

**TOWN OF TUFTONBORO**  
**BOARD OF SELECTMEN**  
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**Selectmen's Work Session**  
**9:00 am – Town Offices**  
**MINUTES**

**Friday, October 14, 2016**

Present: Chairman Carolyn Sundquist, Selectman Lloyd Wood, Selectman Bill Marcussen and Administrative Secretary Karen Koch.

The Selectmen had a discussion regarding the setting of the tax rate. The Town's income projection was changed twice, therefore an additional \$100,000 was added to Fund Balance to Reduce Taxes for a total of \$200,000. Actual overlay used was increased to \$10,000.

Chairman Sundquist moved to set the tax rate at \$10.43 for 2016, seconded by Selectman Marcussen with all in favor. This is an increase of \$0.04 from 2015. The Town's portion is \$2.91. This is an increase of \$.02.

Clay Gallagher met with the Selectmen to review budgets 4324 Transfer Station & 4194 Transfer Station Building. For budget 4324 Transfer Station, Mr. Gallagher added to the salary line as the Transfer Station is consistently about 1-1.5% over for days off (added 120 hours total over 6 employees). With these additions labor costs went up 5.4%. Kerry Long's hours increased as he will now be a Tuftonboro representative for the Lakes Region Household Hazardous Product Facility. Plastic, C&D Disposal, MSW, mowing, glass disposal, and electronic disposal increased for 2017. Island Clean Up Day and NRRRA reduced. All other lines remained the same. It was noted for C&D, that the percentage of money coming in is actually increasing as costs increase.

Chairman Sundquist moved to approve budget 4324 Transfer Station for \$328,608, seconded by Selectman Marcussen with all in favor.

For Transfer Station maintenance, budget 4194 Transfer Station Building, Mr. Gallagher added painting the recycling center, compactors & fuel shed, sealing cracks on pavement, and Quonset Hut maintenance. Discussion followed with Jim Bean regarding sealing the cracks in the pavement. It was agreed that this can be done this budget year using the Highway Department budget, reducing Mr. Gallagher's 2017 request by \$2,000. Mr. Gallagher suggested removing \$1750 for the Quonset Hut maintenance and adding it in for the following budget year. He noted that compactor units will need replacements over the next few years which will be an added cost as well. It was agreed that the Selectmen will vote on budget 4194 as a whole at a later time once each individual line is reviewed.

Jim Bean met with the Selectmen to review budget 4312 Highway Department. A reduction in equipment maintenance is the primary difference in lowering the 2017 budget request compared to 2016. Spring and fall maintenance were increased slightly as there was an overage last year.

Selectman Marcussen asked about guard rails that need replacement. Mr. Bean shared that the new vendor will come to give an estimate. Mr. Bean feels that doing a little each year is the best solution.

Selectman Wood referenced a TAC meeting that gave a presentation about SADES (Statewide Assessment Data Exchange System), an inventory software program for highway maintenance. Mr. Bean shared that he spoke to Lakes Region Planning Commission (LRPC) regarding this and provided information to them regarding catch basins, etc. Mr. Bean shared that LRPC will come and donate their time to help with this, at no cost to the Town.

Selectman Wood also spoke about a presentation given by Boyd Smith, Executive Director of the Newfound Lake Region Association, about overview of water runoff and control methods, etc. Selectman Wood asked if this is someone Mr.

Bean would like to meet with. Mr. Bean agreed that it would be helpful. The discussion was redirected back to the Highway Department budget.

For purposes of discussion, Selectman Wood moved to increase budget 4312 by \$50,000, seconded by Chairman Sundquist. Selectman Wood suggested that \$185,000 be put in a warrant article and \$50,000 in the operating budget as it allows CIP another \$50,000 to invest in other projects and for Trustees to invest the money. Chairman Sundquist clarified that it was a Budget Committee decision last year to move money out of the operating budget and put it in **the paving warrant article**, not a decision of CIP. Selectman Marcussen shared that this is a capital expense and feels that the money is collected one way or another and moving it again might cause confusion. Chairman Sundquist shared that she understood Selectman Wood's proposal but feels that it wouldn't work because CIP already has it in their calculations either way. Vote did not pass 1-2. Selectman Wood in favor. Chairman Sundquist and Selectman Marcussen opposed.

Selectman Marcussen moved to approve budget 4312 Highway Department for \$397,200, seconded by Chairman Sundquist with all in favor.

The Selectmen asked if Mr. Bean had any improvements in mind for budget 4194 General Government Buildings. Mr. Bean mentioned garage doors for the Town garage. He received a quote from Meredith Doors for \$7500. It was agreed that staining the Town shed is something that should be thought of as well. Selectman Marcussen asked about the apron in front of garage. Mr. Bean shared that he is meeting with the paver later this week and is going to try to fit it in this year's budget. There was discussion about doing both the doors and the apron at the same time.

For CIP projects, Mr. Bean would recommend an air filtration system for the Town garage with a cost of approx. \$13,000 and a wood boiler with an estimated cost of \$12,000-14,000. Selectman Marcussen advised that the wood boiler may not be a project for this year but to submit it to CIP to get the project submitted for the following year. Selectman Wood disagreed with a wood boiler being installed as it is not the primary heat source and he disagreed with the Highway Department dealing with wood splitting, etc. Selectman Wood reiterated his opinion of using a global approach when doing projects, whether it be for computers, aprons, etc.

Chief Shagoury met with the Selectmen regarding budget 4210 Police Department. Overtime increased for the opioid investigation grant. The grant total for the county is approximately \$27,000 for Tuftonboro. He estimates that Tuftonboro will be given approximately \$3,500 but this amount is not yet confirmed. Uniforms were increased for updates and dress jackets. Conferences and training increased to include replacement of tasers. These will be paid for over 5 years. Telephone and postage increased to cover potential overages.

Chief Shagoury cut the number of holidays that he puts in for himself. His overall pay decreased for 2017 by \$190. New Equipment decreased as just the Chief's cruiser needs an in-car video replaced. Office Supplies was reduced overall (IMC support decreased/Computer Support increased). Overall budget 4210 Police Department is up 2.4% (\$8,896).

Selectman Wood asked about other grants, such as DWI grants, etc. Chief Shagoury doesn't feel that we would meet the activity level and he doesn't want his officers to have to change the way they police in order to be able to receive the grant and the paperwork required wouldn't be worth it.

Selectman Wood asked Chief Shagoury his opinion of funding for public relations/community service. Chief Shagoury shared that he felt that the officers in his department serving the Town for numerous years helps with this. He doesn't feel like more money is needed for this purpose.

It was noted that the Police Department will be doing a drug take back on October 22, 2016 at the Transfer Station. In response to Selectman Wood's question, Chief Shagoury shared that he is not sure of the status of the Homeland Security grant.

Chairman Sundquist moved to approve budget 4210 Police Department for \$378,768, seconded by Selectman Marcussen with all in favor.

Chief Shagoury made the Selectmen aware that the cost to transfer their old server information to the county would be \$18,200 and needs to be considered in the future.

Tax Collector, Jackie Rollins, met with the Selectmen regarding the Tax Collector portion of budget 4150 Financial Administration. She shared that postage is down a little. The Deputy Tax Collector line is up a little. Everything else is the same. The Tax Collector portion is \$38,484. The Selectmen did not have any changes to this portion of the budget. The full 4150 Financial Administration budget will be approved at a later date.

Chairman Sundquist shared that budget 4442 Direct Assistance was turned down by the Budget Committee for further explanation as to why it was so low this year. There was a Budget Committee motion to reduce it to \$30,000 but it failed. Selectman Marcussen shared that there is not a way to give an exact number and that it would be irresponsible to reduce this to a low number because if the need arises we would need to fund it. Selectman Wood noted that although 501cs give aid to others, their donations can't be relied upon as their allocations may be utilized in other areas. He feels that \$45,000 should be in the budget and any money unused will go back to the general fund.

Selectman Wood moved to retain the Selectmen's previous motion to approve 4442 Direct Assistance for \$35,000, seconded by Chairman Sundquist with all in favor.

The Selectmen revisited 4240 Building Inspection Salary as it was tabled by the Budget Committee to make sure that Jack Parsons is appropriately compensated for all of the functions that he does for the Town. Mr. Parsons shared with the Budget Committee that he is happy with the amount that had been originally requested. The Selectmen agreed that Mr. Parson's job description and job classification could be reviewed, if decided, at the time of his annual review. The Selectmen agreed to keep budget 4240 Building Inspection budget the same as originally approved. (\$60,013)

The Selectmen discussed budget 4619 Other Conservation. Chairman Sundquist shared that Agricultural Commission should remain \$1500 and Forestry Service could be cut. Selectman Wood preferred to keep the Forestry Service line as a placeholder. Selectman Marcussen reviewed the Milfoil portion of the budget. Milfoil Joint Board was reduced due to unanticipated revenue. In terms of the Milfoil Control budget line, Selectman Marcussen shared that DES will include us in their program for about 5 days of harvesting next year. \$5750 was estimated as a harvesting bid won't be received until November. This line also includes \$1300 for the Lake Host program.

Selectman Wood moved to approve 4619 Other Conservation for \$8,500, seconded by Selectman Marcussen with all in favor.

At 11:02 am, Chairman Sundquist moved to enter non-public session per RSA 91-A: 3 II (c) to continue conversation regarding a tax deeded property, seconded by Selectman Wood. Roll call vote: Sundquist – Yes; Wood – Yes; Marcussen - Yes.

At 11:09 am, Selectman Wood moved to leave this non-public session and enter a second non-public session per RSA 91-A: 3 II (a) for personnel matters, seconded by Selectman Marcussen. Roll call vote: Sundquist – Yes; Wood – Yes; Marcussen - Yes.

At 11:10 am, Selectman Wood moved to leave this non-public session and return to public session, seconded by Selectman Marcussen with all in favor.

Selectman Marcussen moved to seal both non-public meeting minutes, seconded by Selectman Wood with all in favor.

At 11:14 am, Selectman Wood moved to adjourn, seconded by Selectman Marcussen with all in favor.

Respectfully submitted,  
Karen Koch, Administrative Secretary