

**TOWN OF TUFTONBORO  
BOARD OF SELECTMEN  
240 MIDDLE ROAD, P.O. BOX 98  
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Telephone: (603) 569-4539 Fax: (603) 569-4328  
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Selectmen's Meeting  
9:00 am – Town offices

Monday November 18, 2019

***Correction in bold & 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 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 9:00 am and led the pledge of allegiance.

**PUBLIC INPUT**

Fran Laase brought concerns to the Selectmen's attention regarding the new berm on 19 Mile Bay Beach and the proposed area to be used to potentially expand the parking lot.

**REVIEW AND APPROVAL OF MINUTES**

Selectman Wood moved to approve the 11/4/19 meeting minutes as written, seconded by Chairman Albee with all in favor. Selectman Wood moved to approve the 11/8/19 meeting minutes as written, seconded by Selectman Marcussen with all in favor.

**APPOINTMENTS/BUDGET REVIEWS**

**4195 CEMETERIES (revisit)**

Sue Weeks revisited the Cemetery budget. The overall budget request was reduced since the last time it was reviewed with the Selectmen (from \$29,650 to \$27,850).

**01-4195-01-110 Sexton:** 2020 request decreased from \$2100 in 2019 to \$1200 based on 2019 expenditures.

**01-4195-01-490 Cemetery Maintenance Appropriation:** 2020 request reduced from \$14,500 in 2019 to \$13,000. This line is for all maintenance including mowing.

**01-4195-01-650 Old Cemeteries-Restoration:** 2020 request increased from \$1000 in 2019 to \$12,000 for tree removal and stone work.

**01-4195-01-730 Cemetery Improvements:** 2020 request reduced from \$4900 in 2019 to \$1000 as work for the new gates is now complete. The \$1000 will be used for landscaping and delineating roadways.

**01-4195-02-690 Corner Stones and Metal Stakes:** This is an "in and out" account. 2020 request decreased from \$850 in 2019 to \$550 based on 2019 expenditures.

Chairman Albee suggested that cemetery records be converted to spreadsheet reports for clear record keeping and offered to increase the Cemetery budget to include the purchase of a laptop to be used by the Trustees to do so. Ms. Weeks is still waiting for estimates for tree removal. Gary Brooks looked at the Field Jones Cemetery and the Trustees may have him look at more tree work projects. The Selectmen suggested that she also reach out to Jim Bean for tree work quoting. The NH Municipal Association is reviewing the use of the existing warrant article for acceptance of private donations to be used for tree work.

**Motion:** Selectman Wood moved to approve \$27,850 for budget 4195, seconded by Selectman Marcussen with all in favor.

The Selectmen met with Moultonborough Selectman Russell Wakefield regarding the Moultonborough-Tuftonboro perambulation update. The Moultonborough Town Offices are unable to recover some of their records but Dean Clark was able to provide some notes to go along with the waypoints. Mr. Wakefield suggested hiring an outside contractor to have GPS data done for accuracy and ease of finding points. It was agreed that Tuftonboro and Moultonborough would split the estimated cost of \$10,000. Mr. Wakefield will ask that Walter Johnson, Moultonborough Town Administrator, put out a RFP for the work and ask for responses in time for Town Meeting.

Steve Wingate shared that they endured some unanticipated problems while repairing the Copp's Pond viewing platform as some of the piers were broken off under the waterline. The project is almost done and should be completed Wednesday.

#### 4612 CONSERVATION

Steve Wingate presented this budget.

**01-4612-05-330 Administrative Assistant:** 2020 request increased from \$5304 in 2019 to \$11,000. Although this is a large increase from 2019 to 2020, the requested amount is similar to what was requested in previous years. Unlike the previous administrative assistant, the new administrative assistant has the time available to clean up and organize old files. Volunteers do not have the time to commit to these projects. Mr. Wingate shared additional projects that the administrative assistant could work on as well such as following up on ongoing projects, i.e.: Watershed Plan (due to be completed in 2020), smaller grants, easements, deed research for acquisition projects, etc. Some would be one time projects but most would be to provide better service to Tuftonboro. There was discussion regarding Chairman Albee's suggestion to approach college students to do some field work for the Town. Chairman Albee also suggested applying for a grant to create a small parking area at Copp's Pond.

**Motion:** Selectman Wood moved to approve \$24,020 for budget 4612, seconded by Selectman Marcussen with all in favor. Mr. Wingate added that work still needs to be done on the Mirror Lake project warrant article.

Chief Thompson gave the Fire Department update. Please see attached. He reported that some boards on Pier 19 where Boat 1 is kept are in need of repair. Chairman Albee responded that a pier repair agreement is being worked on between the Town and the Department of Environmental Services.

#### 4215 AMBULANCE

Chief Thompson presented this budget. He suggested just doing a one-year contract extension with Stewart's Ambulance as some other ambulance service opportunities may become available next year.

**Motion:** Selectman Marcussen moved to approve \$195,174 for budget 4215, seconded by Selectman Wood with all in favor.

Chief Shagoury gave the Police Department update. Please see attached. Drug Take Back Day resulted in 15.7 pounds collected. Trick or Treating was moved to November 2, 2019 and resulted in a higher turnout as the date didn't conflict with Wolfeboro. The Department participated in pink patches and beards for bucks in October. Chief Shagoury is still working on job performance reviews, will work on providing accident information for the Rt. 171/Durgin Road intersection to Lakes Region Planning Commission (LRPC), will have the stationary radar units put back into use and plans to have the cruisers undercoated this year. ***One cruiser has a rear axle seal leak.***

#### 4210 POLICE DEPARTMENT BUDGET

Chief Shagoury presented this budget. Two separate estimates were also provided. One showed the impact for adding another full-time officer. The other was for adding two part-time officers. These costs were not included in the 2020 budget request.

**01-4210-20-680 Uniforms:** Request reduced from \$6000 to \$3500 as last year included a new officer. 2020 funding is for replacements.

**01-4210-21-680 Conferences/Training:** Request increased from \$9800 to \$11,950 due to additional officer training.

**01-4210-23-680 New Equipment:** The replacements of the tablets aren't as timely as originally thought as they are actually Windows 8, not Windows 7. However, funding was still increased from \$10,175 to \$21,000 to move to ecrash and eticket. This was also submitted as a CIP request. This is the cost before grant funding. Grant funding may offset half this cost. This line is used to account for one-time purchases.

**01-4210-30-341 Telephone:** Request reduced from \$9,140 to \$6,120 to drop faster internet as a cost savings measure. Selectman Wood didn't agree with reducing internet speed as he feels that officers should have the technology available for their work. Chief Shagoury responded that this may reduce efficiency but not safety.

**01-4210-31-620 Office Supplies:** Increased from \$10,500 to \$16,400 for increased costs, firewall and computer support. The Selectmen agreed that computer support can be removed from this line as it is already covered under the administration budget. This would reduce this budget line request to \$14,400. For 2021 budgeting, it was agreed that computer related items should be combined into one budget rather than per department.

**01-4210-32-430 Repairs/Maintenance:** Request increased from \$7460 to \$10,600 based on 2019 expenditures. (More expenditures are expected.) As a new cruiser is expected to be purchased in 2020, there was discussion regarding the necessity of maintenance for the older cruiser. Chief Shagoury would like to keep this vehicle as a spare and has been conducting routine maintenance to the vehicle. Per Selectman Wood's request, Chief Shagoury will provide a summary of the mileage for each vehicle as well as work that has been done and will be done for each vehicle. There was discussion regarding Selectman Wood's suggestion to have rust work done on the pickup truck as well as undercoating the vehicles. Selectman Wood indicated that he may not support a new cruiser in 2020 as there have been months where mileage was not put on the current vehicles due to employee absences. Some corrections were noted for salary calculations. Proper budget placement for additional police event coverage was discussed. It was agreed that additional coverage for events such as town meeting, elections, etc. should be added to the Police Department budget whether coverage is done internally or externally. Coverage for events such as concerts could be charged to Parks and Recreation. Selectman Wood asked that Chief Shagoury consider adding coverage during school opening and closing, adding additional administrative hours for support while the current administrative assistant is unavailable and shared his agreement with adding one or two part-time officers to help with coverage. This led to further discussion about the cost for adding part-time officers, officer availability, reduction in training for part-time certification, etc. After discussion, Chairman Albee felt that coverage for these events should be done with detail coverage in 2020 rather than the addition of personnel. Chief Shagoury responded to Selectman Wood that they have people qualified in-house to inspect firearms and cited reasons for not sending them out for inspection. Chief Shagoury will revise this budget to reflect event coverage, removal of computer support, and salary corrections.

#### HEALTH AND DENTAL INSURANCE

Diane Falcey met with the Selectmen to review insurance quotes. 15 different insurance packages were reviewed from four different companies. The differences between the plans were reviewed. It was noted that all plans except our current plan have restrictions on employer contributions to the deductible. Locations for the site of service plans are not easily accessible to our area. Chairman Albee and Diane Falcey recommended continuing our current plan with an adjusted prescription drug plan which reduces the premium cost and allows the employer to continue contributing to the HRA as it currently does. After reviewing all plans offered, Granite Group recommended continuing with our current plan. Selectman Marcussen moved to renew our health insurance for another year under Health Trust under the current plan with a modified prescription option (option 2) for a total plan premium for the year of \$311,833 which represents a \$3555 increase from 2019, seconded by Chairman Albee for discussion. The other Selectmen responded to Selectman Wood that this saves \$10,000 over renewing with the current plan. Selectman Wood noted additional savings endured by employees from either not receiving a pay raise or opting not to take one and employees downgrading from family plans. He also noted that our current plan is a bronze plan and our employees are already paying about 40% of their healthcare. Vote passed with all in favor. Diane Falcey noted that retirees' health insurance won't change. Their premiums will be reduced but they will pay more for their prescriptions.

#### SIGNATURE FILE

Selectman Marcussen moved to approve request for information letters to Charter Communications and Consolidated Communications in regards to broadband coverage pursuant to RSA 38:38, I (c), seconded by Chairman Albee with all in favor. A letter will also be done for TDS Communications. Selectman Marcussen moved to approve an administrative abatement for \$259 for PID 59-3-6, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to approve a yield tax levy for PID 67-1-3, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to approve a Standard Veteran's Exemption for PID 28-1-35 effective for the 2020 tax year, seconded by Selectman Wood with all in favor.

#### SELECTMEN'S UPDATE

Selectman Marcussen attended the annual NH Municipal Association conference. Tuftonboro was mentioned favorably in a few instances, particularly for the Dietz case. He also noted that the legislature passed a bill that went into effect in July 2019 that allows municipalities to aggregate power and bid it out for the total population of the municipality. As it is a multi-step process, the timeline would be too aggressive to do this in time for the next town meeting.

Selectman Wood shared that he was elected Vice-Chairman of the Lakes Region Planning Commission TAC Committee. There was discussion regarding his concerns regarding the Town closing procedures and the plastic grates at 19 Mile Bay Beach. G.W. Brooks will be in to discuss the grates and the 19 Mile Bay Beach Improvement project with the Selectmen on 12/2/2019 and Jack Parsons will post signage regarding plowing restrictions.

As we are on a tight budget and tight cash flow, Chairman Albee encouraged residents to pay their taxes on time. He also shared that the Parks and Recreation Commission met and agreed that if revolving account monies can't be used for scholarships they would like to use monies to go towards the school recreational ski and skating program and equipment. \$1000 was allocated. It was also agreed that funding may be available if a local student is in college for sports medicine or some other athletic related major. Chairman Albee has been officially appointed to the Hurlbert Trust. The 11/12/2019 Budget Committee meeting went well. The Carroll County Broadband Initiative 11/14/2019 meeting video is on the Town's Youtube channel. Chairman Albee shared that he spoke with Rick Hillard in regards to the claim that NH Electric Cooperative (NHEC) is not interested in participating in high speed internet. Mr. Hillard received assurances from the NHEC Board Chairman that they will do everything they can to help the Carroll County Broadband Initiative in their effort to get high speed internet for Carroll County.

### **CORRESPONDENCE**

CIP will present their final report to the Selectmen and the Budget Committee at the 12/3/2019 Budget Committee meeting at 6:30 pm at the Town House. Tim Yee of Structure Consulting Group will meet with the Selectmen on 11/25/2019 to discuss installation of an additional Verizon tower at the Highway garage. HEB Engineers will meet with the Selectmen on 12/6/2019 regarding bridge projects. The next Carroll County Broadband Committee meeting will be held 12/12/2019 at 10:00 am at the Wolfeboro Town Hall. The Selectmen reviewed a quote from R.C. Brayshaw & Company for doing the annual report. The Selectmen may revisit the possibility of putting the Town Report out to bid. The Selectmen had no changes to a Housing and Community Development Plan (HCDP) and a Displacement and Relocation Certification in preparation for the CDBG 11/25/19 public hearings. Tom Albert of Computer Port offered a solution for a refurbished computer replacement for computers that are not highly used for a cost of \$250. Selectman Marcussen shared his disagreement with the Budget Committee reducing the Planning Board budget to account for a refurbished computer (with a 30 day warranty) versus a new one (with a three year warranty). Jack Parsons corrected his 11/4 report for the number of building permits. As of 11/4 there were actually 119 permits (not 107).

Other correspondence reviewed included: Driveway Permit for PID 68-2-9; NHDES letter regarding PID 40-2-2; Child Advocacy Center Thank you Letter to Tuftonboro Police Department; Wetlands Permit by Notification for PID 37-1-214; Councilor Cryans 11/8/19 Report and Schedule; Primex webinar information; BET November 2019 Newsletter; UNH Stormwater workshop information; Floodplain Mgmt. Training Workshop information; NH BEA November 2019 newsletter; NHMA 11/6/19 Newsletter; DES SWOT Fall update; CDFA Workshop information; Carroll County Broadband meeting information; FEMA Procurement Training information; DES Wetlands and Non-Site Specific Permit for PID 25-1-64; DES Wetlands Permit Application Request for More Information for PID 46-2-9; NH Lakes Fall 2019 newsletter; various emails; various minutes and other various correspondence.

### **ADJOURNMENT**

At approximately 12:15 pm, Chairman Albee moved to adjourn, seconded by Selectman Marcussen with all in favor.

Respectfully submitted, Karen Koch, Administrative Secretary

## SELECTMEN'S MEETING

November 18, 2019

FIRE CALLS	184	GAS FURNACE INSPECTIONS	34
EMS CALLS	271	OIL BURNER INSPECTIONS	9
SERVICE CALLS	55	WOOD PELLET STOVE INSPECTIONS	5
SPD	22	LIFE SAFETY	26
<b>TOTAL</b>	<b>532</b>		<b>74</b>

Calls in the department remain steady for 2019 with 54 calls since last update. We had 512 calls total in 2018 which has been surpassed.

The department continues throughout the year to try and assist residences, who may need smoke detectors. If a resident has questions about their detectors smoke, heat or carbon monoxide they should call the fire station at 569-3381.

Also a reminder to be very careful this time of the year because ice forms very quickly on walkways, porches, decks and driveway causing slips and falls. If you have an elderly neighbor please keep an eye on them as winter can be very tough for them.

The fire department is in the process of renewing there EMS unit license which expires on 12/31/2019. The license will be good for two years once renewed.

The number 2 furnace at Central station once again has gone into lockout mode. Sam Mechanical is in the process of getting a representative from HTP to try and come out to the station and address the sensor issue on the ELITE M-EL-299N. On the last repair attempt the company also replaced a circulator pump for the hot water.

The yearly testing and maintenance for the Central Station sprinkler system has been completed by Hampshire Fire Protection. 5 gauges on the system were replaced at a cost of \$30 each. System passed its inspection.

The yearly oil change and service for the central station generator is due shortly and will be setup with Milton Cat Co.

The Mobile 75KW generator that runs the emergency shelter at the school failed to run during the last storm. The unit was hooked up at the school and would not start. An issue with the fuel filter housing was found and the part was replaced. The unit now starts but will not remain running under load. We currently have \$1,600.00 in repairing the generator. A technician from Milton Cat is going to be going to LRFA this week and try and diagnose the problem. The generator is a Caterpillar Olympian 75KW diesel model generator.

It was purchased in 2003 for a total cost of the project \$39,150.00 through an emergency management performance grant. No major work has been needed for it since it purchase. The unit is maintained once a year since it was purchased.

It is unknown the cost of the final repair at this time. The generator line item will be over this year as only budgeted \$1,600.00 to maintain the three units. We have currently already spent \$ 1,278.49 for a repair on the central station generator on 04/02/2019 unit had a low fuel pressure alarm.

A new pressure switch was installed by Milton Cat CO parts and freight and labor and travel to and from, Scott Thompson, Electric for generator service at the town office on 04/16/2019 \$ 150.00 total for 2019 \$1,428.49

Boat 1 has been removed from Pier 19 for the season. We have it at Central Station performing maintenance. Once ice forms on the lake and it can no longer be launched it will go to storage for the winter at Melvin Village Marina.

# Memo

To: Selectmen  
From: Chief Shagoury  
Date: 11/18/2019  
Re: 2019 Statistics (to October 31)

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Call-outs: 10/01 Accident  
10/04 911 Hang up  
10/07 Disturbance  
10/10 Disabled vehicle  
10/13 Disturbance  
10/14 DUI Accident  
10/27 Accident

Training: Narcan for 1<sup>st</sup> Responders, Preliminary Breath Test Operator, IACP Conference:  
Use of Force, Morale building, Opioid Crisis, Cumulative trauma, Social Media

Arrests: 10/02 Glenn Robinson, 65, South Portland, ME, Driving After Suspension  
10/07 Kimberly Marr, 36, Tuftonboro, Domestic Violence-assault  
10/14 Fenton Varney, 20, Tuftonboro, Driving Under the Influence, Driving  
with Excess Alcohol, Transporting Alcohol by a Minor, Unlawful Possession of  
Alcohol,  
10/21 Stefan Zwahlen, 47, Whitefish, MT, Driving After Suspension,  
Prohibitions

Category	2018	2019
Motor Vehicle Stops	107	227
Summons	6	13
Accidents	36	27
Arrests	12	21
Felonies	20	21
Offenses	116	109
Incidents	142	160