

TOWN OF TUFTONBORO  
BOARD OF SELECTMEN  
240 MIDDLE ROAD, P.O. BOX 98  
CENTER TUFTONBORO, NH 03816  
Telephone: (603) 569-4539      Fax: (603) 569-4328  
[www.tuftonboro.org](http://www.tuftonboro.org)

Selectmen's Meeting  
9:00 am - Town Offices

Monday, November 20, 2017

[CLICK HERE](#) to watch the official video of this meeting:  
([https://www.youtube.com/watch?v=hT446HExlx4&list=PL2euaVLigTV\\_0KgtZ3CeWEkudkftFi03C](https://www.youtube.com/watch?v=hT446HExlx4&list=PL2euaVLigTV_0KgtZ3CeWEkudkftFi03C)).

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 9:00 am and proceeded with the Pledge of Allegiance.

#### **PUBLIC INPUT**

None

#### **DEPARTMENT UPDATES**

Chief Thompson gave the Fire Department update. Please see attached. The Selectmen agreed to the three new proposed department personnel (Fire Fighter Arthur G. Hug, a minor junior firefighter, and a Kingswood Regional High School student). With a grant received from the NH Department of Natural Resources, the Emergency Management budget will be reimbursed \$414.20 of the \$914.44 cost for fire protection shirts. Chief Thompson will follow up with Steve Wingate in regards to a bulletin sent from the Department of Environmental Services suggesting that each Fire Department have their water tested for per and polyfluoroalkyl substances (PFAS).

Jack Parsons shared that the Melvin Village boat ramp is complete and the docks are done. The Wetlands permit for the Mirror Lake boat ramp is complete. The Selectmen agreed with Mr. Parsons' suggestion to encumber funds from the 2017 budget for the Town Offices and Town House cleaning to be done next year.

#### **BUDGET REVIEWS**

##### **4150 Financial Administration**

This budget was tabled at the 11/13/17 meeting. Details regarding online public access to Avitar and GIS mapping were confirmed and added to the budget. An extra Avitar payment was inadvertently paid in 2017 rather than 2018. This will be corrected and applied to 2018 expenses, reducing 2017 expenditures by \$8493.

**Motion:** Selectman Marcussen moved to approve budget 4150 for \$137,015 seconded by Selectman Albee. In response to Chairman Wood, Diane Falcey further clarified the 2017 expenditures. The motion passed with all in favor.

##### **4196 Insurance**

Worker's Compensation and Property & Casualty insurance are included within this budget.

**Motion:** Selectman Marcussen moved to approve budget 4196 for \$62,708 seconded by Selectman Albee with all in favor.

### **4312 Highway & Streets (revisit)**

The total amount of the budget moved on at the 11/13/17 meeting was incorrect.

**Motion:** Selectman Albee moved to approve budget 4312 for a revised amount of \$445,100, seconded by Selectman Marcussen with all in favor.

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

Selectman Marcussen moved to approve the 11/13/17 meeting minutes as written, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve the 11/13/17 non-public meeting minutes as written, seconded by Chairman Wood with all in favor. Selectman Albee moved to keep these minutes sealed, seconded by Selectman Marcussen. It was then clarified that there does not need to be a motion to keep the minutes sealed. They remain sealed unless unsealed.

### **SIGNATURE FILE**

Selectman Marcussen moved to approve a Notice of Appointment for Tony Triolo as a member of the Planning Board for a three year term and Sue Wingate as an alternate member of the Planning Board for a three year term, seconded by Chairman Wood with all in favor. Selectman Marcussen explained that the Amended Agreement to the Master Plan incorporates technical elements that were not included in the original agreement. Selectman Marcussen moved to approve an Amended Agreement between Lakes Region Planning Commission and the Town of Tuftonboro for Professional Services for amending the Master Plan, seconded by Selectman Albee for discussion. Selectman Albee suggested a review of ZBA decisions to see how people are using their property be included in the Master Plan update. Selectman Marcussen shared that the Master Plan update will not include any recommended changes but it will include steps moving forward such as what Selectman Albee suggested. Motion passed with all in favor. The funds to cover the increased amount are included in the 2018 budget.

### **CONTINUED BUSINESS**

Selectman Marcussen updated the Board on the Diesel Emission Reduction Act (DERA) Grant. As less funding was received this year and some projects were given higher priority, Tuftonboro was offered partial funding (not the full 25%) of \$17,000 towards the requested amount of \$175,000 for replacement of the current 6 wheeled dump truck. The Selectmen agreed to not accept the \$17,000 grant funding at this time. This grant can be reapplied for in the future.

Diane Falcey met with the Selectmen regarding the employee Health Reimbursement Account (HRA). This is money that the Town puts aside for employees out of pocket health expenses. Any unused funds are returned to the Town. The difference between HRA and Flexible Savings Accounts (FSA) were discussed. The 2017 HRA is funded as follows \$250 for single coverage, \$500 for 2 person plans and \$750 per family. Employee out of pocket expenses will increase for 2018 due to higher copay amounts, etc. The Town is saving \$77,965.51 by moving employee health coverage from Harvard Pilgrim to Anthem for 2018. As the Town is saving money but employee copays will be increasing, the Selectmen discussed using some of the health plan savings to increase the employee HRA amounts. The Selectmen reviewed information gathered regarding 2017 employee out of pocket expenses and considered the increased copays for 2018. After some discussion, Selectman Marcussen moved to approve 2018 HRA amounts as follows \$750 for single coverage, \$1500 for 2 person plans and \$2,250 per family for a total expense of \$25,500, seconded by Selectman Albee. Diane Falcey reiterated that any HRA funds that are not used will be returned to the Town and thanked the Selectmen for being sensitive to this issue. The motion passed with all in favor. The Selectmen agreed to stay with Benefit Strategies for the HRA plan as there are no restrictions as far as health expenditure types and there are restrictions with HealthTrust. There is an additional fee for facilitating the HRA through Benefit Strategies that will be charged to 4155 Personnel Administration. However, the FSA plan will be facilitated through HealthTrust/Anthem as there are no restrictions for use of the FSA plan.

Diane Falcey summarized that the following budgets are left to review: Docks & Bridges, General Buildings, Personnel Administration, and Health Agencies. Outstanding expenditures to be paid were also reviewed such as the Melvin Village dock, paving at Canaan Road and the Cow Island survey (work is done and the plan will be coming soon).

Selectman Marcussen shared that the appropriate way to move forward with Union Wharf work is still being investigated.

#### **SELECTMEN'S UPDATE**

Selectman Marcussen attended the NHMA conference last week and shared information regarding a presentation given by a cooperative purchasing group. The Selectmen agreed to have Selectman Marcussen continue to work with the group regarding potential savings opportunities.

Chairman Wood asked that Karen Koch follow up with the appropriate department heads regarding Lee Ann Hendrickson's 2017 performance review.

Selectman Marcussen responded to Chairman Wood that it would not be appropriate for CIP to become involved with the \$70,000 additional Highway Block Grant funds received from State of NH nor the \$5 fee for motor vehicle registrations. Chairman Wood shared that the Conservation Commission will be speaking about the Libby Park proposal at their meeting tonight.

#### **CORRESPONDENCE**

The Selectmen approved a Town Offices closure call tree. Selectman Albee shared his opinion regarding a ZBA complaint letter received from Mr. Zimmerman and does not feel that the Board should give this complaint much attention.

The following correspondence was also reviewed: State of NH Transport License for Fire Department; Building Permit Application for PID 38-1-259; Round Table meeting information; Jack Parsons training certification; Wetlands Permit Application for PID 40-5-3 and 63-1-20; Wetlands Permit By Notification; Charter Communications letter; Bureau of Education and Training November 2017; Leptospirosis Health Alert; revised Police Dept statistics; Councilor Kenney report; PA-34s for PIDs 55-1-6-48 and 51-2-38; C3PH PHAC Annual Meeting information; Thomas Cemetery pictures; State letter regarding green bike lanes; ZBA Phelps Hearing Public Notice; various meeting minutes; various emails and other correspondence.

#### **PUBLIC INPUT**

Selectman Marcussen responded to Betsy Frago regarding the cooperative savings group.

#### **ADJOURNMENT**

At approximately 10:28 am, Selectman Marcussen moved to adjourn, seconded by Selectman Albee with all in favor.

Respectfully submitted, Karen Koch, Administrative Secretary

### **November 20<sup>th</sup> , 2017**

<b>Fire Calls</b>	<b>213</b>	<b>Gas Furnace Inspection</b>	<b>31</b>
<b>EMS Calls</b>	<b>272</b>	<b>Oil Burner Inspection</b>	<b>09</b>
<b>Service Calls</b>	<b>56</b>	<b>Wood/Pellet Stove Inspections</b>	<b>05</b>
<b>SPD</b>	<b>27</b>	<b>Life Safety</b>	<b>16</b>
<b>Total</b>	<b>568</b>		<b>61</b>

The department responded to 22 + storm related calls on October 30<sup>th</sup>. They ranged from tree and wires down, trees down on cars and houses, medical emergencies, flooded basements, welfare checks.

Our department worked with the Tuftonboro Highway department, Tuftonboro Police department, NHDOT, and NH Coop to try and mitigate issues as they were reported.

With the storm having a wide spread effect throughout the state some power lines took longer to put back up in some areas of town.

Once such area was in the area of 44 Sodom Road a large tree broke off taking out the wires and breaking off a pole. As the wires crossed the road in the area the road remained shut down until Friday afternoon. Of that week. This area of the power lines affected only 3-4 homes for power outages but had a great effect on people that use the road to travel.

I would like to remind people that no wire is safe to touch when there down. We found two cases during the storm that even though the wires were taken down by trees that were still live, one of which contained 7200 volts. Our department handled all call that came in from Carroll County Dispatch. Units also checked on known residences that were elderly and without power or had known medical issues and were without power to run their oxygen systems.

Areas with trees and wires down were either taped off with yellow caution tape and cones or roads were shut down with what signs that were available. Trees that were blocking road that were not involving an electrical hazard were removed to allow for emergency access.

The storm affected the entire county and very quickly caused hundreds of calls to be called into dispatch. Captain Pike and Rhonda Thompson worked out of the central station radio room, taking information from Tuftonboro Units and keeping track of information such as pole number of incident's that were then put on a list and faxed directly to NH Coop, by doing this it lessened the amount of radio traffic that went into Carroll County Dispatch. I would like to thank the members of the department as well as assisting agencies for all the work during and after the storm.

The state emergency management department had sent out an email asking for an estimate on storm related cost and damages. This was to include emergency responses of mitigation and debris removal by the highway department. As we are still trying to get money back from the Stella Storm it was decided not to try and get any money back from this storm. We spent far less money with this storm so it is not worth wasting the time and try and apply for money that will not be covered anyway.

The towns emergency management generator was set up the school in case of power loss and a shelter would have been set up if needed. A trailer from the Carroll County Coalition for Public Health was also moved from the parking lot at the county complex to the school. This trailer contains cots and other supplies in case a shelter was needed to be opened. Arrangements have been made for that trailer to be stored in Tuftonboro at the Mirror Lake station for future use.

The department is currently working with the Tuftonboro Police department to recertify them with their Narcan license. Paramedic Skip Galvin is working with them for their recertification which happens every two years.

The department has received an application from Arthur G Hug of 1 barber Pole Road Unit #4 in Mirror Lake. All background checks have checked out and his certifications are a fire fighter are out of the state of Connecticut. We would like to go forward with the acceptance of his application if it is ok by the selectman.

We also have an application from a young minor gentleman who has applied to be a junior firefighter. All of background checks have been completed and his parents have signed proper paperwork allowing him to be part of the department. It is great to see young people interested in the fire service.

The department is working with Kingswood Regional High School representative Karen Dudman to set up a school to work program with a student from the school. Wolfeboro Fire Rescue is currently working with the school and has a program already in place that is working well. Deputy Chief Thomas Zotti has sent me all of the information to use as an example. The student would be working and shadowing with crews during the day to learn the job as a firefighter. This would be for set times that the student comes from school to the fire station.

As the board know the ambulance contract with Stewarts ambulance will be in its final year in 2018. The contracts end on 12/31/2018. I would recommend that the town look into its options for ambulance coverage at least by May of 2018 and not wait until the last couple of months before it runs out.

I as department head am not against now looking into being part of a consourcum for example with Meredith Moultonboro and Center Harbor and Sandwich, now that our department has ambulance of our own that can be used if the contracted company is not available. In the past I did not feel comfortable being part of this and not having 1 guaranteed ambulance for the town of Tuftonboro, as you know how I have felt about

possible wait times could be too great. Waiting for an ambulance to possibly come from Laconia or New Hampton for mutual aid if all ambulances were tied up from Wolfeboro or Moultonboro and Meredith response area.

As the chairman of the OVMAA I was notified by Sheriff Domenic Richardi from the CC Sheriff department that the second phase grant toward upgrading the radio system toward simulcast has been confirmed, however there is still a tremendous amount of work need to be completed before we can move forward with any upgraded or be awarded.