

TOWN OF TUFTONBORO  
BOARD OF SELECTMEN  
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Selectmen's Meeting  
4:00 pm - Town Offices

Monday, August 28, 2017

IMPORTANT NOTICE: Official unedited videos of the Selectmen's meetings can now be found on the [Town of Tuftonboro's](https://www.youtube.com/channel/UCCUmJqZvFTS23RMEFSDQzmw) new [YouTube](https://www.youtube.com/channel/UCCUmJqZvFTS23RMEFSDQzmw) site at: <https://www.youtube.com/channel/UCCUmJqZvFTS23RMEFSDQzmw>.  
This specific meeting can be found at: <https://www.youtube.com/playlist?list=PL2euaVLigTV8r44hakggi8h3n9dR1xCJg>.

#### MINUTES

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

Chairman Wood called the meeting to order at 4:00 pm and proceeded with the Pledge of Allegiance.

Chief Thompson gave the Fire Department update. Please see attached. In response to the Mirror Lake Station lightning strike damage, the Selectmen agreed that a Town policy should be created regarding insurance claims. Selectman Marcussen moved to approve the agreement with Enhanced Management Services, Inc. for ambulance billing services, subject to review by himself and Selectman Albee, seconded by Selectman Albee with all in favor.

Library Trustees Gordon Hunt and Paul Matlock reviewed SMP's 4,800 (approx.) square foot Library addition design plans with the Selectmen. Bauen Corporation is the construction manager. The cost was originally \$1,953,000 with a \$150,000 contingency. The new figure is now \$1,882,000 with a \$100,000 contingency. The cost for the solar panels at the back of the roof will be negotiated. For timing purposes, the Library's CIP submission will be for \$1,882,000; although further plan revisions could possibly decrease the cost another \$100,000. Revised cost figures are expected by Bauen next week. \$700,000 has been raised between fundraising and Capital Reserve Funds. All the work done by Bauen so far has been at no cost. Mr. Hunt disagreed with Selectman Albee's suggestion that additional cost savings could be done by putting this project out to bid. The Library Trustees are happy with the Bauen Corporation and plan to move forward with them with an addition. The Library may adjust their hours to use the contractor's time more cost effectively. Mr. Hunt mentioned that a cost saving strategy for the Town might be using the same engineering firm for both the Library and Police Facility. Chairman Wood opened up the meeting to Budget Committee and CIP representatives. Mr. Hunt responded to questions stating that the wetlands issue has been worked around with these addition plans and raising of campaign funds will be ramped up again now that a plan is in place. A work session will be held with the Selectmen and Trustees once the final project numbers are received. The Library Trustees exited the meeting. The Selectmen discussed cost differences for the Library and Police Station (renovations versus new), financing of these buildings, etc.

As Chief Shagoury and Jim Bean were not available for this meeting, the Selectmen scheduled a tentative work session with both on 9/8/17 at 9:00 am. Selectman Marcussen moved to approve the 8/14/17 meeting minutes as corrected, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve the 8/14/17 non-public meeting minutes as written, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve the 8/25/17 meeting minutes as written, seconded by Selectman Albee with all in favor.

Selectman Marcussen moved to approve a Notice of Appointment for Phyllis Tessier as an Alternate Library Trustee, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve the following Notices of Appointment to the Planning Board: Russell Steensma and Kate Nesbit for a one year term, Susan Wingate for a three year term and James Libby as an Alternate for a three year term, seconded by Selectman Albee with all in favor.

Selectman Marcussen moved to approve the Joint Loss Management Committee's Annual Inspection Reports, seconded by Selectman Albee with all in favor. Chairman Wood signed a Workers' Compensation Law Notice of Compliance. The Selectmen signed a thank you letter for John Lapolla for his donated time. Selectman Marcussen moved to approve a Right of Burial for Section E lot 55, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve a Right of Burial for Section E lots 56-59, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve a Shoreland Application Worksheet for the Mirror Lake Boat Ramp PID 52-1-29, seconded by Selectman Albee with all in favor. The Selectmen would like to meet with HEB prior to approving a letter of agreement in regards to the Sodom Road and Tuftonboro Neck Road Bridges. Selectman Marcussen moved to approve a yield tax levy for PID 30-2-14, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve an Administrative Abatement for PID 39-2-16, seconded by Selectman Albee for discussion. Chairman Wood responded to Selectman Albee that this was for Camp Belknap. Vote passed 2-1. Selectman Albee against; he would like further explanation from the Tax Collector for the abatement. Selectman Marcussen moved to approve a registration form for the 2020 Census, seconded by Selectman Albee with all in favor.

Chairman Wood noted that the Flu Clinic would be at the Central Fire Station on 10/10/17 from 10:00 am-12:00 pm. Cost without insurance is \$25. As Ranger Kessler is no longer the Forest Ranger for our area, Captain Bryan Nowell will be covering until a new ranger is hired. It was agreed to defer paying for the Town's share of the dock repair to the River Reach Association until the end of the year to see if 2017 funds are available or if it should be budgeted for 2018. The Selectmen approved Stantec submitting a draft 2017 landfill sampling report to the Department of Environmental Services (DES). The Selectmen approved the invitation to bid for the former police cruiser (2009 Ford Expedition). Cory Hunter will give the Town a quote for replacing plants at the Town Offices.

Selectman Marcussen recognized Gina Lessard and Jackie Rollins' leadership of the Old Home Days event and encouraged more volunteer involvement next year. Milfoil Control meets tomorrow morning. CIP meets on 9/6/17. Selectman Albee will be meeting with HealthTrust Thursday. He has received COLA information that he will share with the Board. Chairman Wood agreed that Old Home Days was a success and thanked people for their help. He shared that citizens are willing to trim the bushes at the end of Lake Street and Jim Bean agreed to haul off the brush.

The following correspondence was also reviewed: NH DOT Bureau of Planning & Community Asst. Ten Year Plan meeting information; NH Department of Labor law changes; Building Permit Applications for PID 2-1-21, 43-2-26, 25-2-216, and 15-1-9; NHDES Wetlands Bureau letter regarding PID 2-1-4 and PID 34-1-2; Wetlands Abutter Notification for 37-1-235; LRPC 9/21/17 Roundtable meeting information; NH Lakes notification of HB1589; 2017 GACIT public hearings; NewsLink 8/16/17; NHDHHS JCV Alert; UNH Technology Transfer Center 2017 Fall Schedule; August 2017 LES Newsletter; Energy Star correspondence; SCTPP training information; US DOT Innovation Exchange Webinar information; Primex training information; PA-34s for PID 4-1-7 and 44-1-3, LRHHPF August information; Wetlands Permits by Notification for PID 52-3-41, 28-1-11 and 40-3-42; NHDES Municipal EcoLink August 2017; NH Lakes Association 8/12/17 newsletter; ISF Rule meeting information; Councilor Kenney's report; various meeting minutes; various emails and other correspondence.

During public input, the Selectmen responded to Sue Weeks and Betsy Frago regarding Planning Board appointments. Selectman Marcussen responded to Joe Kowalski that the next Planning Board meeting will be held on 9/7/17. Carla Lootens shared that the first Budget Committee is scheduled for 10/10/17. The Selectmen responded to Mrs. Lootens in regards to COLA. Max Ledoux spoke of being fiscally responsible and mutual aid.

At approximately 5:43 pm, Selectman Marcussen moved to enter non-public session per RSA 91-A: 3 II (I) for consideration of legal advice, seconded by Selectman Albee with all in favor. Roll call vote: Wood – Yes; Marcussen – Yes; Albee – Yes. At approximately 6:12 pm, Selectman Marcussen made a motion to end the non-public session and move back into public session, seconded by Selectman Albee with all in favor. Selectman Marcussen made a motion to seal the non-public minutes, seconded by Chairman Wood with all in favor. At approximately 6:13 pm, Selectman Albee made a motion to adjourn, seconded by Selectman Marcussen with all in favor.

Respectfully submitted, Karen Koch, Administrative Secretary

## August 28, 2017

<b>Fire Calls</b>	144	<b>Gas Furnace Inspection</b>	15
<b>EMS Calls</b>	197	<b>Oil Burner Inspection</b>	06
<b>Service Calls</b>	36	<b>Wood/Pellet Stove Inspections</b>	04
<b>SPD</b>	20	<b>Life Safety</b>	09
<b>Total</b>	<b>397</b>		<b>34</b>

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The calls for the department remain up for the year for example the department had 9 Fire and Ems calls on August 6<sup>th</sup>. From Friday night August 4- Sunday August 7<sup>th</sup> the department had 15 calls for the total weekend.

The total for the repairs for the lightning strike at Mirror Lake Station on July 17<sup>th</sup> 2017 were \$ 283.50 for Scott Thompson Electric for wiring repairs. \$437.00 Knight Security Alarm Company for control panel replacement and battery backup replacement. Test and reprogram the system. \$1033.00 Martel overhead doors remove and install a new lift master T 501L5 10ft trolley operator.

Total was \$ 1753.00 the town has a \$1000 deductible for primex insurance so I as a department head I did not feel it was prudent to file an insurance claim for the \$753.50 and take a chance in the insurance premium to increase.

We took the money from fire station maintenance and fire station improvement's and will put off some planned improvement's or repairs until next year. All repairs for this event have been completed.

The chimney at the Melvin Station has been completed by Tinkham Masonry of Moultonborough NH job completion cost was \$4557.63 This was an item that we have been trying to get a mason to complete the job for the last 3 years.

The department has been working with property owners at three locations for life safety items.

Updated information has been provided for Ambulance billing contract.

The department provided traffic control at three areas for the Tuftonboro Parks and Rec department annual 5k road race this past weekend. We had a total of 3 personnel including my self covering the event. Personnel were available not only to make sure that people were able to cross busy intersection of road such as Federal Corners Road and Middle road. Assist with medical emergencies that arise such as subjects falling and set up traffic cones were needed.

The department has been questioned whether or not personnel were being paid or volunteering for the event. The personnel were paid as they were operating town vehicles and to cover them with workmen's comp if they got injured while directing

traffic. The total time paid for the event was \$99.25 My time is covered as part of being on Salary.

Does the town have a written policy on the procurement of a contractor? If no I will need something in writing that says how the town hires contractors. Such as Bid process. The reason for this request is Winter Storm Stella continued paperwork.