

TOWN OF TUFTONBORO
BOARD OF SELECTMEN
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Selectmen's Meeting
8:30 am - Town Offices

Monday, August 27, 2018

Corrections in bold and italics.

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 meeting to order at 8:30 am.

NON-PUBLIC SESSION

At 8:30 am, Selectman Wood moved to enter non-public session per RSA 91-A: 3 II (e) to review legal correspondence, seconded by Selectman Albee. Roll call vote: Marcussen – Yes; Albee – Yes; Wood – Yes. At approximately 8:50 am, Selectman Albee moved to come out of non-public session and back into public session, seconded by Selectman Wood with all in favor. Chairman Marcussen moved that these non-public minutes be sealed, seconded by Selectman Albee with all in favor.

After a brief recess, Chairman Marcussen reconvened the public meeting at 9:00 am and led the pledge of allegiance.

FENCE BID OPENING

One bid was received from McGuirk Fence Company for the replacement of the chain link fence located adjacent to the Tuftonboro Town Beach on Route 109. A 4 foot fence was quoted at \$4625 and a 5 foot fence at \$4810. \$1,000 can be deducted from the quote if the old fence is removed and disposed of by the Town. Brian McGuirk of McGuirk Fence Company was in attendance. He responded to the Selectmen that this quote would only be good for 30 days and therefore wouldn't be good until Town meeting as tariff prices continually change. Mr. McGuirk suggested that a less expensive option would be to repair the fence rather than replace it. Per Chairman Marcussen's request, Mr. McGuirk will provide a repair quote for the Selectmen's 9/11/18 meeting. Gina Lessard will be asked to attend as the Parks and Recreation budget may be involved to pay for this expense.

PUBLIC INPUT

None.

REVIEW AND APPROVAL OF MINUTES

Selectman Albee moved to approve the 8/13/18 meeting minutes as written, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve the 8/13/18 non-public minutes as written, seconded by Selectman Wood with all in favor.

APPOINTMENTS/DEPARTMENT UPDATES

Chief Shagoury gave the Police Department update. Please see attached. The Selectmen requested that Chief Shagoury's time spent on incidents, court preparation, etc. also be tracked in his reporting along with the rest of the department. Chief Shagoury drafted a RFP for a study and design of a new police facility. Discussion ensued about the

previous study done, potential location of the facility, the RFP process, etc. The deadline for the proposals will be 10/12/18 at 4:00 pm for review at the 10/15/18 Selectmen's meeting. There was in-depth discussion regarding the deadline for reviewing previous work done and receipt of a new conceptual drawing with cost estimates. It was agreed to modify this deadline from 60 days to 90 days and to add language to the RFP to identify that the governing body anticipates bringing this to Town Meeting in 2020. Officer job performance evaluations are done and will be reviewed with the employees. Chief Shagoury is working on setting up the radar sign and will continue to work on rectifying performance issues with the radar trailer. He will work with Jim Bean regarding town road and parking signs. The department's new rifles have come in. In order to save costs, some parts will be swapped out from the old rifles and some old parts will be returned. The department has participated in Old Homes Days and National Night Out. The NH Chiefs of Police and McDonalds are hosting a recognition night on 10/3/18. Chief Shagoury nominated Sergeant Hathcock for his community service work with the Parks and Recreation Commission. Chief Shagoury shared that Officer Lafavre's son has been in the Dartmouth Hitchcock PICU for four weeks. A sick bank proposal will be reviewed to help with any possible uncompensated leave time. Chief Shagoury feels that the situation is under control at this time but, if needed, will reevaluate in the next few weeks and decide whether or not hiring of additional personnel is needed in Officer Lafavre's absence. It was agreed that the Selectmen would address other personnel issues with Chief Shagoury at a later time in non-public session. To follow up from the 8/13/18 meeting, Chairman Marcussen asked Chief Shagoury's input on putting an unlocked barricade on Piper Road. Chief Shagoury's only concern is that he feels that any barricade should be a properly designed and visible gate in order to prevent injury. He suggested that the NH Bureau of Trails would be a good resource for helping with this. Road striping and methods to collect traffic count information was discussed.

Clay Gallagher shared that Spectrum finally got the Transfer Station phone number ported. The phone number remains the same but caller ID for outgoing calls might show a different number as the number is being forwarded. Spectrum will reimburse the Town for expenses endured for retaining Consolidated Communications service until the porting issue was rectified. Mr. Gallagher will work on changing the effective date of the contract with Spectrum to be effective as of last Thursday as it took a long time for this situation to be rectified. He is renegotiating the Town's contract with Waste Management. There will be a fee increase of about \$80 per ton for *plastic* disposal. He will bring this contract to the Selectmen after negotiations are complete.

SIGNATURE FILE

Selectman Albee moved to approve a notice of appointment for Geoff Blackett as an Alternate Member to the Agricultural Commission, seconded by Selectman Wood with all in favor. The Selectmen are unavailable to attend the 2019-2020 Legislative Policy Conference on 9/14/18. Selectman Wood suggested that Chairman Marcussen appoint an alternate person to attend in the Selectmen's absence if possible. Selectman Wood moved to approve a letter addressed to the NH DOT in regards to the NH 109/109A intersection and NH 171/Ledge Hill Road intersection, seconded by Selectman Albee with all in favor. Selectman Albee moved to approve an intent to cut for PID 42-2-13, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve an intent to excavate for PID 17-1-6, seconded by Selectman Wood with all in favor. Selectman Wood moved to approve an employee compensation form for new on call fire fighter, Arthur Hug, seconded by Chairman Marcussen with all in favor. Selectman Albee moved to approve a Right of Burial for plot CR 10-2, seconded by Selectman Wood with all in favor.

SELECTMEN'S UPDATE

Selectman Albee expressed his concern regarding the Planning Board's approval of a boundary line adjustment for the Whitten Trust property. Chairman Marcussen responded that the Planning Board gave conditional approval for a subdivision to sub out what the Whitten Trust is negotiating to sell to the Town of Wolfeboro, but not approval for a boundary line adjustment.

The Selectmen approved a letter drafted by Joe Kowalski and Selectman Wood to be sent on Town stationary to Carol Miller, NH Economic Development Director of Broadband Technology, requesting that Ms. Miller contact Mr. Kowalski regarding Time Warner/Spectrum not meeting their cable tv obligations, particularly not providing a public access channel as they are contractually obligated to provide. The Conservation Commission is following up on the Transfer

Station seep. Karen Koch responded to Selectman Wood that she did not receive an update from Jim Bean regarding the 6 wheeler safety inspection, line striping, Brown Road paving or Japanese Knotweed. The Town's 10 wheeler truck is scheduled to be dropped off and painted in the first two weeks of September. Selectman Wood shared that Jack Parsons and Scott Thompson are collecting generator information for Chief Thompson for the Pre-Disaster Mitigation Program to see if there is grant funding available. Chairman Marcussen shared that NHMA is hosting budget workshops on 9/12/18 and 9/20/18. Selectman Albee and Selectman Wood will attend the one on 9/20/18. Chairman Marcussen highlighted the successful Old Home Day events. He provided information regarding the CPI index to discuss setting the Cost of Living Adjustment (COLA). Selectman Albee moved to set the COLA at 2.7%, seconded by Selectman Wood. Selectman Wood commented that 4-5 employees will only receive a COLA as they have met the maximum salary amount for their position. Vote passed with all in favor. Political signs that were placed on Town property at the corner of Ledge Hill Road have been removed by the Police Department. Interested parties can contact the Police Department to retrieve them.

CORRESPONDENCE

The Selectmen agreed to allow Beveridge Craft Beer & Soap Co. to conduct their next beer fest on 1/26/19 on 19 Mile Bay with the condition that they acquire a certificate of insurance with the Town of Tuftonboro as a named insured and obtain a State Liquor permit. Jack Parsons will be asked to follow up on an email from Phil Martin regarding a problem with the underpinnings of the viewing platform at Copp's Pond. The Selectmen discussed an email sent on behalf of Joe Gill inquiring if the Town was interested in obtaining an aerial view the Town. Pricing information hasn't yet been received. This information will be forwarded on to the Fire Department and Mark Howard to see if it is something that they would be interested in. The Selectmen had no suggested changes to a form that Mr. Gallagher created to be used as a certificate of origin of construction debris. In response to Selectman Wood's request, the Selectmen revisited a white paper that Mr. Gallagher had written in 2014 in regards to an incentive program for recycling. Selectman Wood shared that this white paper was crafted to promote recycling to fund wage increases for employees. Selectman Albee will review this further and the topic will be revisited. To help with the road surface management forecasting system (RSMS)/paving study, the Selectmen discussed Lakes Region Planning Commission's request for the Selectmen to assign numbers to Town paved roads based on importance. Selectman Albee will respond to LRPC's request on behalf of the Selectmen. The Selectmen approved a draft Town Offices Closure calling tree. The Town Facilities Closure Policy will be reviewed at the 9/11/18 meeting. The creation of a procurement policy will also be worked on at the 9/11/18 meeting. The Selectmen reviewed some example policies for creating a sick bank for Tuftonboro employees. The Selectmen favored an example sent by NHMA. Forms need to be created that tie in with the policy. This will be revisited at the 9/11/18 meeting as well. There was also discussion about combining leave time into one category. Weather permitting, the Selectmen anticipate attending the Tuftonboro Islanders Annual Meeting on 10/6/18 beginning with a social hour at 9:30 am. The Fire Station will be offered as an alternate venue. NMHA Legislative Bulletin encourages municipalities to urge their legislators to override the governor's vetoes on Senate Bills 446 and 365. HealthTrust will be holding their Health Summit on 9/13/18. The Selectmen will discuss their CIP submissions at their 9/11/18 meeting. Steve Wingate and Larry Gil are working with a vendor to submit a proposal regarding the closed landfill seep. Rebecca Preston of DrugDangers.com requested to have their organization information added to our website resource page. After reviewing the site, Chief Shagoury didn't feel that it would be appropriate to add this information to the Town's resource page and the Selectmen agreed with his opinion. The Utility appraisal report from George Sansoucy's office was reviewed.

The following items were also reviewed: DHHS Health Alert Legionnaire's Disease; Councilor Kenney 8/23/18 Report; ZBA Decision Notices for Judkins and American Youth Foundation; NewsLink 8/15/18; PA-34s for PIDs 56-1-5, 2-1-34, 54-1-43, 65-3-4, 56-1-8, 55-2-19, 65-1-1, 46-3-9, 42-2-39, 46-3-13, 42-2-28, 70-1-20, 56-3-10, 55-2-18, 55-2-20 and 44-1-19; NH Lakes Advocacy Alert 8/20/18; NH Lakes Shorelines 8/2018; Gilmanton Planning Board 9/13/18 Public Hearing Notice; Primex online training course information; Wetlands and non-site specific permit 2008-00828 for PID 55-3-3; NH Lakes Lakeside Summer 2018 newsletter; Building Permits for PIDs 51-2-43, 40-5-6 and 28-2-8; various meeting minutes; various emails and other correspondence.

PUBLIC INPUT

None

NON-PUBLIC SESSION

At 11:56 am, Selectman Wood moved to enter non-public session with Chief Shagoury per RSA 91-A: 3 II (a) for personnel issues, seconded by Selectman Albee. Roll call vote: Marcussen – Yes; Albee – Yes; Wood – Yes. At approximately 12:26 pm, Selectman Wood moved to come out of non-public session and back into public session, seconded by Selectman Albee with all in favor. Selectman Albee moved that these non-public minutes be sealed, seconded by Selectman Wood with all in favor.

ADJOURNMENT

At approximately 12:26 pm, Selectman Wood moved to adjourn, seconded by Selectman Albee with all in favor.

Respectfully submitted,
Karen Koch, Administrative Secretary

Memo

To: Selectmen
From: Chief Shagoury
Date: 08/26/18
Re: 2018 Statistics (to June 30)

Training: Response to Stalking, Heartmath Resiliency, PTSD and 1st Responders

Court: 06/15 Grand Jury

Community events:

06/01 TCS Bike Safety Day
06/08 TCS 3rd grade at Town Office

Call-outs: 06/02 Accident
06/06 Alarm
06/07 Welfare check
06/11 Assist Citizen
06/13 Animal in road
06/14 Alarm
06/16 Suspicious activity
06/22 Alarm
06/28 Alarm
06/30 Alarm

Arrests:

06/13 Fenton Varney III, 19, Tuftonboro, Receiving Stolen Property
06/22 Craig Zimmerschied, 45, Tuftonboro, Domestic Violence simple assault
06/27 James Fennelly, 55, Tuftonboro, Domestic Violence-simple assault

Activity from January 1 to the end of June:

Category	2017	2018
Motor Vehicle Stops	60	89
Summons	1	2
Accidents	26	24
Arrests	7	10
Felonies	6	11
Offenses	61	66
Incidents	80	71

July 2018 Tally

	A	B	C	D	E	F	G	H	I	J	K
1	Total Officer Hours										
2	Date	Patrol	Reports	Training	Repairs	Admin.	Com Srvc	Invest.	Court	Other	Total
3											
4	1	6	1	0	0	0	0	8	0	1	16.00
5	2	5	3	0	0	2	0	6.0	0	0	16.00
6	3	2	1	0	0	3	0	2.0	0	0	8.00
7	4	8	1.0	0	0	3	0	1.0	0	3	16.00
8	5	3	2	0	0	0	0	2	0	1	8.00
9	6	7.0	3	0	0.0	2.0	0.0	3	0	1	16.00
10	7	7	1.0	0	0	2.0	0	6	0	1.0	17.00
11	8	4	1	0	0	0	0	2.0	0.0	1.0	8.00
12	9	4.0	4	0	0	2	0	6.0	0	0	16.00
13	10	3.0	2	0	0	2	0	9.0	0	0	16.00
14	11	8	0	0	0	3	0	9	2	2	24.00
15	12	7	3	0	0	1.0	0	4.0	0	1	16.00
16	13	8	1	0	0	2	0	2	0	3	16.00
17	14	10	2.0	0	0	0.0	0	3.0	0	1	16.00
18	15	8	1	0	0	0.0	0	6.0	0	1.0	16.00
19	16	5	4.0	0	0	2	0	5.0	0	0.0	16.00
20	17	3	3	0	2	0	0	7	0	1.0	16.00
21	18	10	3	0	1	1	0.0	7.0	0	2	24.00
22	19	6	3	0	0	2	0	5.0	0	1	17.00
23	20	8.0	1	0.0	0	2	0	3	0	1	15.00
24	21	6.0	2.0	0	0	0	0	3.0	0	1	12.00
25	22	6	3	0	0	0	0	6	0	1.0	16.00
26	23	4	5	0	0	2	0	5.0	0	0	16.00
27	24	5	2	0	0	3	0	6	0	0.0	16.00
28	25	10	4	0	0	3.0	0	6.0	0	1.0	24.00
29	26	6	4.0	0	0	2	0	3	0	1	16.00
30	27	6.0	4.0	0	0	2	0	3	0	1	16.00
31	28	9	3	0	0	0	0	3	0	1.0	16.00
32	29	4	3	0	0	1	0	3	0	1	12.00
33	30	2	1	0	0	1.5	0	5.0	0	0.0	9.50
34	31	2	2.0	0	0	2	0	2.0	0	0.0	8.00
35											
36	Total	182.00	73.00	0.00	3.00	45.50	0.00	141.00	2.00	28.00	474.50
37		38%	15%	0%	1%	10%	0%	30%	0%	6%	

Memo

To: Selectmen
From: Chief Shagoury
Date: 08/26/18
Re: 2018 Statistics (to July 31)

Meetings: 07/26 SART meeting
07/31, Mental Health assessments, Carroll County sexual assault reviews
w/AEquitas

Court: 07/11

Call-outs: 07/06 Alarm
07/08 Assist citizen
07/20 Noise complaint
07/23 Assist fire department
07/29 Noise complaint

Activity from January 1 to end of July:

Category	2017	2018
Motor Vehicle Stops	72	102
Summons	1	3
Accidents	27	27
Arrests	10	10
Felonies	10	16
Offenses	83	83
Incidents	107	96

Offenses (IBR) By Month

	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>TOTALS</u>
Rape		1						1
Fondling						1	2	3
Simple Assault	1	3			1	2	2	9
Intimidation		1		1			2	4
Burglary / Breaking And Enteri						1	1	2
Theft From Building			1					1
Theft From Motor Vehicle						1		1
All Other Larceny		2	1	1		2	3	9
Motor Vehicle Theft					1			1
Credit Card / Automatic Teller			1					1
Impersonation							1	1
Identity Theft			2					2
Hacking/Computer Invasion		1			1			2
Stolen Property Offenses				1				1
Destruction / Damage / Vandali	1	3		3	3			10
Drug / Narcotic Violations						1		1
Pornography / Obscene Material		1			1			2
Driving Under The Influence		1						1
Drunkenness		1				1		2
Family Offenses, Nonviolent						1		1
Trespass Of Real Property			2	2		2	1	7
All Other Offenses	3	1	4	2		2	2	14
Traffic, Town By-Law Offenses	1			3			3	7
TOTALS	<u>6</u>	<u>15</u>	<u>11</u>	<u>13</u>	<u>7</u>	<u>14</u>	<u>17</u>	<u>83</u>