

**TOWN OF TUFTONBORO  
BOARD OF SELECTMEN  
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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 25, 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**

None.

**CDBG PUBLIC HEARINGS**

Proposed Project Hearing-Water System Improvements at North Country Village Cooperative  
Housing and Community Development Plan Hearing  
Residential Antidisplacement and Relocation Assistance Plan Hearing

Informational packets were available.

**Chairman Albee opened the Public Hearing on the Proposed Project – Water System Improvements at North Country Village Cooperative.** Donna Lane, CDBG Consultant, read the following into the record. Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority (CDFA). Up to \$500,000 annually is available for economic development projects, up to \$500,000 for public facility, up to \$500,000 for housing projects, and up to \$350,000 for emergency activities. Up to \$25,000 is available per planning study grant. All projects must directly benefit a majority of low and moderate income persons.

This is a proposed application to the Community Development Finance Authority for up to \$500,000 in Community Development Block Grant Public Facilities Grant. The funds will, in part, finance the complete replacement of the distribution system including services, gate valves, blow-offs and restoration of surfaces at North Country Village Cooperative, a 57 unit manufactured housing park located at 100 Willow Ave in Tuftonboro. The majority of the households are of low and moderate income.

This project conforms with Tuftonboro's Housing and Community Development Plan's Goal of:

**Goal:** Encourage municipal and private water and wastewater systems that are safe, sanitary and that meet DES regulations. (Short-term and long-term goal).

Chairman Albee asked for public comment. Marilyn Stacy stated her support for the CDBG grant and read a prepared statement and noted her concerns. Some of the items noted included concern for previous CDBG activity and concern that Tuftonboro may attract illegal aliens due to the public availability of the HUD grant information. As twelve of the North Country Village Board members changed since June 2019 she showed concern that support for this project would continue in the future. She also noted that certification with the Town and the contractors will be intense. In response

to her concern of the late posting of the public hearing notice at the park itself, Ms. Lane and the Selectmen confirmed that the Town's requirements were met. The notice at the park was not posted by the Town.

Jeremiah Burke questioned if money should have been set aside by the park for these types of repairs and asked for assuredness that this grant will benefit the residents and not the owner of the park. North Country Village Board members confirmed that the park is a co-op and not one person owns the land. Ms. Lane confirmed that the park should have kept up with the work but couldn't afford to. They have been approved for a loan from the Department of Environmental Services (DES) for approximately \$900,000. This grant would cut their loan requirement in half. It would be a financial burden to most owners of the park to obtain a loan for the full amount. Ms. Lane also responded to Mr. Burke in regards to the possibility of the whole town applying for funding for another benefited project. Ms. Lane responded that the whole town needs to be 51% low-moderate income in order to apply. Tuftonboro is not. This is why a portion of the Town should apply. This project has a good chance of obtaining funding but there are other competitive applications for the funds. These grants are awarded twice a year.

Fran Laase asked about restoration of services. Ms. Lane confirmed that this grant would repair any damage done to the park's private roads. There are no strings attached that will affect the Town. A lien will be placed on the property for this funding. If the park is sold or something goes awry the park will have to pay this grant back. This repayment will never come from taxes. The grant money itself will go through the Town to pay the bills on behalf of the co-op. Part of the grant money is budgeted for someone to be hired that knows CDBG that will be a consultant for the Town to make sure all conditions are met. Chairman Albee closed this first public hearing.

**Chairman Albee opened the public hearing on the Housing and Community Development Plan.**

A Housing and Community Development Plan is required in order to request CDBG funds. Ms. Lane noted that CDBG recently expanded on their example Housing and Community Development Plan. Ms. Lane noted the national and state objectives of this plan. The proposed Housing and Community Development Plan outlines goals for Tuftonboro. (Ms. Lane confirmed that the following are goals and not Town obligations.)

Goal: Encourage a varied stock of safe, sanitary, decent and affordable housing for persons of all age and income groups. (Short-term and long-term goal).

Goal: Encourage economic development activities to increase quality industrial and commercial development (Short-term and long-term goal).

Goal: Encourage the protection, enhancement and renovation of significant historic and architectural resources in the community. Preserve and promote the town's historically and culturally significant structures. (Short-term and long-term goal).

Goal: Encourage municipal and private water and wastewater systems that are safe, sanitary and that meet DES regulations. (Short-term and long-term goal).

Goal: Promote activities that protect the health and safety of residents and visitors. (Short-term and long-term goal).

These goals are consistent with Tuftonboro's Master Plan and Ordinances.

Any federal CDBG grant funds awarded to address any of these goals shall be expended consistent with national objectives and shall, at a minimum, provide improved housing in accordance with Section 8 standards, be used for public facility projects, employment opportunities, or feasibility studies. All CDBG funded projects, shall primarily benefit low and moderate income persons or households, and shall not benefit moderate income persons to the exclusion of low income persons. An additional public hearing will need to be held during the course of the project. Chairman Albee asked for public input. There was none. Chairman Albee closed this public hearing.

## **Chairman Albee opened the public hearing on the Residential Antidisplacement and Relocation Assistance Plan.**

This Plan states in general, that if the Town were to undertake a CDBG project which involved displacement and resulting relocation they would follow the Uniform Relocation Act requirements. The Residential Antidisplacement and Relocation Assistance Plan outlines the measures they would take to find comparable, housing for persons (or businesses) displaced and/or relocated.

This doesn't apply to this project but needs to be adopted to apply for funds. Ms. Lane confirmed that all the costs for this would be included if this project involved **displacement**. Chairman Albee asked for public comment. Chairman Albee responded to Marilyn Stacy that property assessments would not increase after this project is completed as assessments already include access to a good water supply. Ms. Lane confirmed that lot rent would not increase due to this grant. Chairman Albee noted that any discussion regarding an increase in lot rent due to a loan is not pertinent to this discussion. Chairman Albee closed the public hearing.

## **VOTING**

Selectman Marcussen moved to adopt the Housing and Community Development Plan, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to adopt the Residential Antidisplacement and Relocation Assistance Plan, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to approve the submittal of the application **and** vote to authorize the Chairman, Board of Selectmen to sign and submit the CDBG application, and upon approval of the CDBG application, authorize the Chairman, Board of Selectmen to execute any documents which may be necessary to effectuate the CDBG contract, and any amendments thereto, seconded by Selectman Wood with all in favor.

## **REVIEW AND APPROVAL OF MINUTES**

Selectman Marcussen moved to approve the 11/18/19 meeting minutes as amended, seconded by Selectman Wood with all in favor.

## **APPOINTMENTS/BUDGET REVIEWS**

Tim Yee of Structure Consulting met with the Selectmen to gauge their interest regarding installation of a Verizon Wireless Facility at the Highway Garage. Verizon recognizes that Tuftonboro has gaps in coverage in cell service and is willing to fill those gaps in with wireless towers. It has been determined that cell towers at both the Fire Station and Highway Garage would improve service. The towers would need to be 110-120 feet tall in order to reach over the tree lines. (Chief Thompson confirmed that the existing tower on Sodom Road is too short.) Mr. Yee will provide a report to show the areas that would benefit improved coverage from adding these towers. Verizon would make sure that there are no other buildings in the 100% fall radius. These towers don't typically fall but if they do they are designed to collapse instead. Chairman Albee asked for public input. Mr. Yee responded to Chief Thompson that both the Fire Station and Highway Garage locations are being considered as well as other locations. Mr. Yee responded to Joe Kowalski that there shouldn't be a decrease in call service when data signal strength is increased. Mr. Yee responded to Selectman Marcussen that towers can be further apart for 4G coverage; unlike 5G technology in dense populations. Selectman Wood shared his support of cellular service for safety reasons. He also shared that he has been told by Verizon that data service use does affect voice coverage. Mr. Yee confirmed that there is no cost to the Town. Verizon would enter a land lease with the Town. Installation of towers would need to go through either the Planning or Zoning Board as well. Mr. Yee will provide information about other projects that have been done in this area. There was discussion regarding the phone service study that was conducted by the Lakes Region Planning Commission and coverage information that was considered propriety by the cellular companies.

Alfred Greymont and Attorney Randy Walker met with the Selectmen to discuss making Farm Pond Road a public road. The Kemps, residents of Farm Pond Road, were in attendance to show their support. The Selectmen confirmed their support of making this a public road once conditions set forth by the Planning Board are met. Selectman Marcussen feels that it is appropriate to have building activity done before road work is finished and the Town takes responsibility for the road. After discussion it was agreed that Attorney Walker will draft a petition warrant article with a conditional approval that the road will be taken over by the Town after the top coat and crack sealing is completed. Jack Parsons

added that a third party engineer would need to give final approval that the road meets the specifications to be a Town road.

Sue Weeks met with the Selectmen to discuss obtaining donations for tree work and having them deposited into the Cemetery Expendable Trust Fund. Chairman Albee shared legal advice obtained from NH Municipal Association (NHMA) regarding the Trustees fundraising efforts. NHMA advised that the Trustees could either get approval from the Selectmen for fundraising efforts and have the donations accepted through public hearings or establish a separate organization, such as the "Friends of the Cemetery". In follow-up to her previous discussions with the Selectmen, Ms. Weeks has found that since the Town is not a 501c3 organization grant funding options are not available. Therefore establishing a "Friends of the Cemetery" non-profit organization would make grant options possible. There was agreement that it might be best to use another existing non-profit (i.e. Historical Society) to obtain a grant rather than create a new entity. Chairman Albee moved to share this legal opinion with the Cemetery Trustees, seconded by Selectman Marcussen will all in favor. Selectman Marcussen will research establishing an expendable trust fund for setting aside funds each year through a warrant article for cemetery tree work. Ms. Weeks shared that the branch that fell on the Fields-Jones Cemetery has been taken care of by Gary Brooks. Mr. Brooks is able to climb trees rather than use heavy equipment. Mark Eldridge will work with Mr. Brooks to review the most problematic cemeteries that don't allow access for heavy equipment.

Chief Shagoury agreed to Chairman Albee's request to provide a written recommendation that the State Highway Department install a flashing red and flashing yellow light at the intersection of Rt. 171, Durgin Road and Ledge Hill Road.

#### 4210 POLICE DEPARTMENT BUDGET

Chief Shagoury revisited this budget with the Selectmen. Revisions included salary corrections, removal of computer support and additional Town event coverage. Selectman Wood reviewed overtime salary research that he generated. These hours showed his support of adding an additional officer. Discussion followed regarding his research and lack of patrol hours by the Department due to other commitments.

**01-4210-31-620 Office Supplies:** Budget request was reduced to \$13,900 after removal of computer support.

**01-4210-13-141 Overtime:** Chief Shagoury increased his original request from \$16,001 to \$19,264 to account for the additional coverage requested by the Selectmen excluding the transfer station sticker coverage (approximately \$1200). There was discussion regarding Selectman Wood's suggestion to increase this line to \$21,060 to account for additional anticipated coverage needs (vacation and sick coverage, etc.) noted in his research. Chief Shagoury feels that more money can be added to this budget but he doesn't have the people to cover additional time commitments. Chief Shagoury added that he can't commit to finding coverage for elections due to officer's personal commitments. Chairman Albee reiterated that coverage is needed at the polls. This led to discussion regarding the potential addition of a full time or part-time officer(s), use of their time and areas of the existing budget that would be reduced with the addition of another officer after they are on staff full time. Chairman Albee added that policies should be reviewed in regards to requiring on-call coverage commitment by the current staff.

**Motion:** Selectman Marcussen moved to approve budget 4210 for \$436,643, seconded by Chairman Albee. Selectman Wood shared that he would not vote in favor of this as he feels that another officer is needed based on the lack of patrol hours by the Department. Chief Shagoury added that patrol hours will increase next summer now that Officer Gillis is on full-time. Vote passed 2-1. Selectman Wood against.

#### SIGNATURE FILE

Selectman Marcussen moved to approve a request for information letter to TDS Communications in regards to broadband coverage pursuant to RSA 38:38, I (c), seconded by Selectman Wood with all in favor. Selectman Marcussen moved to approve a LUCT for PIDs 2-2-5 and 2-2-6, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to approve a notice of appointment for Carol Bush as an alternate member of the Planning Board, seconded by Chairman Albee with all in favor. Selectman Marcussen moved to approve a 2019 equalization municipal assessment data certificate, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to approve a Trustee of the Trust Funds Voucher for \$77,447.44, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to approve a 2020 GIS Internet Services Annual Maintenance agreement with CAI Technologies for \$2400, seconded by Selectman Wood for discussion. Selectman Wood complimented Karen Koch for her work during

this process. Vote passed with all in favor. The Selectmen agreed to invite CAI Technologies to meet regarding the increased cost for 2020 Tax Map Maintenance. Selectman Marcussen moved to approve a thank you letter to the Tuftonboro Association for their donation for the parking lot at the Great Meadow Trail, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to approve a thank you letter to Ray Everest for serving on the Conservation Commission, seconded by Selectman Wood with all in favor.

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

Selectman Marcussen shared that the Planning Board approved a revised draft schedule of fees on 11/21/2019 and have scheduled a public hearing for this at their next meeting.

Selectman Wood shared that the Road Agent will remove a wooden dock floating in Mirror Lake and will work on two beaver dams that were constructed as well. Selectman Wood asked that Karen Koch send an additional request to the Police Department for accident reports at the Tuftonboro four corners. Selectman Wood will be out of the country 11/27/2019-12/1/2019. He passed along a compliment to Selectman Marcussen that Jill Cromwell of CIP greatly appreciated his help with the committee. Chairman Albee responded to Selectman Wood that he feels that it's too busy this time of year to ask department heads to review their schedules of fees.

#### **CORRESPONDENCE**

Selectman Marcussen moved to approve an invoice addressed to the Department of Environmental Services (DES) for \$76,500 for the purchase of the Sargent and Phelps Properties in the Great Meadow, seconded by Chairman Albee with all in favor. Selectman Marcussen moved to approve an estimate for \$3315 for changing out the pellet hopper at the Town House, seconded by Selectman Wood with all in favor. This will be charged to Town House Maintenance. The full amount is not available in this line. Funds remaining in the other Town House budget lines will offset the cost. The Selectmen revisited the possibility of sending the annual report out to bid. After discussion, Selectman Marcussen moved to continue the Town's annual report with Minute Man Press, seconded by Selectman Wood with all in favor. A summary was provided by the Town's Assessor to show the percentage that each Tuftonboro property assessment changed with the revaluation. This will be provided to Gordon Hunt per his request. A draft bid proposal for environmental services (landfill monitoring) was provided by Larry Gil. He is awaiting a response from DES before providing a final draft. NHMA is conducting a webinar regarding cable franchising on 12/18/19. Karen Koch will register Joe Kowalski for this. The Selectmen approved a response to the Carroll County Broadband Initiative regarding broadband coverage at Town facilities.

Other correspondence reviewed included: Building permit for PID 27-2-11; ZBA 12/3/19 Hearing Notice; Society For the Protection of NH Forests Stewardship letter; DES letter regarding PID 40-2-2; Letter regarding PIDs 15-3-35 and 16-2-3; Carroll County Broadband Initiative correspondence; NH Lakes November newsletter; Wetlands Permit by Notification for PID 26-1-6; PA-34 for PID 38-3-9, 41-1-16, 45-1-9, 41-2-4-43, 62-2-19, 2-2-5 & 2-2-6, 28-1-47, 2-1-15, 51-1-32, 16-1-7, 46-1-1, 44-1-30, 14-1-4, 71-2-13, 59-1-9, 52-1-23, 2-1-48, 62-2-14, 45-1-45, 2-3-3, 71-2-15, 41-2-28, and 56-1-53; NewsLink 11/20/19; LRPC Commission 12/2/19 Meeting Materials; Grant Writing USA 12/2-12/3 Workshop; Police Department training certificates; various emails; various minutes and other various correspondence.

#### **PUBLIC INPUT**

Joe Kowalski shared comments with the Selectmen regarding Transfer Station fees, Planning Board fees, HUD grant monies and cable franchise request for information letters.

#### **ADJOURNMENT**

At approximately 11:40 am, Chairman Albee moved to adjourn, seconded by Selectman Marcussen with all in favor.

Respectfully submitted, Karen Koch,  
Administrative Secretary