

**TOWN OF TUFTONBORO  
BOARD OF SELECTMEN  
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**Selectmen's Meeting  
8:30 am - Town Offices**

**Monday, November 6, 2017**

[CLICK HERE](https://www.youtube.com/watch?v=aDdxNCEc7v8&list=PL2euaVLigTV--SnP1J0XaRBODqB1ouXEI) to watch the official video of this meeting.

(<https://www.youtube.com/watch?v=aDdxNCEc7v8&list=PL2euaVLigTV--SnP1J0XaRBODqB1ouXEI>).

Other Town meetings can be found at the Town of Tuftonboro's YouTube at:

<https://www.youtube.com/channel/UCCUmJqZvFTS23RMEFSDQzmw>.

#### **MINUTES**

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 8:30 am, held a moment of silence for Sutherland Springs, Texas and proceeded with the Pledge of Allegiance.

#### **TAX RATE**

The Selectmen met with Diane Falcey to set the tax rate. The undesignated fund balance as of 12/31/16 was \$1,494,245.00. The 2017 local education tax rate is \$4.23 (increased \$.72 from 2016), state education is \$2.43 (reduced \$.11 from 2016), and the county tax rate is \$1.38 (reduced \$.09 from 2016). After some discussion, Selectman Albee moved to apply \$350,000 of the undesignated fund balance to offset taxes, seconded by Chairman Wood for discussion. Diane Falcey responded to Chairman Wood that this application of \$350,000 would bring the municipal tax rate to \$2.73 (a reduction of \$0.18 from 2016). This would bring the preliminary 2017 total tax rate to \$10.77, an increase of \$0.34 from 2016. The Selectmen agreed to keep a \$15,000 overlay. Chairman Wood moved the question. Motion passed with all in favor. Diane Falcey noted near the end of the meeting that the tax rate is not official until approved by the Department of Revenue. Selectman Albee suggested that the Selectmen look into using a portion of the undesignated fund balance to establish a designated trust fund for health insurance next year.

#### **PUBLIC INPUT**

During public input, the Selectmen responded to Elissa Paquette regarding the percentage increase in taxes and to Carla Lootens regarding the undesignated fund balance.

#### **REVIEW AND APPROVAL OF MINUTES**

Selectman Marcussen moved to approve the 10/13/17 meeting minutes as written, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve the 10/16/17 meeting minutes as corrected, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve the 10/20/17 meeting minutes as written, seconded by Selectman Albee with all in favor.

#### **DEPARTMENT UPDATES/BUDGET REVIEWS**

##### **4153 Legal (revisit)**

The legal budget was revisited a second time.

**Motion:** Selectman Marcussen moved to correct a motion made at the 10/20/17 meeting for budget line 01-4153-01-320 to the corrected amount of \$37,700 for a total budget of \$42,800, seconded by Selectman Albee with all in favor.

The Selectmen met with Chief Shagoury. The Selectmen discussed the various training sessions that Chief Shagoury attended at the ICAP conference in October, particularly the use of body cameras. Chairman Wood congratulated Chief Shagoury for receiving the Nick Halias Law Enforcement award on 10/16/17 for his outstanding work on the substance misuse policy.

#### **4210 Police**

Chief Shagoury presented the 4210 budget. Budget increased 3.3% since 2017. On call hourly pay increased to \$4 per hour (versus \$3.00 in 2017). There is a slight increase in fuel due to cost unpredictability. New equipment was increased to accommodate for rifle replacement, server and computer upgrades and a speed sign. In response to Chairman Wood's request, Chief Shagoury will provide a yearly comparison of call outs. The following topics/lines were discussed: Uniforms, maintenance of the radar trailer, historical expenditures of the telephone line, and first responder telephone network options.

**Motion:** Selectman Marcussen moved to approve budget 4210 for \$391,844, seconded by Selectman Albee for discussion. Chief Shagoury answered that the overtime budget is currently covering the extra coverage needs of the department at this time. Chief Shagoury explained the considerations involved with the addition of part time officers and will revisit this in 2019. Motion passed with all in favor.

#### **SIGNATURE FILE**

After some discussion, Selectman Marcussen moved to engage HEB to do design work to repair the Sodom Road Bridge, seconded by Selectman Albee with all in favor. It was agreed that the expense of \$7,250 will come out of the 2017 roads and bridges budget line. The Selectmen submitted a County Directors election ballot using Assessor Rod Wood's suggestions. The Selectmen signed a letter to NHDOT in regards to 19 Mile Bay parking. Selectman Marcussen moved to approve a supplemental intent to excavate for PID 55-2-7, seconded by Selectman Albee with all in favor. Chairman Wood moved to approve right of burials for lots G42 and 43, G46 and 47, G44 and 45, H40 and 41, G40 and 41, and CR 8-12 and 9-12, seconded by Selectman Marcussen with all in favor. Selectman Marcussen moved to approve a letter of commitment for Lakes Region Household Hazardous Product Collection Program for 2018 for \$3899, seconded by Selectman Albee for purposes of discussion. This is a 3.5% increase since 2017. Vote passed with all in favor.

#### **CORRESPONDENCE**

In regards to building permits, Selectman Albee shared concern for an additional residence being put on tax free land (PID 34-1-1) and feels that there should be a future discussion regarding what is taxable and what isn't for current tax exempt properties. The Selectmen discussed a proposal for the establishment of The Libby Park. Following up from the 10/20/17 meeting, Chairman Wood moved to tentatively approve a request from Lindy Greenwood to place a plaque in memory of her husband, Lionel Greenwood, by the Christmas tree on the side of the Town Offices, seconded by Selectman Marcussen with all in favor. The Selectmen would like to know the details of the sign before it is placed. It was agreed that it would be the Planning Board Chairman's decision to recommend reappointment of Tony Triolo to the Planning Board.

Selectman Marcussen moved to approve the proposed Eagle Scout trail building and trail improvement projects submitted by Matt, Josh and Cole Finneron, seconded by Chairman Wood with all in favor. The Selectmen will revisit a donation request from White Horse Addiction Center when they review the Health Agencies budget. The Selectmen will review the Lakes Region Planning Commission's culvert assessment report when they meet with Jim Bean. Chairman Wood shared that Chief Thompson didn't deem it necessary to provide a submission on behalf of Tuftonboro to NH Homeland Security and Emergency Management in regards to the storm last week. Selectman Marcussen noted that the State is asking that any individuals that endured storm damage submit their information to the State so it can be included in the submission against a potential federal declaration.

The following correspondence was also reviewed: CIP submissions; Planning Board budget memo; Jack Parsons NH Health Officers Assoc. certificate of attendance; ZBA Hearing Notice & Notice of Decision for Grady Villages Trust; NHMA Annual Meeting information; Wetlands Permit Application for PID 38-1-5; Broadband Access and Use meeting

information; 2018 Road Safety Audit Application information; Building Permit applications for PIDs 63-1-2, 51-1-23, 52-1-17, 14-2-12, 55-2-23, 55-1-16, 52-2-14 and 14-2-23; Tuftonboro Landfill PFAS sampling clarification letter; NHDOT letter regarding NHDOT driveway permit #03-455-0317; ICAP conference memo & certificate of attendance from Chief Shagoury; Carroll County Regional Coordinating Council 11/7/17 agenda; Camp Belknap and Camp Sentinel donation letters; email regarding PW 411 document; October LES newsletter and survey email; CDBG Housing and Public Facilities Round information and restructuring state administrative rules sessions; IT Tasks update; NewsLink 10/25/17 newsletter; LRHHPF 10/21/17 usage information; NRRRA annual meeting information; Energy Stars awards application portal announcement; New England Lead Conference information; BET newsletter; PA-34s for PIDs 52-2-4, 25-1-35, 40-5-2-7, 40-3-2, 28-1-9, 70-2-3 and 14-4-12; Congratulations letters to Chief Shagoury in regards to the Nicholas Halias Law Enforcement Award; TCAP newsletter; Councilor Kenney 10/26/17 report; River Reach boat club invoice; NHIT Rate Hearing invitation; HealthTrust Board Election information; HealthTrust September newsletter; Primex workshop information; 2017 LRTA annual celebration invitation; NHDES' request for more information for PID 52-1-29; MWV online fundraiser invitation; Officer Koch training certificate; drinking water protection letters; Highway Safety Improvement Program information; various meeting minutes; various emails and other correspondence.

### **CONTINUED BUSINESS- INSURANCE**

The Selectmen met with Diane Falcey regarding health and dental insurance. The annual increase in dental coverage is 2.3%. Chairman Wood moved to approve HealthTrust's 2018 Dental Renewal, seconded by Selectman Marcussen with all in favor. The details of the current and proposed health insurance plans were discussed, as well as Health Reimbursement Accounts (HRA), effect on employees, creating a trust fund for health insurance etc. The 2018 rate for the current Harvard Pilgrim health insurance plan increased over \$40,000 since 2017. Switching to Anthem's HealthTrust Option 1 for 2018 would save the Town over \$75,000. As the decision regarding insurance plans is time sensitive, the Selectmen agreed to decide on an insurance plan at this meeting and to decide the HRA amounts at a later date as they require more details regarding the HRA plan. Selectman Albee moved to approve Anthem HealthTrust's option 1 for \$290,109.96 for 2018, seconded by Chairman Wood. As this amount included an increased HRA amount, the approval amount was revised to \$287,984.96. This amount included the current HRA amount. Selectman Albee then moved to revise his motion a third time to approve the amount of \$269,022.96, seconded by Selectman Marcussen. It was clarified that this is not the total cost of the health care plan. It is the total cost of the insurance premium. The HRA amount will be revisited. Motion passed with all in favor.

### **SELECTMEN'S UPDATE**

Selectman Marcussen responded to Chairman Wood that the NH Clean Diesel Grant Program application has been submitted for the Town highway truck. Chairman Wood shared that he and Mark Howard met with Mike Izard and Jeff Hayes of Lakes Region Planning Commission (LRPC) regarding four road projects (repaving of Rt. 171, the Rt. 109 flooding issue around the narrows, the Rt. 109 and Rt. 109A intersection, and snow removal at Tuftonboro Corners) on 11/2/17 that he would like Mark Howard to continue working on. He will pass on to Gina Lessard that Wolfeboro Parks and Recreation is willing to work with Tuftonboro to pool their resources regarding lifeguards and swimming instructors. He will meet with Anne Getchell tomorrow regarding USDA community facility grants. Selectman Marcussen shared that CIP is meeting this Wednesday and is starting to put their report together. They expect to make their presentation to the Selectmen and the Budget Committee in early December. In response to Selectman Albee, CIP projects/warrant articles for 2018 were reviewed.

### **OTHER BUSINESS**

The Town Offices closing policy was reviewed. It was agreed that closure determinations should be made by the Selectmen Chairperson, not department heads. Karen Koch and Chairman Wood will review the Town Facilities closing policy for clarification and create contact lists. Karen Koch will contact WMUR to differentiate between Tuftonboro Central School closures and Town Offices closures.

As Friday is a holiday, the Selectmen will not hold a work session as stated at the beginning of the meeting. They will meet at their regularly scheduled meeting on 11/13/17 at 9:00 am.

### **NON-PUBLIC SESSION**

At approximately 11:41 am, Selectman Marcussen moved to enter non-public session per RSA 91-A: 3 II (I) for consideration of legal advice, seconded by Selectman Albee. Roll call vote: Wood – Yes; Marcussen – Yes; Albee – Yes. At approximately 11:52 am, Chairman Wood moved to end the first non-public session and move back into public session, seconded by Selectman Marcussen with all in favor. Chairman Wood moved to seal these non-public minutes, seconded by Selectman Marcussen with all in favor. At approximately 11:53 am, Chairman Wood moved to enter a second non-public session per RSA 91-A: 3 II (j) for consideration of confidential information for a Right to Know request, seconded by Selectman Marcussen. Roll call vote: Wood – Yes; Marcussen – Yes; Albee – Yes. At approximately 12:00 pm, Selectman Marcussen moved to end the second non-public session and return to public session, seconded by Selectman Albee with all in favor. Chairman Wood moved to seal these non-public minutes, seconded by Selectman Marcussen with all in favor. At approximately 12:00 pm, Chairman Wood moved to enter a third non-public session per RSA 91-A: 3 II (e) to review attorney invoices for a Right to Know request, seconded by Selectman Marcussen. Roll call vote: Wood – Yes; Marcussen – Yes; Albee – Yes. At approximately 12:04 pm, Selectman Marcussen made a motion to end the last non-public session and move back into public session, seconded by Chairman Wood with all in favor. Chairman Wood moved to seal these non-public minutes, seconded by Selectman Marcussen with all in favor.

### **ADJOURNMENT**

At approximately 12:05 pm, Selectman Marcussen moved to adjourn, seconded by Selectman Albee with all in favor.

Respectfully submitted, Karen Koch, Administrative Secretary