

**TOWN OF TUFTONBORO
BOARD OF SELECTMEN
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Selectmen's Meeting
9:00 am – Central Fire Station

Monday, October 15, 2018

The official video of this meeting can be found on the Town of Tuftonboro's YouTube 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 9:00 am and proceeded with the Pledge of Allegiance.

POLICE FACILITY BID OPENING

One bid was received from Harriman for \$18,500. Additional services are offered as follows: Photo-realistic renderings \$1,500 per view and a Physical Model for \$3,800. Just before adjournment, Chief Shagoury brought forth a bid from Alba Architects LLP that he had just received. According to the package tracking the package was received by the Post Office by the due date of 10/12/18. The Selectmen will review both submissions and revisit this topic on 10/29/18.

PUBLIC INPUT

William Holmes met with the Selectmen regarding cleanup of his properties and invited them to visit the sites to witness the cleanup as he feels that the feedback they have been receiving may not be accurate. He also wishes to avoid court and attorney fees. The Selectmen will speak with Jack Parsons and make an appointment to visit the properties.

REVIEW AND APPROVAL OF MINUTES

Selectman Albee moved to approve the 10/1/18 meeting minutes as written, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve the 10/1/18 non-public meeting minutes as written, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve the 10/5/18 meeting minutes as written, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve the 10/5/18 non-public meeting minutes as written, seconded by Chairman Marcussen with all in favor.

APPOINTMENTS/BUDGET REVIEWS

Franco Rossi from CAI Technologies presented a proposal for annual tax map updates as well as GIS mapping services. The one-time fee for parcel data text conversion is \$10,660. Additional map conversion options (such as building and street numbers, etc.) have one-time fees that total \$4500. The annual fee for traditional tax map services is \$3600. AxisGIS mapping has a one-time set up fee of \$1500 if CAI does the aforementioned data conversion and \$2500 otherwise. The AxisGIS annual service fee is \$2400.

4210 POLICE BUDGET

The total budget amount voted upon at the 9/28/18 meeting didn't accurately reflect the budget line changes made. Therefore this budget needed to be revisited. There was discussion regarding the PD Officers Salary line.

Motion: Selectman Wood moved to increase the PD Officers Salary 01-4210-11-110 to \$53,360 (Pay Grade 16/Step 1), for a total 4210 budget of \$448,263, seconded by Selectman Albee with all in favor.

Chief Shagoury gave the Police Department update. Please see attached. Recent call-out activity was discussed. September statistics will be provided at a later date. Selectman Wood complimented the Tuftonboro Police Department for assisting the Attorney General's Office and the Wolfeboro Police Department on a drug investigation (Conway Daily Sun 9/18/18). Chief Shagoury shared the Department's participation with the Drug Task Force in Carroll County (which was set up by the Attorney General's Office). There was discussion regarding cell phone coverage including FirstNet and cellular vendor services in the area. Lakes Region Planning Commission is working with Towns to collect data regarding "dead spot" areas in NH as there is grant funding available to improve coverage. Chief Shagoury and Chief Thompson will participate in collecting data for this project.

Chief Thompson gave the Fire Department update. Please see attached. In response to outside ambulance services, Chief Thompson suggests contracting Stewarts Ambulance for one more year before making any changes. He supplied updated information regarding in-house ambulance billing and will research when the Department started billing for services in order to maintain historical records. Ralph Bussiere was honored as Citizen of the Year by the Tuftonboro Grange. Karen Koch will draft a congratulations letter. Chief Thompson responded to questions regarding ambulance billing, including delayed payments from Anthem and citizens.

SIGNATURE FILE

The Selectmen signed a thank you letter to Karl Koch for his time served on the Tuftonboro Police Department. Selectman Albee moved to sign a Notice of Intent to Cut for PID 62-1-5, seconded by Selectman Wood with all in favor. Selectman Albee moved to sign a form to the inhabitants of the Town of Tuftonboro to hold the General Election on 11/6/18, seconded by Selectman Wood with all in favor. Selectman Albee moved to sign a Worker's Compensation Law Notice of Compliance, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve an All Veteran's Credit for PID 28-1-58 for 2019, seconded by Selectman Wood with all in favor. The Selectmen reviewed memos from the Planning Board requesting Fenton Varney's reappointment to the Planning Board and John Cameron's request to step down as Chairman and be appointed as an alternate member. Chairman Marcussen expressed his disconcert with signing Mr. Varney's appointment. Selectman Wood also shared that he will also be voting against Mr. Varney's appointment. It was agreed, however, that any appointment made to replace John Cameron should be through 2020 as that is when Mr. Cameron's appointment expires. Chairman Marcussen moved to sign Fenton Varney's Notice of Appointment as a member of the Planning Board through 2020, seconded by Selectman Albee for discussion. Selectman Albee expressed his opposing opinion of the appointment. Vote did not pass 1-2. Chairman Marcussen and Selectman Wood against. In regards to Mr. Cameron's wish to step down, Selectman Albee suggested that a Chairman replacement should be suggested prior to changing his appointment. The other Selectmen were in agreement.

4191-01 PLANNING AND ZONING

Chairman Marcussen updated the Selectmen regarding the Planning and Zoning section of this budget:

01-4191-01-110 Administrative Assistant: Increase from \$6713 to \$7025 reflects the revised pay table.

01-4191-01-240 Tuition Reimbursement: Request increase from \$300 to \$500 is for more members to attend training.

01-4191-01-550 Advertising: Request increase from \$500 to \$900 is based on increased applicant activity that requires advertising.

01-4191-01-560 Lakes Region Planning Commission: Increase from \$4295 to \$4496 reflects increase in LRPC fee.

Other lines remain level funded.

Motion: Selectman Albee moved to approve budget 4191-01 for \$14,221, seconded by Selectman Wood with all in favor.

4191-03 and 4191-04 PLANNING AND ZONING

01-4191-03-680 Master Plan Review: This is separate from the update. The 2018 budget went to the update. This request of \$1500 is for an annual review that should be done subsequently each year.

Motion: Selectman Albee moved to approve budgets 4191-03 and 4191-04 (Master Plan Review and Sub-Division Engineering Fees) for \$3,500, seconded by Selectman Wood with all in favor.

SELECTMEN'S UPDATE

Selectman Albee shared that the current plan's health insurance rate for 2019 will increase \$53,889.48 for a total of \$322,912.44. (This increase includes the assumption that a new full-time officer will require a family plan). An alternative plan was offered as well. The only notable changes with the alternative plan were that the employee would need to be conscious of where they are going for their medical services and the cost for x-rays is higher. The alternative plan increase is \$23,574.44 with an additional full-time officer for a total of \$292,597.40. If there is not an additional family plan added, the increase would only be \$338.72. Selectman Albee suggested that they budget for the alternative plan with an additional officer. Chairman Marcussen inquired about a higher deductible plan option (as some employees do not use the insurance) but rates have not yet been made available. In this instance, the Town would be picking up the difference in the deductible. The Selectmen agreed to have the alternative plan inputted into the budget for now as a placeholder.

Selectman Albee shared that the recent Budget Committee meeting went well. He is researching as to why taxes aren't reflected on the quarterly revenue sheets. Separately, he added that the part-time administrative applicant's reference was favorable.

CORRESPONDENCE

The Selectmen agreed to Lakes Region Visiting Nurses holding a Flu Shot Clinic on 10/31/18 from 10:00 am-12:00 pm at the Central Fire Station. Selectman Wood presented a summary of the expected remaining balance of the Highway Budget and will review this with Jim Bean. Selectman Albee feels that snow plowing should be put out to bid even though Mr. Bean recently purchased a vehicle to perform the tasks that were formerly done by the six-wheeler.

The following correspondence was also reviewed: NH DOT's solicitation of projects for the Ten Year Transportation Plan; Sanborn Head and Associates landfill seepage proposal; LRPC 10/22/18 Commission Meeting information; Chief Shagoury IACP Certificate of Attendance; LRPC Problem-Solving Roundtable Survey; Brochure for Honoring Excellence in Law Enforcement State Fundraiser; Building Permit Applications for PID 34-2-3, 15-2-16, 2-1-63, 69-1-1 and 34-1-12; YMCA Camp Belknap donation check; NH LES 10/18/18 newsletter; NRRA's 2018 Fall Bus Tour information; UNH T2 updates and resources; Selectmen's Town Offices Main Entrance Interior Doors and Tax Maps/GIS Mapping CIP submissions; Chief Shagoury's radar speed trailer CIP submission; Conservation Commission revised Great Meadow Trail CIP submission; NH Economic Development 10/18/18 newsletter; Diesel Vehicle Replacement Grant information; NHDES Municipal EcoLink 9/18/18 newsletter; AASHTO training information; LRPC Land Use Memo and Order Form; BET 10/18/18 issue; NH Lakes Survey; PSU Statewide Bicycle Network Model; Councilor Kenney's 10/9/18 Report; PA-34s for PIDs 26-1-6 and 55-1-6-82; Asset Mgmt: Lost Art of Communication Workshop information; Library financial information; 10/18/18 NewsLink; Road Striping and Mowing RFP advertisements; various meeting minutes; various emails and other correspondence.

PUBLIC INPUT

In regards to the CAI presentation, the Selectmen responded to Elissa Paquette that they will be making a decision on this for next year's budget and next year's map updates.

NON-PUBLIC SESSION

At approximately 11:15 am, Chairman Marcussen moved to enter non-public session per RSA 91-A: 3 II (a) personnel, seconded by Selectman Wood. Roll call vote: Marcussen – Yes; Albee – Yes; Wood – Yes. At approximately 11:21 am, Selectman Albee moved to come out of non-public session and back into public session, seconded by Selectman Wood 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 11:22 am, Selectman Wood moved to adjourn, seconded by Selectman Albee with all in favor.

Respectfully submitted, Karen Koch, Administrative Secretary

Memo

To: Selectmen
From: Chief Shagoury
Date: 10/14/18
Re: 2018 Statistics (to September 30)

Court: 09/12, 09/26

Call-outs: 09/01 Suspicious activity
09/04 Suspicious activity
09/06 Alarm
09/12 Suspicious activity
09/15 Assist fire department
09/22 Alarm
09/22 Alarm
09/24 Alarm
09/27 Alarm
09/30 Alarm
09/30 Unattended death

Arrests: 09/29 Brian Paquin, 50, Tuftonboro, on a warrant from another jurisdiction
09/29 Erin Skinner, 34, Tuftonboro, DUI

Activity from January 1 to end of July:

| Category | 2017 | 2018 |
|---------------------|------|------|
| Motor Vehicle Stops | 96 | 107 |
| Summons | 3 | 6 |
| Accidents | 29 | 33 |
| Arrests | 16 | 12 |
| Felonies | 10 | 17 |
| Offenses | 110 | 100 |
| Incidents | 144 | 119 |

October 15, 2018

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|-------------------------|---------------------------------------|-----------|
| Fire Calls 148 | Gas Furnace Inspections | 14 |
| EMS Calls 203 | Oil Burner Inspections | 6 |
| Service Calls 17 | Wood /Pellet Stove Inspections | 6 |
| SPD 17 | Life Safety | 17 |
| Total 385 | Total | 43 |

Two fire department officials took selectman and other town officials to Ragged Island for the yearly islanders meeting on 10/6/2018.

The central stations yearly sprinkler testing was completed 10/10/2018. Also, a 5-year internal pipe inspection was completed on the sprinkler system. All went well with testing and inspection.

Three budgets that I over see as chief have been reviewed by select board and budget committee at there last meeting. These budgets are fire department, emergency management, and general government buildings.

The ambulance budget for 2019 remains to be completed. A consortium ambulance meeting with Moultonborough, Center Harbor Meredith and Sandwich is scheduled for 10/24/2018 @ 5 pm at the Ctr Harbor Fire station. I have contacted Bob McWhirter and will call Mark Howard. I would like to set up a meeting on possibly a Monday between 10-1 with Selectman Rep, Bob McWhirter, Mark Howard, Justin Van Etten, Skip Galvin and my Self to go over ambulance questions.

I have a price of \$192,479.19 from Stewarts Ambulance for 2019 which is an approximate 2.5% increase from last years budget of \$188,036.00

We have come up with an alternate plan on repairing the cement apron at the Melvin Village Station. We are going to cut out the rusted metal angle iron and repair any damaged areas with a product from watco floors called Concrex. If this product works we will not have to carry over any money from the project into next years budget and will not have to remove the current apron and replace it.

Mirror Lake Station is in the process of being painted on the outside. All of the stations exhaust systems have been maintained and services for the year.

Fire department personnel are currently conducting 2018 school fire safety day at the Tuftonboro Central School.