

**TOWN OF TUFTONBORO  
BOARD OF SELECTMEN  
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**Selectmen's Meeting Final Minutes  
9:30am – Town Offices**

**Monday, October 16, 2023**

Present: Chairman Pike, Chip Albee, Bob Murray, Jeff Newcomb and Diane Sabastian from Shirley Way, Jack Parsons, Jim Bean, Steve Scapicchio, Kathy S. – MLPA, Susan Weeks, Dennis Zilembo, Town Admin. Audrey Fraizer, and Administrative Secretary Cami Wakefield.

**CALL TO ORDER**

Chairman Pike called the BOS meeting to order at approximately 9:30am and lead the Pledge of Allegiance.

**REVIEW AND APPROVAL OF MINUTES**

Selectman Albee made a motion to approve the BOS meeting 9.25.2023 draft minutes as written, Selectman Murray seconded, motion carried 3-0.

Selectman Murray made a motion to approve the BOS Non-Public Session 9.25.2023 draft minutes as written, Chairman Pike seconded, motion carried 3-0.

Selectman Murray made a motion to approve the BOS meeting 10.6.2023 draft minutes as written, Selectman Albee seconded, motion carried 3-0.

Selectman Murray asked that minutes show any rejected/withdrawn motions as well.

**PUBLIC INPUT**

Jeff Newcomb and Diane Sabastian wanted to talk to the selectmen about Shirley Way. Jeff had an email with some questions that had not been answered and they would like to know the answers. The road agent happened to be present in the room and answered the questions as follows:

- He will look at the pavement at the end of the driveway by Bill and Gina's.
- Jeff asked why a section was cut out and Jim replied that it was thin.
- The gravel will be done sometime in November.
- As far as plans for next year topcoat on Chandler, the Selectmen have not talked about it yet.

- Chairman Pike's answer about putting up a speed sign is to run it by the police chief and whether it happens or not is another thing.

Chairman Pike did ask Jim if the chunks of asphalt got removed from the sides of the road and Jim replied not all but some. Chairman Pike asked Jim to remove them before plowing this winter.

## **APPOINTMENTS**

Jack Parsons presented the following monthly update: 104 Building Permits, 31 New Homes, and 615 Inspections.

Jack mentioned that Sandy Knoll Rd is not a perfect grade but now water is directed to run off to other properties. Selectman Albee added that in improving the road they were told by the selectmen to consult the road agent along the way. Jim Bean was present in the room and added that they did talk to him but there are now some permit issues.

Jim Bean presented the attached update. Chairman Pike mentioned to Jim that he received a report from a resident of Tuftonboro Neck Rd that it is very nicely done and a thank you to the road and crew.

There was discussion about a small addition to the town garage. Selectman Albee talked about adding a warrant article for the addition to accommodate the 10 wheelers vs. the 6-wheeler trucks when they have plows on. When the building was added to before trucks weren't as big as they are now. Jim added that when he had his meeting at the town garage with CIP it included a new heating system in the future with this edition.

Selectman Murray mentioned adding a long heater in the back of the building and asked Jim to come up with a proposal of what he wants.

Selectman Murray also brought up the catch basin at the transfer station and asked whether he gave Chris a price/estimate and Jim thought he just assumed he was doing it and filling the hole with concrete. Chairman Pike instructed Jim to fix it.

Selectman Albee asked Jim how his budget looks. He added that salt/sand has gone up.

Selectman Albee mentioned maybe looking at the Carleton property, but Jim would like to see more "good" sand there if possible before doing that.

Steve Scapicchio brought in Kathleen Sciarappa from Mirror Lake Protection Assoc., and Laura Demer from FB Environmental to talk to the Selectmen about the principal forgiveness program that they are looking into and to explain that only municipalities can get this loan. Selectmen Albee asked what happens if they go over budget what happens to the overage. Laura replied that they eat the cost. DES has never not forgiven a loan. Selectman Albee asked Laura if we could have a copy of the paperwork to run by our lawyers first before moving forward with this. Laura will get that to the selectmen.

Steve Scapicchio informed the selectmen that he can't get an appraisal on the Carleton property until the lot is separated and knows what the lot size and map is going to be.

Steve commented on the letter that Selectman Albee drafted and sent to DES. Steve drafted another letter that he would like to send, and Selectmen said they would look at it and let Steve know whether it can be sent on behalf of all or just Conservation Commission at the next meeting on October 23, 2023.

Dennis Zilembo parks and rec director presented the following update:

- some pictures of the playground equipment at the TCS and talked to the selectmen about how rusty it is and that it really is a hazard to the children to be playing on.
- Lovering Tree is coming to take care of the trees around the school.
- Docks and swim lines are out.
- Community Garden cookout had 25 people attend.
- Town wide yard sale had 35 signed up but the weather caused a few to cancel.
- Men's basketball started.
- Punt Pass and Kick coming up at the end of October.
- Paint class is October 25, 2023, at the town house.
- Truck or Treat will be October 31, 2023.
- Dennis will be presenting his budget next week.

Susan Weeks came in to talk to the selectmen about the community garden and Ag commission. She started by saying that the community garden does not have a budget line. Ag commission was helpful to them to get the mowing done in the field behind the garden. They didn't know that their dues go right into the general fund. They didn't know that they were on their own, as no one told them. The money for the plots has been collected by Jackie and they have no guidance from that. She continued to say that \$1400 was taken in and put in the general fund from the community garden. Sue asked the selectmen if the Ag Commission was going to be in charge of the field now. She added that the property was purchased for extra cemetery plots and until that was needed it was made into a community garden.

Selectman Albee made a motion that the Selectmen direct Susan Weeks as a member of the Ag Commission to establish and account for the community garden funds, Selectman Murray seconded, motion carried 2-0. Chairman Pike abstained as he is a member of the Ag Commission.

### **SIGNATURE**

Selectman Albee made a motion to sign the Land Use Change Tax for Map 4-1-11 Sodom Rd, Selectman Murray seconded, motion carried 3-0.

## **NON-PUBLIC SESSION**

At approximately 11:52am, Chairman Pike made a motion to exit the public meeting and enter a non-public session per RSA 91-A: 3 II, (c) reputation. Selectman Murray seconded, motion carried 3-0. Roll call vote: Pike – Yes; Albee– Yes; Murray – Yes.

At approximately 11:59am, Chairman Pike made a motion to exit the non-public session and reconvene the public meeting. Selectman Murray seconded, motion carried 3-0. Roll call vote: Pike – Yes; Albee– Yes; Murray – Yes.

Chairman Pike made a motion that the non-public session minutes remain sealed, Selectman Murray seconded, motion carried 3-0.

## **ACTION**

Letter regarding Broadband Matching Grant Initiative.

The following budgets were approved by Selectmen:

### **Building Inspection (4240)**

Selectman Murray made a motion to approve the building inspection budget \$80639.00, Selectman Albee seconded, motion carried 3-0.

## **CORRESPONDENCE**

Note from Horizons Engineering – Union Wharf

Approval of Permit by Notification – Transfer Station

Library Report – Chairman Pike asked that Dennis Guilmette be invited to the next meeting.

Wetlands Permit by Notification for Map 63-1-8 GWH

## **TOWN ADMINISTRATOR AND SELECTMEN'S UPDATE**

Audrey presented the following updates:

- She has 2 weeks left of financial courses.
- NHMA annual seminar is coming up and she would like to go to that.
- She needs to finish the budget minutes.
- Budget Committee meets next Tuesday.
- Moultonborough TA is looking for topics.
- She is working on a schedule with the Admin Sec that works.
- She placed an Ad on social media for a minute taker for the Selectmen's meetings.

Chairman Pike has an AG Commission meeting tonight.

Selectman Murray had no meeting last week.

Selectman Albee attended the Abenaki Tower Historical Marker dedication. He also rode around on Shirley Way, and it seemed fine and he added that it was done well.

### **ADJOURNMENT**

At approximately 12:00pm Selectman Albee made a motion to adjourn the meeting, Selectman Murray seconded, motion carried 3-0.

Respectfully submitted,  
Cami Wakefield,  
Administrative Secretary

**SELECTMEN UPDATE**

**10/16/23**

**HIGHWAY DEPARTMENT**

- Since the last meeting all 3 roads, Shirley Way, Tuftonboro Neck and Federal Corners prep work has been completed and paving has been completed.
- The gravel shoulders still need to be done, which I was told will be done in November.
- We graveled the edges in front of the dirt driveways already.
- We have still been fixing the smaller washouts along road edges all over town.
- The Budget committee and CIP came to the town garage to see the facility and I told them about the problem with the garage being too short when the trucks have the plows on them. Several ideas were discussed, and they agreed something should be done. What is the correct procedure for that building?

**Jim Bean**

**Road Agent**