

TOWN OF TUFTONBORO  
BOARD OF SELECTMEN  
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Selectmen's Meeting Minutes  
9:00 am – Town House

Monday June 22, 2020

The official video of this meeting can be found on the Town of Tuftonboro's YouTube channel at:  
<https://www.youtube.com/channel/UCCUmJqZvFTS23RMEFSDQzmw>.

Present: Chairman Lloyd Wood, Selectman Bill Marcussen, Selectman Chip Albee and Administrative Secretary Karen Koch

### **CALL TO ORDER**

Chairman Wood called the Selectmen's meeting to order at 9:00 am, read aloud instructions on how to join the meeting remotely and asked that Clay Gallagher lead the pledge of allegiance.

### **ISLAND DAY BID OPENING**

The Selectmen did not receive any bids in response to their request for proposals for "Island Day" on Saturday, 7/18/2020. Island Day is used for collection of items (bulky/furniture type items or construction debris items) from our island residents. Clay Gallagher recapped previous discussions that took place with the Selectmen in regards to facilitating Island Day. As no bids were received, he recommended reverting back to the original decision that was made, which was to have Island Day be held on Friday 7/17/2020 from 8:00-12:00 and use the contracted individuals that they used previously. Both of the full-time Transfer Station employees and Clay Gallagher will be on site as well. Mr. Gallagher will request that the Police Department monitor the site on both Friday and Saturday to ensure that individuals don't leave items unattended. Selectman Albee moved to declare Friday July 17, 2020 Island Day, seconded by Chairman Wood with all in favor.

### **PUBLIC INPUT**

None.

### **MINUTES**

Selectman Marcussen moved to approve the 6/5/20 meeting minutes as written, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve the 6/5/20 non-public meeting minutes as written, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to unseal these minutes, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve the 6/8/20 meeting minutes as written, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve the 6/8/20 non-public meeting minutes as written, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve the 6/12/20 meeting minutes as written, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve the 6/12/20 non-public meeting minutes as written, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to unseal these minutes, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve the 6/15/20 meeting minutes as written, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve the first 6/15/20 non-public meeting minutes as written, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve the second 6/15/20 non-public meeting minutes as written, seconded by Selectman Albee with all in favor.

### **APPOINTMENTS**

Clay Gallagher notified the Selectmen that Jeff Walker did an outstanding job removing the old doors and installing the new ones at the Transfer Station. As promised previously, Dave Allwine of Stantec, provided a proposed three-year plan for landfill monitoring that could be used to begin the next bidding process. He recommended that people submit a cost for each year as well as a total for three years. The proposal separates water quality monitoring from landfill post-closure monitoring and clarifies that billing needs to be received by December 31<sup>st</sup> each year or the vendor will not be reimbursed. Mr. Gallagher felt that a line should be added that states that the Town needs to be notified of any findings that could be detrimental to the Town along with a proposal as to how to remediate that finding. Selectman Marcussen added this notification should be required within a certain timeframe. In order to avoid confusion, Mr. Gallagher would like to be the sole person to oversee the

Department of Environmental Services permit requirements and for the bid to only include landfill monitoring. He would like any other additional (optional) monitoring to be separated, by vendor and budget, from the State monitoring requirements. After discussion it was agreed that Karen Koch will work with Selectman Marcussen to schedule a time for the Board to meet with Larry Gil and Steve Wingate of the Conservation Commission to obtain their feedback.

Mr. Gallagher discussed Phase 2 reopening of the Transfer Station. Mr. Gallagher read aloud his proposal which included reopening both the recycling building back to normal services at normal locations and the Swap Shop on 6/23/2020. PPE supplies will be available for both the Transfer Station and Swap Shop. Residents are highly recommended to wear face masks and use hand sanitizer prior to entering the recycling building. Masks are required to be worn in the Swap Shop, particularly due to the smaller area. Planet Aid collection will remain closed. The compactor office doors will remain closed to the public. Reopening will allow for rebaling of cardboard again. Selectman Marcussen moved to approve reopening the Transfer Station to phase two effective June 23, 2020, seconded by Selectman Albee for discussion. Mr. Gallagher explained signage that would be posted. Per diem employees will be added to assist in the reopening. On-site Transfer Station sticker sales will resume with the reopening. The Swap Shop will be open Tuesday, Saturday and Sunday. Volunteers are needed for Saturday and Sunday. Chairman Wood shared his concerns regarding the upcoming compactor replacement, cardboard rebaling knowing that Covid-19 exists on cardboard for 36 hours, as well as concerns about anticipated increased construction debris being brought to the Station. Mr. Gallagher responded that anyone that handles cardboard will be wearing gloves. Selectman Marcussen suggested keeping construction debris disposal limited to only pickup size loads as this will allow for space that may be required in the compactors during the transition. Mr. Gallagher feels that there will be room for anticipated incoming construction debris and would like to reopen to regular operations. This will be revisited if necessary. Vote passed with all in favor. The toilet at the Transfer Station has been fixed. Northeast Resource Recovery Association (NRRRA) has been using the Tufonboro Transfer Station's closing and reopening plans as a model for others. Chairman Wood shared that there is a place in Alton that may be able to take rocks and concrete construction debris. The Transfer Station will be closed to regular traffic on July 4, 2020. Mr. Gallagher will offer service to commercial vendors to dump trash so they are not overloaded and in order to keep traffic down at the Transfer Station the following day.

Christie Sarles gave the Library update. The Library just finished their first week of curbside service and it went very well. Staff returned on 6/9/2020 and have been taking returns since then. They have taken back 1500 out of the 2,000 items that went out when they were closed. Mr. Sarles explained the precautions that they are practicing in regards to dealing with Covid-19 such as continuing to quarantine products when returned and wearing masks and gloves before handling anything in the library. They are still working on the logistics of reopening. They are not open to the public as some work still needs to be done to the building and they are collecting the appropriate PPE items to prepare for reopening. Per the NH Municipal Association, libraries are the most complex municipal building to reopen because of how people use the library. When they reopen they will ask that the public wear masks and gloves will be available. More than likely capacity will be limited. Volunteers from the local garden group and Spider Web have done lots of outside work and planting at the Library. Cory Hunter has been in to mulch the two new Christmas trees. Spider Web donated the blue spruce. Selectman Albee shared that compacted gravel needs to go around the perimeter of the paving before mulch is put down in the event that people drive off of the pavement (so it doesn't break off the edge of the paving). The septic system will be pumped today. Ms. Sarles has been attending two Library Webex meetings each week to see how libraries are handling the virus. She doesn't think that the public will be allowed in the building for a while as they are waiting until the guidelines listed in the State reopening requirements are met (regarding number of cases, testing numbers, etc.). The meeting room will more than likely not be open to the public for a while as it is being used for quarantine. The Library offered to distribute correspondence to the public while doing curbside service. The Board asked that they distribute the 7/6/2020 Police Station public information session notice.

Dennis Zilembo gave the Parks and Recreation department update. New shelves have been set up in the Town Offices basement for better organizing of Parks and Recreation equipment. Four summer concerts will be held. Social distancing will be practiced. No concession will be offered. He is working with Chief Shagoury to make sure that there will be police presence. The Parks and Recreation Commission held a brainstorming session with parents on 6/11/2020 to discuss planning events for children during the summer. This resulted in planning a drive-in movie, a mini-golf tournament at Putter's Village in Wolfboro, a corn hole league on Wednesday evenings, paint nights at the Pavilion for both kids and adults, Town Wide Yard Sale (10/3/2020), National Night Out with the Police Department (10/6/2020), Olympic Days, bike rodeo, "Saturday in the Park", a mini basketball camp, lip sync, karaoke for kids, zoo animals, romper room for younger kids and to participate in National events as well. Questions that came up during the brainstorm were "why don't have a walker club" or "farmers'

market at the town garden". The Selectmen responded that a farmer's market would need to be arranged by the individual gardeners. The Commission is working with the snowmobile club to change their paths and working with Caleb Pike to establish a bike trail. Lake hosts have begun monitoring. In regards to 19 Mile Bay Beach, Mr. Zilembo thanked Chairman Wood for working with Zach Tufts to take care of the bushes along the shore. The flag pole was straightened at the beach and mowing will be completed today. Benches and grills have been put out for public use. The benches need repair. Any contractors that are willing to assist with this, please reach out to Dennis Zilembo at [parksandrec@tuftonboro.org](mailto:parksandrec@tuftonboro.org). Two of the three lifeguards resigned due to the virus. The one lifeguard that is left, Jill Brocher, will be performing maintenance of the beach instead. She will be paid \$11.50 (increase from \$11.25). Selectman Albee moved to sign an employment change compensation form to allow this employment change and pay raise, seconded by Selectman Marcussen with all in favor. The beach has been posted as having no lifeguards. New sand has been put down at Melvin Village. Mr. Zilembo will follow up with Jim Bean regarding a wire/alteration at the Melvin dock. The swim lines have been put in at 20 Mile Bay.

Chief Thompson gave the Fire Department update. Please see attached.

Chief Shagoury gave the Police Department update. Please see attached. As felonies doubled he confirmed that one event can fall into one or more categories. Incidents include both criminal and non-criminal charges. The Department is dealing with some parking issues on Union Wharf Road. There is a conflict between the ordinance adopted multiple years ago and the new ordinance put in place in 2018. The old ordinance doesn't allow for parking on the side of the road. The new ordinance doesn't reference this restriction. There have also been issues with parking along the fence. In the past the Department has allowed handicapped vehicles to park there overnight or over the two hour limit. Other (non-handicapped) people have now wanted to be allowed to do so also. The new ordinance only permits warnings near the fence, not tickets for illegal parking. Additionally, the ordinance change was never addressed at Town Meeting and Town Meeting has a right to limit the Board of Selectmen. The issue arose more this season since the store is reopening and parking is only allowed in their lot for customers. Chief Shagoury will work on solving this issue and provide a one page summary of the parking conflict and remedy suggestions.

Chief Shagoury notified the officers to monitor the beaches, particularly as there are no lifeguards this year. The new cruiser has been delivered and he has started obtaining prices for equipping it. As it will be over \$10,000 to outfit it, he will work on putting it out to bid. Radio installation has proved to be very expensive. The difference in price between the Motorola radio that they traditionally use and a lesser priced Kenwood option is \$5700 versus \$2300. The light bar is more expensive than he expected as well. Their current lights are analog. The new ones are computer controlled (not analog controlled). The cost is \$3700 plus programming versus \$2500-3000. Total costs will exceed the \$60,000 warrant article by approximately \$3000. There is some extra funding in his budget as they haven't had much overtime and Administrative Secretary Kinnaman has been absent and isn't returning. The Board agreed to keep consistency in equipment and if these items go over the warrant article then this will be revisited and funding will be found elsewhere. Chief Shagoury responded to Chairman Wood that he undercoated all four vehicles last year and will look into treating the new cruiser also. He will work on creating an advertisement to post for an Administrative Secretary.

Training has been curtailed as there are no meetings at the Academy. The Governor's Commission will have a meeting today to discuss training and other current law enforcement issues. In compliance with the Governor's Executive Order, Chief Shagoury is looking at obtaining accreditation in order to be eligible for grant funding. He gave an update on the USDA grant for the facility. He has been working with Senator Shaheen's office to fix the issue with the Town's SAM account. He found that an additional Economic Development funding program recommended by the USDA wouldn't be suitable for the Police Station.

#### **SIGNATURE FILE**

Selectman Marcussen moved to approve a thank you letter to Thomas Young for serving on the Budget Committee, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve a Warranty Deed Conveying Conservation Restriction and Contingent Right of Enforcement for the Great Meadow, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve a Baseline Documentation Report for the Great Meadow, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve abatement applications for PIDs 38-1-266, 38-1-51, 2-1-66, 25-1-43, 11-1-54, 25-1-24, 25-2-188, 38-1-51, 25-1-11, 25-2-84, and 27-2-16, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to deny abatement applications for PIDs 11-1-55, 2-1-66, 37-1-11, 25-2-163, 38-1-236, and 25-1-23, seconded by Selectman Albee with all in favor.

## **CORRESPONDENCE**

NHMA's 6/5/2020 Legislative Bulletin shared that towns should receive the same level of meals and rooms tax distribution in fiscal year 2021. The State will provide an updated fiscal year 2021 highway apportionment block grant to each municipality upon the close of the state fiscal year 2020. The Selectmen agreed to Steve Wingate speaking with Howard Shane regarding the easement at 20 Mile Bay. Karen Koch will work with department heads to schedule an appropriate time to have document shredding done. The Board agreed that the US Census can use the Town House in August for training as long as there are no conflicting events scheduled. Selectman Albee will write the Tuftonboro Times Summer Edition. GOFERR announced new details for the Connecting New Hampshire Emergency Broadband Expansion Program. Rick Hiland of the Carroll County Broadband Initiative submitted a proposal for a share of the \$50 million broadband grant. The NHEC ballot vote in regards to amending the Coop's bylaws to say that "facilitating broadband" should be part of its mission was close but unsuccessful in obtaining the required 2/3 vote. Selectman Albee will attend the Carroll County Broadband Initiative 6/25/2020 video meeting. Through the CARES Act, the State of NH was allocated approximately \$5.5 million to be deployed under the Community Development Block Grant program to respond to the Coronavirus Pandemic. Chief Shagoury provided information regarding chemicals that may not be safe for disinfecting offices. The Selectmen responded to Max Ledoux's that the Board can require face masks be worn at the Town Offices per RSA 41:11-a (authority of Selectmen over town buildings). The Board also discussed his request that the Selectmen publicly issue an official statement of support for the Tuftonboro Police Department in light of recent events. Selectman Albee shared his opinion that the Board has an obligation to support the Department in their role as Selectmen but he doesn't agree with making a public statement of support as proposed by Mr. Ledoux. Selectman Marcussen shared his opinion that all lives matter and felt that the Board consistently supports the Town's Police Department as well as all other Town departments. He also doesn't feel that it's necessary to offer a statement as there hasn't been anything called into question in the Town of Tuftonboro. Horizons Engineering reached out to the Town in regards to the Union Wharf project as Tyler Philips has left the company. The Board discussed whether or not to continue with Mr. Philips services or continue with Horizons regarding this project. Selectman Marcussen added concern for a potential non-compete agreement and whether or not the Town is still under contract with Horizons. Karen Koch will contact Horizons. Selectman Albee will contact Mr. Philips. Chief Shagoury discovered invasive species snails at 19 Mile Bay Beach and this has been report to DES. The Selectmen discussed Lisa Tremblay's complaint regarding water runoff onto her property. Selectman Marcussen recapped the history regarding this complaint including his, Code Officer Jack Parsons' and Road Agent Jim Bean's review of the site. They concluded that the water runoff is mainly caused by the property being low and welled up vegetation on the property. It is not a result of an action that the Town has or hasn't taken. The Selectmen agreed that public funds can't be used to rectify this situation. The Town Clerk's Offices adjusted their hours. The office will be open from 5:00-8:00 PM on Tuesdays (instead of 6:00-8:00 PM) and from 9:00 AM-5:00 PM on Wednesdays (instead of 9:00 AM-6:00PM). Other correspondence reviewed included: NHMA weekly Covid-19 call in service information; School Funding update; NH Lakes Spring 2020 newsletter; NRRRA webinar series information; NE ADA 6/5/2020 updates; LRHHW 6/10/2020 conference call meeting information; GOFERR Relief Fund information; USDA Grant information; Library financial update; ZBA 6/23/2020 telephonic hearing notice; NHMA 6/12/2020 Legislative Bulletin; Councilor Cryans 6/10/2020 report; NHHS Covid-19 updates; Sanborn Head PFAS newsletter; Shoreline Impact Permit for PID 14-3-2; Notice of Acceptance of Permit Application for PID 71-1-5; LES June 2020 newsletter; various minutes, emails and other various correspondence.

## **SELECTMEN'S UPDATE**

Selectman Marcussen shared that the milfoil harvesting contractor did collection at 19 Mile Bay and Winter Harbor Basin. They have some additional work to do at Melvin Marina.

Selectman Albee shared that an article in the NH Bar Association talks about tax deferrals as an alternative to tax taking. He is not sure that the notification on the back of the tax bills sufficiently explains this. He will ask Attorney Sager for his opinion regarding this as well as a Supreme Court decision regarding distribution of funds from a tax sale after the 3 year mark. He also spoke about 91-A cases mentioned as well.

Chairman Wood shared that he met with Jim Bean. The total paving work is estimated to cost \$186,205. As of Friday there was \$205,000 left for road work. He asked Mr. Bean to pay particular attention to cost and length of time to get materials. Chairman Wood expressed his concern for cost for the numerous trees being removed and asked Mr. Bean for a cost estimate for this as well. A citizen shared with him that the catch basin is not paved when you go down Northline Road to Federal

Corner Road. Chairman Wood will address this with Mr. Bean. George Elkins from Banfield Road will be referred to Jack Parsons in regards to questions about a property on Banfield Road.

**ADJOURNMENT**

At approximately 11:41 am, Selectman Albee moved to adjourn, seconded by Selectman Marcussen with all in favor.

Respectfully submitted, Karen Koch, Administrative Secretary

## **BOS MTG**

**6/22/2020**

- **Island Day RFP**
  - **Attempt to do on a Sat 18 July with bids**
    - **Review..... if any bids**
  - **Revert to previous decision to have on Friday 17 July**
    - **Contact W/M and hard schedule**
    - **Call police to monitor docks on Friday early and Friday late / Sat for illegal dumping**
  
- **New doors installed**
  - **Jeff Walker did outstanding job**
  - **Final payment this week out of encumbered funds for TS doors**
  
- **Landfill monitoring mtg in July**
  - **proposed 3 year RFP**
  - **great work from Stantec – Dave Alwine**
  - **defines a level playing field buy each year and total amounts requested**
  
- **T.S. re-opening phase 2 (all normal services provided)**
  - **Using spacing criteria**
  - **Use of masks/gloves spelled out**
  - **Services provided spelled out**
  - **Swap Shop also open**

Selectmens Meeting

June 22, 2020

Fire Calls	90	Gas Furnace Inspections	20
Medical Calls	114	Oil Burner Inspections	3
Service Calls	22	Wood/Pellet Stove Inspections	3
SPD	7	Life Safety Inspections	9
TOTAL	233	TOTAL	35

The department has resumed its weekly trainings we are following state and CDC guidelines.

The department remains busy with call this year. As requested by the the select board an updated on calls has been sent to Karen. This weekend alone we had 4 boat calls on various islands. The department's ambulance transported 2 patients between Friday June 19<sup>th</sup> and June 21<sup>st</sup>.

Engine 4 had a power steering box failure during dry hydrant training on June 4<sup>th</sup>. The power steering box was replaced with a re-manufactured box and a new sector shaft. Lakes Region Fire Apparatus out of Tamworth NH completed the work at the Tuftonboro Central Station cost \$2,288.48.

Car 1 had its rear parking brake shoes, hardware kit, and actuator kits installed. Both parking brake cables replaced, rear axle seals replaced, and fluid replaced repair total \$623.99 This work was done at Northern Tire and Alignment in Ossipee.

The furnaces at Central Station have been having issues again, Brookside Plumbing and Heating have been working on them. We are working on getting three quotes on replacement units for the 2021 budget season.

Hose testing for the departments 16,000 feet of hose will be completed on June 24<sup>th</sup> by fail safe hose and ladder testing company. The departments 14 ladders will be tested on the same day. Department members will work with the company to get all hose apparatus to Central Station that day.

We have applied for Covid 19 stipend reimbursement for \$6,450.00 and reimbursement of supplies and equipment purchased for Covid 19 \$2,880.08 GOFERR grant fund.

Inspection of Camp Sentinel has been completed for 2020 They are currently the only camp that will be open this year.

# Memo

To: Selectmen  
From: Chief Shagoury  
Date: 06/19/2020  
Re: 2020 Statistics (to May 31)

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Call outs:

05/29 Alarm

Arrests:

05/27 Amanda Powers, 39, Tuftonboro, Domestic Violence-Criminal Threatening

Activity from January 1 to the end of May:

Category	2019	2020
Motor Vehicle Stops	77	159
Summons	4	18
Accidents	15	16
Arrests	5	7
Felonies	8	16
Offenses	48	53
Incidents	79	81
Calls for Service	2221	2426