they are short staffed.

### **CORRESPONDENCE**

Selectman Marcussen moved to approve the CDBG Administration request for proposals to be advertised, seconded by Chairman Wood with all in favor. For the sake of time, other correspondence requiring action will be reviewed at the May 11, 2020 meeting.

Other correspondence reviewed included: Lakes Region Hazardous Household Waste Collection information; HealthTrust Covid-19 Cost Sharing information; NH Emergency Preparedness 6/23/20 Meeting Cancellation; 2020 Town Meeting Minutes; USDA Covid-19 correspondence; Expedited Minimum Impact Wetlands Permit Application for PID 40-5-4; Permit by Notification for PID 2-1-58; NHDHHS 4/14/20 Update; Zoning Board Simpson 4/8/20 hearing notice; NH Lakes April Shorelines newsletter; 2020 Clean Water State Revolving Fund pre-application information; NHMA 4/17/20 Legislative

Bulletin; PA-34s for PIDs 40-2-1, 45-1-19, 60-2-14, 3-1-38, 2-1-45, 65-1-4, 14-1-26-2, 46-2-21, 46-2-3, 42-2-9, 55-1-6-47, 3-1-9, 16-1-4, 2-1-69, and 63-2-25; Floodplain Administrator 101 Training information; NHMA 4/24/20 Legislative Bulletin; NHDE Driveway Permit for PID 63-3-2; Spring 2020 Lakeside Newsletter; various emails; various minutes and other various correspondence.

### **SELECTMEN'S UPDATE**

Selectman Albee shared that he spoke with Tyler Phillips, of Horizons Engineering, in regards to Union Wharf. Mr. Phillips feels that the Town should try to obtain a Grant in Write and suggests starting the permitting process with the partial sheetpiling that the Department of Environmental Services (DES) will allow. Selectman Albee and Mr. Phillips will write a letter to Mr. Pelletier requesting that he reconsider his recommendation and allow sheetpiling around the entire wharf.

Selectman Marcussen attend a meeting regarding the FFCRA (Families First Coronavirus Response Act). He feels that the Board will need to spend some time to make sure that they are following the appropriate procedures for tracking these expenses. Pat Tarpey of the Watershed Committee made him aware of potential infrastructure stimulus funding available for shovel ready projects. He sent along the two road drainage projects (Ledge Hill Road and Federal Corner Road) that were done last year for consideration as they are connected with environmental quality due to direct road runoff. He has been attending the Federal Government Coronavirus Task Force's weekly conference call. He will provide the recap to Karen Koch to disperse to the Board.

Chairman Wood thanked Steve Hunter for repairing the damaged wall at the French cemetery and the person responsible for the log and wood debris being picked up from the Hamm Cemetery. (Selectman Albee shared that it was Skip Cope of Blue Ridge Landscaping that cleared the debris.)

### **NON-PUBLIC SESSIONS**

At approximately 12:06 pm, Selectman Marcussen moved to enter non-public session per RSA 91-A:3 II (c) reputation, seconded by Chairman Wood. Roll call vote: Wood – Yes; Marcussen – Yes; Albee – Yes. At approximately 12:33 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 with all in favor.

At approximately 12:33 pm, Selectman Albee moved to enter non-public session per RSA 91-A:3 II (a) personnel, seconded by Selectman Marcussen. Roll call vote: Wood – Yes; Marcussen – Yes; Albee – Yes. At approximately 12:57 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 with all in favor.

### **ADJOURNMENT**

At approximately 12:58 pm Selectman Albee moved to adjourn, seconded by Selectman Marcussen with all in favor.

Respectfully submitted, Karen Koch, Administrative Secretary

**SELECTMENS MEETING**

April 27, 2020

**2020**

FIRE CALLS	53	GAS FURNACE INSPECTIONS	10
EMS CALLS	71	OIL BURNER INSPECTIONS	3
SERVICE CALLS	15	WOOD PELLET STOVE INSPECTIONS	2
SPD	2	LIFE SAFETY	5
<b>TOTAL</b>	<b>141</b>		<b>20</b>

The fire department is down approx. 9% on call volume comparing to last year's numbers. With less people out traveling on the roads large events cancelled and school doing remote learning. Call volume is down statewide in departments. Some neighboring departments are not responding on ems calls unless requested by their transporting ambulance due to Covid 19 virus.

We have found that most people that are now calling 911 are true emergencies. People have been very hesitant to call 911 or to go to the hospital due to fears of Covid pandemic. People should not hesitate to dial 911 for their emergency.

Tuftonboro Fire Rescue has modified its responses to daily ems calls due to Covid 19 outbreak. Depending on the type of call and what information is received, personnel are taking extra precautions. A single ems provider will come to your front door and ask several questions about the health of all in the home. Depending on the answers for example if anyone in the home has a fever or flu like symptoms or has travelled to or from certain areas, personnel will take a few extra minutes to put on protective mask, gloves and gown and face shields.

The amount of personnel allowed into the residence will be gauged by how serious the call is. Obviously, all personnel that are at the scene will help however needed but will be in a tiered response as needed. By doing the initial limited response it limits possible unprotected exposures and personal protective equipment, which is hard to get not unnecessarily used.

The department personnel have been doing additional cleaning of apparatus, protective clothing, medical equipment and fire stations. We ask residence to let 911 know when they call if anyone in the home is under mandatory or self-imposed quarantine due to possible or confirmed Covid 19 issues. The dispatch will then relay needed information to responding personnel to prepare for exposures.

We monitor information daily from the State and Federal experts. I have been monitoring State and Federal information that has been coming in daily. Tuftonboro still remains in the 1-4 persons category on the map. I will continue to listen to phone conferences. Police Chief Andrew Shagoury has been attending the phone conferences as well. I have turned in preliminary cost associated with the Covid 19 pandemic and it appears that we may not currently meet the \$3,300.00 threshold for public assistance. The original amount that we reported on 4/17/2020 was \$4,792.27 however \$2,016.72 was cut out as the state advised it may not count. I will be working on confirming what is reimbursable and what is not.

On 3/28/2020 Bob McWhirter donated 10 N95 mask to the department. Wicked products and sewing services made and donated a package of mask to our department, these masks will be worn over N95 masks and are washable to extend the life of the N95 mask. Linda Burrow Clough of Canaan Valley is the owner.

Lakes Region Visiting Nurse Association also donated 25 KN95 mask for personnel to use. 3 face shields were donated from Operation Face Shield DownRiver Grosse Ile, Michigan. Todd and Patti Duffett. Carolyn Sundquist and Dan Duffy got the shields to the Dept.

We have had people in town offer to volunteer their time but at this time we do not have a task for them to do.

The department does have two people interested in joining the department One is is currently serving in the US Navy and will be getting out as soon as the Military allows for travel. He bought a home in town and is looking to possibly go into emergency services, when he is discharged. The second subject has retired and now feels he has the time to give to the community. He was on Wolfeboro Fire dept. as a call member, prior to moving to Tuftonboro. I have packets for both to fill out.

Two of the calls the department has responded to since my last update were structure fires. The first was a lightning strike at 7:40 pm on 3/29/2020 at 92 Hidden Valley drive. The residence suffered a basement fire which caused extensive fire, smoke and water damage in the basement level. The rest of the home suffered smoke damage throughout. The home was occupied by a family of 4 at the time of the fire. All occupants were able to evacuate the residence safely due to advanced warning from working smoke and Co detectors. Response to the call was slowed for all responding units due to slippery snow-covered roads. No injuries were reported. The home is not inhabitable currently. The family is staying at an apartment associated with there current employment. The fire was extinguished quickly and kept at a first alarm.

The second structure fire was in the town of Wolfeboro on 4/18/2020 at 02:29 am at 581 pleasant valley road. This fire went to a second alarm which we sent 2 engines, a utility with 7 personnel we also had 4 personnel in our Central station for coverage.

The department has not been meeting to stay with the state guideline and orders. We hope to start meeting again very soon.

# Memo

To: Selectmen  
From: Chief Shagoury  
Date: 04/23/2020  
Re: 2020 Statistics (to March 31)

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Court: 3/4

Activity from January 1 to the end of March:

<b>Category</b>	<b>2019</b>	<b>2020</b>
Motor Vehicle Stops	41	110
Summons	2	14
Accidents	12	9
Arrests	6	3
Felonies	4	9
Offenses	22	30
Incidents	39	40
Calls for Service	1018	1191