

**TOWN OF TUFTONBORO
BOARD OF SELECTMEN
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Selectmen's Work Session
9:00 am – Town House

Friday March 20, 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>.

MINUTES

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

CALL TO ORDER

Chairman Albee called the Selectmen's work session to order at 9:00 am.

APPOINTMENTS

The Selectmen met with Chief Shagoury, Chief Thompson and Jim Bean. Chairman Albee read aloud a proposed department head communication policy. He added that this policy is particularly important in light of Covid 19. The policy requires department heads to report all major events in a timely manner to the Chairman of the Board (or another designated member). Examples of major events included extended employee absence, major fires, recent car thefts, etc. Employee and department head absences due to sickness are to be reported as well. Department heads are to provide the information for the person designated to be in charge in the event that they are absent. A 90 day advanced notice is required for vacation time. Chairman Albee agreed with Chief Thompson's opinion that reporting every daily road closures is not feasible and too time consuming. It was agreed that judgment would be needed and more serious major events need to be reported to the Board. The Town personnel policy states that only two weeks notice needs to be given for vacation time rather than the 90 days stated in this new policy. Chairman Albee responded to Chief Shagoury that HIPAA personnel regulations don't apply to the Board and that they need to be made aware when an employee is ill. The department heads were asked to review the proposed policy and provide feedback.

In light of Covid-19, Jack Parsons shared that the Town Clerk has been notified by the NH Department of Motor Vehicles that everyone is going to be doing transactions by appointment only. The Town Offices door will be locked and a box will be put in the lobby area for people to leave items. This is to keep the number of people in the office down to a minimum in order to reduce exposure. Business will proceed as usual behind closed doors. The public is reminded that many transactions can be done online and by mail.

Chairman Albee shared that the State government is going to offer unemployment for those out of work. He expects the number of welfare cases to rise, particularly due to those that are self-employed. Chief Shagoury responded that unemployment benefits have been expanded to include people that are self-employed and people that need to stay home for care of children, etc. Chairman Albee shared that he spoke with Senator Shaheen's Office as they did a State-wide study to see how towns are handling business operations. Most towns are closing to the public and leaving a locked box outside. Both chiefs shared how their departments are limiting in-person interactions as well. Mr. Parsons is presently conducting business as usual with inspections, etc. He will begin to reduce in-person office interactions. Chairman Albee moved to change town office procedures in light of the Covid-19 pandemic (locking the doors/appointment only), seconded by Selectman Wood with all in favor.

Chief Shagoury responded to Selectman Wood in regards to FEMA reimbursement that is available to towns for the epidemic. Homeland Security sent out a FEMA spreadsheet to document any impact back to January 20th and there is a potential reimbursement eligibility of up to 75%. Expenses to deal with the pandemic will continue to be recorded.

Chief Shagoury shared that the procedures that are advised for emergency responders to reduce exposure to the virus are continually changing. He shared that 91-A meeting laws require there to be a public venue available for citizens to interchange two-way conversation but not all board members are required to be present as long as there is quorum by conference call. Postponing meetings/hearings, and use of the Town House and/or school gymnasium was recommended to encourage social distancing. Chairman Albee encouraged department heads to continue to move forward with fulfilling warrant article purchases/projects as the funding is available.

Jim Bean gave the Highway Department update. Andy Wolanek, an employee of Mr. Bean's, was one of the first on the scene as he voluntarily stopped to rescue people during a house fire in Ossipee. The Board of Selectmen will draft a commendation letter to Mr. Wolanek. Mr. Bean's crew has done some plowing and treating of roads this month, have been cutting some of the dead roadside trees, opened up drainage before rain storms, filled pot holes, marked areas on Northline Road that can be excavated, excavated out ditch lines, and posted load limit signs. Mr. Bean shared that he met with Skip Hurt in regards to bringing Willand Road up to Class V specifications. He learned that the culvert at the bottom of the hill is a historic stone culvert that should be preserved. Snow is hindering view of some of the other culverts. They discussed installing a guard rail, widening the road in a few areas, and replacing/lengthening some of the existing culverts. It was agreed that the Board will meet at the site in the next few weeks to discuss improvements so everyone is in agreement. Mr. Bean confirmed for Selectman Wood that any roads that intersect with a Town highway are supposed to be up to certain standards and shouldn't have a hill like the one on Willand Road intersecting with Route 171. Given the circumstances, the other Selectmen didn't feel the need to abide to this requirement.

In regards to the approved Farm Pond Road petitioned warrant article, Chairman Albee shared that he asked Karen Koch to offer Al Greymont use of the Town's paving company to reduce paving expenses. Mr. Bean responded to the Selectmen regarding the differing weight limits with surrounding towns, the history of Tuftonboro's change to a 9-ton limit and accommodating businesses in regards to exceptions to the weight limit. Chairman Albee shared that he found a stop sign with flashing lights that would be suitable for the four corners intersection. Karen Koch will be asked to contact Josh McCallister of HEB to follow up on a grant that might be available for this type of purchase. The NH Electric Coop ballot petition is now available online ([CLICK HERE](#) to view). The 2020 Census is also now available online. ([CLICK HERE](#) to view.) Mr. Bean will return to meet with the Selectmen on Monday.

ADJOURNMENT

At approximately 10:04 am, Chairman Albee moved to adjourn, seconded by Selectman Marcussen with all in favor.

Respectfully submitted,
Karen Koch, Administrative Secretary