

**TOWN OF TUFTONBORO
BOARD OF SELECTMEN
240 MIDDLE ROAD, P.O. BOX 98
CENTER TUFTONBORO, NH 03816
Telephone: (603) 569-4539 Fax: (603) 569-4328
www.tuftonboro.org**

**Selectmen's Meeting
9:00 am – Town Offices**

Monday, November 19, 2018

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 8:47 am.

NON-PUBLIC SESSION

At approximately 8:47 am, Chairman Marcussen moved to enter non-public session per RSA 91-A: 3 II (c) for reputation, seconded by Selectman Wood. Roll call vote: Marcussen – Yes; Albee – Yes; Wood – Yes. At approximately 9:12 am, Selectman Wood moved to come out of non-public session and back into public session, seconded by Chairman Marcussen with all in favor. Selectman Wood moved that these non-public minutes be sealed, seconded by Chairman Marcussen with all in favor.

Chairman Marcussen reconvened the public meeting at 9:18 am and led the pledge of allegiance.

PUBLIC INPUT

None.

REVIEW AND APPROVAL OF MINUTES

Selectman Albee moved to approve the 11/2/18 meeting minutes as written, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve the 11/5/18 meeting minutes as written, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve the 11/5/18 non-public meeting minutes as written, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve the 11/6/18 meeting minutes as written, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve the first 11/6/18 non-public meeting minutes as written, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve the second 11/6/18 non-public meeting minutes as written, seconded by Selectman Wood with all in favor.

APPOINTMENTS/BUDGET REVIEWS

4140 TOWN CLERK BUDGET

Heather Cubeddu presented this budget to the Selectmen. This budget increased slightly as she requested an increase in salary for the Supervisors of the Checklist, Ballot Clerks and Ballot Counters as their salary has remained unchanged for 3-4 years. The 2019 salary requests are \$11.00, \$10.00 and \$9.50 per hour respectively (versus \$10.00, \$9.00 and \$8.50). Towns have also been informed by the NH DMV that the Lexmark laser printers that the State has provided and maintained for over ten years will become the sole responsibility of the Town as of 6/30/19. The two printers cost approximately \$500 each to replace.

Motion: Selectman Albee moved to approve budget 4140 for \$87,434, seconded by Selectman Wood with all in favor.

4199 OTHER GENERAL GOVERNMENT (JLMC PORTION)

Heather Cubeddu presented the JLMC portion of budget 4199. Other than the 4/3/18 Town-wide training that is provided by Primex, she doesn't see any other anticipated expenses and suggested that this line could be reduced. The Selectmen kept the budget line at \$150.

Motion: Selectman Albee moved to approve budget line 4199-02-690 for \$150, seconded by Selectman Wood with all in favor.

4199 OTHER GENERAL GOVERNMENT (CAPITAL IMPROVEMENTS COMMITTEE)

Motion: Selectman Albee moved to approve budget 4199 for a total of \$475 (both JLMC and CIP portions), seconded by Selectman Wood with all in favor.

Clay Gallagher gave the Transfer Station update. Please see attached. He feels that the estimated 2019 construction debris (C/D) budget is accurate but will revisit this mid-December after most 2018 expenditures are accounted for. There was discussion about the use of used oil. Transfer Station projects have been submitted to CIP. Those project start dates have been pushed back to 2020 (versus 2019). He is working on producing the C/D verification form with Minute Man Press. He looked into reducing the frequency of landfill monitoring and suggested not making any changes. The people that used to haul brush will no longer be able to do so. He is looking at the cost of a tub grinder and is also talking to Wolfeboro to see if it can be hauled there. Chairman Marcussen suggested that LRPC may be able to help and passed on a request from them about offering shredding of documents at the Transfer Station. Mr. Gallagher will contact LRPC regarding both issues. Mr. Gallagher is looking at closing the swap shop from Dec-April due to safety issues. In April, he would like to hire a couple of per diem people to cover 4-6 hours a day to operate the swap shop to see if it offsets expenses currently incurred by the Town from people leaving items there that normally would carry a disposal fee. This led to further discussion regarding a proposed salary line, lost revenue, etc. After discussion it was agreed to try to find a volunteer to monitor the swap shop first instead of hiring per diem employees. Selectman Wood suggested adding a \$1000 budget line to the Transfer Station called "Roadside" to pay for roadside trash/litter pickup expenses. Selectman Albee would like further information before adding to the Transfer Station budget as the current budget already factors in these expenses. There was also discussion about the suggestions of Budget Committee member, Guy Pike, as to how to offset the cost of scales at the Transfer Station.

Chief Shagoury gave the Police Department update. Please see attached. Chief Shagoury responded to Selectman Albee that prescription drop boxes are not practical at the current building facility. This led to discussion about the drug take back days held at the Transfer Station and the lack of anonymity. Chief Shagoury is going through the hiring process of one full time certified person and two part time non-certified people. He hopes to get through the background process for the full time officer in the next few weeks. The part time people would need to go to the Academy. Selectman Albee shared that there was mention of reconsidering the Police Officer's Salary line at the Budget Committee.

Will Gatchell and Judy Johnson of Harriman met with the Selectmen regarding the bid they submitted for the police facility space needs RFP. Harriman is an architecture and engineering firm with four offices and has been operating since 1870. They just wrapped up a similar project with New London and have worked on projects in Atkinson and Dover. There was discussion regarding aspects of the proposal, timeline, energy efficiency, study cost (\$18,500), additional presentation components, construction process and cost, their architectural fee (approximately 7%), fees and process for additional work, their involvement with construction managers, bidding, close out process, and one-year post-construction follow up (within warranty period). They shared some of the information generated for the New London project as an example.

Jeff Moody and Rich Mader met with the Selectmen to inquire about the reasoning for the new gate barricade on Piper Road. As this is a Class VI road, it is subject to gate and bars and the Selectmen gave the Ulwicks permission to put the gate up. There was discussion about improper posting of property, break-ins, improper trash disposal, Mr. Hersey's disagreement with the barricade, lack of turn-around access and emergency access, width of the gate, legality of posting other property owners' property, a past barricade installed, etc. Chief Shagoury was present and engaged in the conversation. Jack Parsons shared that the Class VI portion is 1720 feet long (rather than the 600 feet initially thought).

Selectman Albee requested that Mr. Moody and Mr. Mader obtain opinions from abutters that are in disagreement and the Selectmen could proceed from there.

4153 LEGAL (revisit)

This budget was tabled at the 11/6/18 meeting as further information needed to be collected.

01-4153-01-320 Legal: Increased from \$37,700 to \$40,000 based on 2018 expenditures and ongoing litigation.

01-4153-02-320 Legal Planning: Roger Murray is retiring 1/1/19 and the Planning Board is in the process of hiring of a new attorney. The Selectmen increased this line from \$2,500 to \$6,500 based on an average of past expenditures. 2018 expenditures total \$13,193.30 thus far.

01-4153-03-320 Legal ZBA: Department head requested \$0 in funding. The Selectmen added \$1000 based on past expenditures.

Motion: Selectman Albee moved to approve budget 4153 for \$49,900, seconded by Selectman Wood with all in favor.

4152 REVAL

The Selectmen met with Assessor, Rod Wood, regarding this budget. This budget includes the normal real estate appraiser contract of \$37,092, a 2019 revaluation update for \$35,000 with a field review and \$10,000 for 2019 utility litigation. There was discussion about DRA's expectations, 2019 revaluation notification process and ongoing utility litigation. The Selectmen agreed that it would be appropriate to send a separate notification in August rather than using the December tax bill as notification. Mailing of these notifications would be the Town's responsibility.

Motion: Selectman Albee approve budget 4152 for \$83,500 (adding \$1408 for the revaluation notification postage cost), seconded by Selectman Wood with all in favor.

Mr. Wood responded to Selectman Albee about the Town of Wolfeboro's purchase of Tuftonboro property. They discussed the value of property being based on what the buyer is willing to pay versus the assessed value, the basis of LUCT and changing use of the property.

4130 EXECUTIVE

Motion: Selectman Albee moved to approve budget 4130 for \$104,683, seconded by Selectman Wood with all in favor.

4619 OTHER CONSERVATION

This budget was not reviewed and will be addressed at a later date.

SIGNATURE FILE

Selectman Albee moved to approve a 2019 valuation update with R. B Wood & Associates, LLC for 35,000, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve an administrative abatement for PID 42-2-14, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve a HealthTrust secure member portal authorized users' certification for Chairman Marcussen and Diane Falcey, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve a notice of intent to cut for PID 16-2-9, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve a Standard Veteran's Exemption for PID 15-1-15 for 2019, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve a Standard Veteran's Exemption for PID 56-3-10 for 2019, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve a 2019 contract with Lakes Region Humane Society, seconded by Selectman Wood with all in favor. Chairman Marcussen moved to approve an Amended Agreement with Lakes Region Planning Commission to extend the completion date for the Master Plan to June 30, 2019 and to encumber funds for 2019, seconded by Selectman Wood with all in favor. This extension was passed by the Planning Board last Thursday. The amount of funds left to encumber will be revisited at the next Selectmen's meeting. Selectman Wood moved to sign an amended contract with Normandeau for the 19 Mile Brook file review, seconded by Selectman Albee with all in favor.

SELECTMEN'S UPDATE

Selectman Albee shared an update regarding the 11/15 Budget Committee meeting (one member wanted to revisit the Police budget, the Committee needs more budgets to review and the paving study was discussed). He also recently worked on a welfare case.

Selectman Wood inquired about CIP projects. Chairman Marcussen shared that there will be a meeting with a contractor tomorrow in regards to permitting for the Union Wharf project. A firm estimate for the project is unknown at this time.

Chairman Marcussen attended the NHMA annual conference last week and shared some information regarding sessions he attended including one regarding junkyards.

CORRESPONDENCE

Bill Williams will no longer be mowing graveyards after this year. Karen Koch will draft a thank you letter for his many years of service. Roadside mowing and striping bids will be revisited after further information is provided by the Road Agent. The Selectmen reviewed a letter from John Meek stating his opposition to the proposed subdivision of 13 acres on Farm Island. Chairman Marcussen will draft a response letter to Mr. Meek. The Selectmen reviewed White Mountain Survey & Engineering's probable cost estimate of \$40,551 for 19 Mile Bay Beach Improvements. Karen Koch will submit CIP submissions on behalf of the Selectmen for the RIB study (\$41,255), Sawyer Road (non-lapsing warrant article of \$15,000) and the 19 Mile Bay Beach project (\$40,551). The Selectmen approved a draft Parks and Recreation Director job description and agreed to post the position. There was discussion regarding the need of the position, success of Parks and Recreation events, self-funding the position from the summer concerts, Bob McWhirter's email regarding the position, etc. The Selectmen reviewed LRPC updates provided by Steve Wingate in regards to State retirement, transportation projects, household hazardous waste contractor, and LRPC legislative reception on 12/3/18. The Selectmen reviewed the Northwood Compensation Study. Selectman Albee will work with Diane Falcey to provide applicable information to the Budget Committee. The paving study will be reviewed with the Road Agent at the next Selectmen's meeting. The Selectmen approved a draft response memo to the JLMC in regards to their proposed recommendations. The Selectmen approved a draft invitation to bid for the 2002 highway truck (after additional information is obtained). The Selectmen discussed snow plowing rates. The Selectmen approved a draft snow plowing RFP. CIP would like to present their report to the Budget Committee and Board of Selectmen on 12/11/18 at the Town House.

The following correspondence was also reviewed: Building Permit Applications for PIDs 27-1-8, 28-3-10, 25-1-15 and 51-3-25; USDA Rural Development newsletter; NewsLink 11/7/18; NH Economic Development November newsletter; NH LES November newsletter; Library Financial information; ZBA Notice of Decision for Bogardus and McCarthy; LRPC Roundtable Discussion 11/27 meeting information; TCS Fire Exit Drill Report; October Police Officer Hours Tally; Carroll County Coalition of Public Health insurance help opportunities, Councilor Kenney's 11/15/18 Report; various meeting minutes; various emails and other correspondence.

OTHER BUSINESS

Diane Falcey met with the Selectmen regarding health insurance. Numerous plan options were reviewed. Staying with the current plan would bring the total for insurance to \$327,912.44 for 2019 with one \$5,000 waiver and the addition of a family plan (assuming that the Police Department new hire takes a family plan) versus 2018's total of \$279,022.96 (which included two \$5,000 waivers and one less family plan). The health reimbursement account (HRA) provider and amounts will remain the same for 2019.

Motion: Selectman Albee moved to approve staying with the current insurance plan Access Blue AB15/40IPDED, seconded by Selectman Wood with all in favor.

NON-PUBLIC SESSIONS

At approximately 12:50 pm, Selectman Wood moved to enter non-public session per RSA 91-A: 3 II (I) to review legal correspondence, seconded by Chairman Marcussen. Roll call vote: Marcussen – Yes; Albee – Yes; Wood – Yes. At approximately 1:02 pm, Selectman Wood moved to come out of non-public session and back into public session, seconded by Chairman Marcussen with all in favor. Selectman Wood moved that these non-public minutes be sealed, seconded by Chairman Marcussen with all in favor.

At approximately 1:02 pm, Selectman Wood moved to enter non-public session per RSA 91-A: 3 II (c) (for welfare, seconded by Chairman Marcussen. Roll call vote: Marcussen – Yes; Albee – Yes; Wood – Yes. At approximately 1:08 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 Wood moved that these non-public minutes be sealed, seconded by Chairman Marcussen with all in favor.

ADJOURNMENT

At approximately 1:08 pm, Selectman Albee moved to adjourn, seconded by Selectman Wood with all in favor.

Respectfully submitted, Karen Koch, Administrative Secretary

Date	Expense Action	Revenue Action	Notes	Cost SW	Cost C/D	Cost	Revenue
2-Oct-18	WM Comp #1 & C/D		\$245 P/U vs \$334	918	875		
2-Oct-18	WM C/D & Plastic		\$245 P/U vs \$334		515	161	
2-Oct-18	Electronics W/CRT		ECER 6000 lbs			1275	
3-Oct-18	WM C/D & Plastic		\$245 P/U vs \$334		798	168	
4-Oct-18	WM Comp #2 & C/D		\$245 P/U vs \$334	991	717		
4-Oct-18		LLL/Berwick scrap p/u	Berwick (8.4 tons)				\$ 522.00
9-Oct-18	WM Comp #1 & C/D		\$245 P/U vs \$334	912	540		
9-Oct-18	WM CD & C/D		\$245 P/U vs \$334		1903		
12-Oct-18	WM Comp #2 & C/D		\$245 P/U vs \$334	1071	830		
12-Oct-18	WM CD & C/D		\$245 P/U vs \$334		1329		
16-Oct-18	WM Comp #1 & C/D		\$245 P/U vs \$334	999	994		
16-Oct-18	WM C/D & C/D		\$245 P/U vs \$334		1511		
18-Oct-18	WM Comp #2 & C/D		\$245 P/U vs \$334	953	541		
18-Oct-18	WM Comp #1 & Plastic		\$245 P/U vs \$334	547		158	
23-Oct-18	WM Comp #2 & C/D		\$245 P/U vs \$334	870	421		
23-Oct-18	WM C/D & C/D		\$245 P/U vs \$334		1471		
24-Oct-18	WM Comp #1 & C/D		\$245 P/U vs \$334	902	830		
25-Oct-18	WM C/D & Plastic		\$245 P/U vs \$334		751	155	
26-Oct-18	Freon and Propane P/U	AC & G	9 Prop 44 Freon				N/A
30-Oct-18	WM Comp #2 & C/D		\$245 P/U vs \$334	1034	741		
31-Oct-18		LLL/Berwick scrap p/u	Berwick (7.4 tons)				\$ 462.00
31-Oct-18	WM Comp #1 & C/D		\$245 P/U vs \$334	820	944		

11 Solid Waste		WM (103.73 tons)	\$10,019			
21 C/D Containers		WM (156.77 tons)		\$15,711		
4 Plastic		WM (2.93 tons)			642	
Electronics W/CRT		ECER 6000 lbs			1275	
	oil energy recovery	used oil - 235 gallons				
	LLL/Berwick scrap p/u	Berwick(15.8 tons)				\$ 984.00
Freon and Propane P/U	AC & G	9 Prop 44 Freon				N/A
Resident Usage fees paid						\$13,366.00
Stickers fees collected						\$35.00
		Total	\$10,019	\$15,711	\$1,917	\$14,385.00

79,606

(Oct)

	Monthly Total	Prev Balance	Year to Date	Last Year to Date
Solid Waste	11 (103.73 tons)	86 (827.47 tons)	97 (931.20 tons)	87 (894.25 tons)
C&D	21 (156.77 tons)	108 (695.13 tons)	129 (851.90 tons)	104 (656.07 tons)
Plastic co-mingle	4 (2.93 tons)	25 (18.95 tons)	29 (21.88 tons)	27 (24.01 tons)
Glass	0 (XXXX tons)	4 (54.72 tons)	4 (54.72 tons)	5 (51.81 tons)
Paper		1 (23 tons)	1 (23 tons)	2 (46 tons)
Cardboard Bales		2 (45 tons)	2 (45 tons)	2 (45 tons)
Alum Bales				1 (14,880 lbs)
Steel / Tin Cans		2 (7.23 tons)	2 (7.23 tons)	2 (6.58 tons)
Electronics W/screen	1 (6000 lbs)	2 (12,000 lbs)	3 (18,000 lbs)	4 (25,110 lbs)
car batteries		1 (2050 lbs)	1 (2050 lbs)	1 (2,073 lbs)
Freon	1 (44 units)	6 (139 units)	7 (183 units)	6 (190 units)
Metal Scrap	2 (15.8 tons)	10 (72.4 tons)	12 (88.2 tons)	10 (84.84 tons)
Non-Ferrous Metal - Cop		1 (842 lbs)	1 (842 lbs)	
Non-Ferrous Metal - other				
Propane	1 (9 units)	6 (70 units)	7 (79 units)	6 (66 units)
Tires		1 (6 tons)	1 (6 tons)	2 (10 tons)
Used Oil	1 (235 gallons)	2 (600 Gallons)	3 (835 Gallons)	3 (445 gallons)
Call 2 Recycle		2 (100 lbs)	2 (100 lbs)	3 (146 lbs)
Bulbs		1 (2084 Lin Feet)	1 (2084 Lin Feet)	1 (1504 LF)

Memo

To: Selectmen
From: Chief Shagoury
Date: 11/19/18
Re: 2018 Statistics (to October 31)

Call-outs: 10/01 Alarm
10/11 Alarm
10/16 Alarm
10/16 Alarm
10/22 Suspicious Activity
10/23 Domestic
10/25 Domestic
10/31 Domestic

Court: 10/11, 10/24

Community: 10/03 Community event
10/27 Drug Take-back
10/31 Halloween Trick or Treat

Training: IACP conference,

Activity from January 1 to end of October:

Category	2017	2018
Motor Vehicle Stops	103	107
Summons	4	6
Accidents	31	36
Arrests	17	12
Felonies	15	19
Offenses	123	108
Incidents	167	129