

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

Monday February 11, 2019

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

CALL TO ORDER

Chairman Marcussen called the Selectmen's meeting to order at 8:27 am.

NON-PUBLIC SESSION

At approximately 8:28 am, Selectman Wood moved to enter non-public session per RSA 91-A: 3 II (a) to conduct an employee performance review, seconded by Selectman Albee. Roll call vote: Marcussen – Yes; Albee – Yes; Wood – Yes. At approximately 8:56 am, Selectman Wood moved to come out of non-public session and back into public session, seconded by Selectman Albee with all in favor. Selectman Wood moved that these non-public minutes be sealed, seconded by Selectman Albee with all in favor.

At approximately 8:58 am, Selectman Wood moved to enter non-public session per RSA 91-A: 3 II (I) to review legal correspondence, seconded by Selectman Albee. Roll call vote: Marcussen – Yes; Albee – Yes; Wood – Yes. At approximately 9:03 am, Selectman Wood moved to come out of non-public session and back into public session, seconded by Selectman Albee with all in favor. Selectman Wood moved that these non-public minutes be sealed, seconded by Chairman Marcussen with all in favor.

Chairman Marcussen reconvened the public session at 9:07 am and led the pledge of allegiance.

PUBLIC INPUT

None.

REVIEW AND APPROVAL OF MINUTES

Selectman Albee moved to approve the 2/4/19 meeting minutes as written, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve the 2/4/19 non-public meeting minutes as written, seconded by Selectman Wood with all in favor. Selectman Albee shared that he reviewed all non-public minutes back to the late 1990s and they are available to the public.

APPOINTMENTS

Clay Gallagher gave the Transfer Station update. Please see attached. The revised fees for construction debris seem to be offsetting the cost for disposal. There was discussion about a former motion made about closing the swap shop. Chairman Marcussen received requests from the public to keep the swap shop open. Currently the swap shop is closed and the Selectmen will investigate alternatives going forward.

SELECTMEN'S UPDATE

Selectman Albee shared that a couple of changes were made at the Budget Committee meeting last week; primarily a reduction of the Police budget to account for removal of the two part time officers. Selectman Albee moved to have the Selectmen revisit their suggested total operating budget to reduce it down to meet the Budget Committee's total of \$3,970,532, in time for Town Meeting. Discussion followed. Selectman Wood disagreed as he likes the idea of two different budget numbers.

APPOINTMENTS (con't)

Jim Bean gave the Highway Department update. Since January 1st, his crew has been called out 25 days. On the days that they were not called out they restocked winter sand. There was discussion about controlling snow water runoff. Chairman Marcussen suggested noting the troublesome spots in order to improve the areas in the future. Selectman Wood read information into the record in support of using Processed Glass Aggregate (PGA) for road projects and the Library project. Mr. Bean is currently using it for culverts. There was discussion about other ways it could be used. Mr. Bean will provide an inventory of catch basins. The Town truck had to be brought in for repairs last week (engine light came on, two windows stopped working, and lights in the back were repaired). Some of the repairs were covered by the extended warranty. Mr. Bean also responded to Selectman Wood's questions regarding use of the dump body cloth cover. Mr. Bean, Chief Shagoury and Chairman Marcussen confirmed that only typical Class VI road signage was ordered to coincide with the parking ordinance and should be delivered today. Mr. Bean will meet with the postal mail carrier regarding the granite post on Durgin Road. FR Carroll confirmed that road paving will be much more expensive if only portions of a road are done rather than the full length of the road. Mr. Bean will see if FR Carroll can attend the Selectmen's 2/25/19 meeting to discuss paving projects. Mr. Bean confirmed that All States Paving bought FR Carroll. More than half of the faulty culverts on the LRPC report have been taken care of. Mr. Bean will provide a list of remaining culverts in need of repair for the 2/25/19 meeting. No additional funds were added to the budget for additional road striping. Per Selectman Wood's suggestion, Mr. Bean will inquire about striping before stop signs on the five roads that intersect Route 171. In response to Chairman Marcussen, Mr. Bean confirmed that adequate lighting has been added to the plowing/sanding trucks for safety.

4210 POLICE BUDGET

As the Budget Committee reduced the Police Department budget at their last meeting to \$410,983 (removing the two part-time officer salaries and their supplies), Chief Shagoury met with the Selectmen to revisit his budget. In late January he found out that he needed to replace every desktop computer and one cruiser tablet by January 2020 in order to stay in compliance. Chief Shagoury presented a revised budget in the amount of \$415,758 which accounted for removal of the two part-time officers as well as additional computer needs. Rather than revisit each line, the Selectmen agreed to increase the Budget Committee's suggested New Equipment amount from \$5,400 to \$10,175. This would bring the budget total to match Chief Shagoury's requested overall budget total. Selectman Wood moved to support Chief Shagoury's requested budget of \$415,758, seconded by Selectman Albee. Selectman Albee moved to modify the motion to increase the Budget Committee's suggested New Equipment line to \$10,175 bringing the total budget to \$415,758, seconded by Selectman Wood. Vote passed with all in favor. (The Selectmen will match the Budget Committee's suggested budget line amounts with the exception of increasing New Equipment.) The Selectmen did not consider the Budget Committee's changes to Personnel Administration. Chief Shagoury responded to Selectman Wood that he is looking into the possibility of creating an ordinance regarding plowing across town roads. He also responded to Selectman Wood that he will look into storing the additional police cruiser in another place besides the parking lot.

Jack Parsons gave the Building Department update. To date there have been 6 building permits, 69 inspections and 1 new home (mobile home with his estimated value of \$58,800). The Town Offices and Police Department doors are done. He patched some floor tiles in the Police Department. The last quote he received was \$5200 to clean out the tax deeded property at 107 Union Wharf Road.

SIGNATURE FILE

None.

SELECTMEN'S UPDATE (con't)

Selectman Albee will bring the Police Budget and the whole budget back to the Budget Committee at their meeting before the public hearing. This led to discussion with Gordon Hunt about whether or not to postpone the public budget hearing the following evening due to expected inclement weather. Mr. Hunt will coordinate with Karen Koch regarding potential postponement. Selectman Albee shared that wording for some of the warrant articles was slightly revised by our attorney since the last Budget Committee meeting. The Selectmen discussed a suggestion made by a member of the Budget Committee to move the operating budget warrant article to the second expense article on the warrant. Gordon Hunt was in attendance and noted that it is a strong possibility that the library warrant article will become a written ballot and noted the time restraints involved with doing so. The Selectmen agreed to wait until Town Meeting to allow the public an opportunity to vote to move the operating budget article up in the warrant sequence.

Karen Koch replied to Selectman Wood that the procurement policy has not yet been finalized. Chairman Marcussen replied to Selectman Wood regarding ineligibility of benefits for the part time new hire as well as recent Planning Board happenings.

Chairman Marcussen shared that he is scheduled to attend a utility energy efficiency seminar on Wednesday. He also shared that legislation to provide uniform direction to municipalities is moving along as far as utility valuations.

CORRESPONDENCE

The Selectmen choose a picture of the Town Offices for the annual report cover. There was discussion regarding HB 709 (legislation to take local funds (SWEPT) and pull it into the State for redistribution). Chairman Marcussen moved to rejoin the donor town group on SWEPT education funds. Discussion followed. Elissa Paquette read the analysis regarding the bill. It was agreed to obtain an additional understanding regarding the bill before any further decisions are made. The Conservation Commission agreed to the Selectmen's proposal for the LUCT article to increase the LUCT cap amount to \$10,000. Chairman Marcussen moved to schedule the tax deeded property auction at 107 Union Wharf Road on June 8th, seconded by Selectman Wood with all in favor. The Selectmen reviewed an invoice from Sanborn Head & Associates, Inc. for \$4,895.35. The project was originally estimated to be completed in 2018 but was not completed until recently. Funds were not encumbered for this project nor budgeted for in 2019. Rather than add to the budget, Selectman Wood moved to take the funds from budget line 4612-10-330 Environmental Study 19 Mile Brook, seconded by Selectman Albee with all in favor. It was understood that doing so will run the line into the negative. Stantec will review the second opinion done by Sanborn Head and Associates regarding the closed landfill and come back to the Selectmen with their recommendations.

The following correspondence was also reviewed: contact sheet and street list from All States Materials Group; building permit application for PID 55-1-6-38; driveway permit application for PID 40-3-34; Councilor Cryans 2/7/19 Report; NH DHHS Hepatitis A Outbreak Health Alert; NH Lakes 2/2/19 and 2/7/19 Advocacy Alert; NHPWA event information; Middleton Public Hearing Notice; Wetlands Permit By Notification for PID 2-1-8; Primex workshop information; Abbi Gillis Certificates of Completion; November 2018 and January 2019 officer hours; various meeting minutes; various emails and other correspondence.

WARRANT ARTICLES

The Selectmen reviewed the warrant for finalization. Article numbering was revised and minor grammatical changes were suggested by legal counsel to the below articles. The revised articles were presented as such:

Article 04: To see if the Town will vote to raise and appropriate the sum of One Million, Eight Hundred Sixty-Two Thousand Dollars (\$1,862,000.00) to renovate and expand the current library building. Said project will be funded as follows: Withdrawal of Three Hundred Fifty-Five Thousand Five Hundred Dollars (\$355,500.00) from the existing Library Capital Reserve Fund, and One Million, One Hundred Seventy-Three Thousand Five Hundred Dollars (\$1,173,500.00) from the Library Capital Donations Funds and pledges, with Three Hundred Thirty-Three Thousand Dollars (\$333,000.00) to be raised from taxation. This special warrant article will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the library expansion and renovations are completed or by December 31, 2023, whichever is sooner.

(Majority vote required)

(Recommended by the Board of Selectmen 3-0 and the Budget Committee 5-0-1)

Article 05: To see if the Town will vote to raise and appropriate the sum of Sixteen Thousand Six Hundred Sixty Dollars (\$16,660.00) to update tax maps and add GIS mapping.

(Majority vote required)

(Recommended by the Board of Selectmen 3-0 and the Budget Committee 6-0)

Article 10: To see if the Town will vote to raise and appropriate the sum of One Hundred Twenty-Four Thousand Six Hundred Twenty-Six Dollars (\$124,626.00) to pay a second installment toward the fire truck acquired in 2018 as approved by voters pursuant to Article 6 of the 2018 Town Meeting. The principal amount is \$107,881.00 and the interest is \$16,745.00. This five year lease agreement contains an escape clause.

(Majority vote required)

(Recommended by the Board of Selectmen 3-0 and the Budget Committee 6-0)

Article 11: To see if the Town will vote to raise and appropriate the sum of Eighty-Nine Thousand Three Hundred Eighteen Dollars (\$89,318.00) to pay a fourth installment toward the ambulance vehicle and rescue truck acquired in 2016 as approved by voters pursuant to Articles 6 and 7 of the 2016 Town Meeting. The principal amount is \$84,947.00 and the interest is \$4,371.00. This five year lease agreement contains an escape clause.

(Majority vote required)

Article 12: To see if the town will vote to establish a contingency fund for the current year for unanticipated expenses that may arise and further to raise and appropriate Five Thousand Dollars (\$5,000.00) to put in the fund. Said sum to come from the Unassigned Fund Balance. Any appropriation left in the fund at year end will lapse into the general fund.

(Majority vote required)

(Recommended by the Board of Selectmen 3-0 and the Budget Committee 7-0)

Motion: Chairman Marcussen moved to approve articles 4, 5, 10, 11 and 12 as revised by Town counsel, seconded by Selectman Albee with all in favor.

The Selectmen revisited the LUCT warrant article with language incorporating the \$10,000 cap amount:

Article 13: To see if the town will vote to increase per fiscal year cap (established at \$5,000 in 2002) to \$10,000, for funds generated from the Land Use Change Tax collected pursuant to RSA 79-A:25. Article 12 of the 2002 annual town meeting allows the Conservation Commission to deposit 50% of the Land Use Change Tax received during the fiscal year into the existing Conservation Fund. The change in the fiscal year cap shall take effect April 1, 2019, and shall remain in effect until altered or rescinded by a future vote of the town meeting. (Majority vote required)

Motion: Selectman Albee moved to approve this article as written, seconded by Selectman Wood. Selectman Wood suggested language changes to line two. No changes were made. Vote passed with all in favor.

PUBLIC INPUT

The Selectmen and Mr. Hunt responded to Joe Kowalksi that a decision about whether or not to postpone the budget hearing will be made Tuesday morning at 8:00 am and notification will be sent out. Mr. Kowalski shared his opinion regarding enforcement of the proposed tenting ordinance. Selectman Albee and Chairman Marcussen responded to Mr. Kowalski about the difference in funding for monitoring the 19 Mile Brook RIB and the increased amount of the LUCT to be put into the Conservation Fund.

Gordon Hunt confirmed that as of Saturday morning, the amount to be raised from taxes for the library addition is reduced to \$329,000.

ADJOURNMENT

At approximately 11:14 am, Selectman Albee moved to adjourn, seconded by Selectman Wood with all in favor.

Respectfully submitted, Karen Koch, Administrative Secretary

B.O.S. Meeting 2/11/2019:

Transfer Station

1. Monthly Totals for Jan 2019 (11 SW compactors, 7 C/D containers, 3 Plastic Containers)
 - a. 1 x Steel/Tin Can P/U (4.4 tons, ^{Net}revenue \$198)
 - b. Cash Revenues thru Jan 2019 are approx. \$7,594.
2. General Info Items:
 - a. New stickers in at transfer station and at town office for purchase
 - b. Annual training classes for all in progress over next three months
 - c. Working on Annual Facility report for 2018

	Monthly Total	Prev Balance	Year to Date	Last Year to date
Solid Waste	11 (XXXX tons)			
C&D	7 (XXXX tons)			
Plastic co-mingle	3 (XXXX tons)			
Glass				
Paper				
Cardboard Bales				
Alum Bales				
Steel / Tin Cans	1 (4.4 tons)			
Electronics W/screen				
car batteries				
Freon				
Metal Scrap				
Non-Ferrous Metal - Cop				
Non-Ferrous Metal - other				
Propane				
Tires				
Used Oil				
Call 2 Recycle				
Bulbs				