

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

Monday, October 29, 2018

The official video of this meeting can be found on the Town of Tuftonboro's YouTube 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 8:30 am.

NON-PUBLIC SESSION

At approximately 8:30 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 9:05 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.

After a brief recess, the meeting reconvened at 9:10 am. Chairman Marcussen led the pledge of allegiance.

PUBLIC INPUT

None.

REVIEW AND APPROVAL OF MINUTES

Selectman Albee moved to approve the 10/15/18 meeting minutes as written, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve the 10/15/18 non-public meeting minutes as written, seconded by Selectman Wood with all in favor.

APPOINTMENTS/BUDGET REVIEWS

4550 LIBRARY BUDGET

The Library Trustees presented the Library budget. Gordon Hunt shared a revised 10 year historical summary. Exclusive of salaries and benefits, the Town's portion of the proposed budget decreased \$1,640 from the 2018 operating budget. In 2019, 4 out of 6 staff members will reach their salary cap.

Motion: Selectman Albee moved to approve budget 4550 for \$217, 079, seconded by Selectman Wood with all in favor.

Mr. Hunt gave an update on finances for the proposed Library building addition. The grand total raised including all capital reserve funds, cash, pledges and matching funds is \$1,049,789, well over half of the cost of the project. The Library has raised \$331,000 of their \$500,000 capital campaign goal and is confident that their goal will be met.

Andrew Ashton and Chip Crocetti, of Sanborn, Head and Associates presented a proposal for a second opinion for the landfill seepage issue. The proposal includes an overview of the project and a second opinion of the proposal given by Stantec Associates. Mr. Ashton and Mr. Crocetti explained their initial thoughts to investigate the area. They do not feel that this issue is in relation to the current Transfer Station but rather a typical result of a closed unlined municipal

landfill. The seepage area issue seems to be localized and is the only section of the closed landfill area that exceeds drinking water standards. Broadly speaking the results are not significant. The air contamination is estimated to be very low and almost non-existent. Sanborn, Head and Associates' proposal cost is \$4,900 to visit the site, do a detailed summary of the information and compare it to the proposal of active work going forward and offer an opinion. Broadly speaking long term monitoring would probably be the solution for this seepage. (This is the only fix proposed by the State thus far.) Issues such as this are typically a "wait and see" issue and will slowly get better over time. More expensive long terms fixes would be to put a barrier in or dig everything up and make it a lined landfill. If it is, in fact, a small localized issue there may be small things that can be done to help the issue. Selectman Albee moved to approve Sanborn, Head and Associates' proposal for \$4,900, seconded by Selectman Wood. The appropriate source of payment for the project will be revisited. Steve Wingate shared that there may be some room in the Conservation budget. This project will help plan the 2019 budget cycle. Vote passed with all in favor.

Steve Wingate met with the Selectmen regarding 19 Mile Brook. The Conservation Commission would like to revisit the baseline study. Mr. Wingate gave a recap of the past study that was done. He proposed that Normandeau Associates, Inc. do the work as they did the initial baseline study and they can compare the information. The proposal cost is \$45,950. Mr. Wingate feels that there may be some sections of the proposal that wouldn't be necessary but Normandeau would be best to speak to this. Wolfeboro's RIB failed after the first study was done. This proposed study would provide the evidence, if any, to show that Wolfeboro's project did damage to the area. There was discussion about Wolfeboro participating in paying for monitoring. Once the watershed project is complete there could be grant money available. Mr. Wingate agreed to invite Normandeau Associates, Inc. to further discuss the proposal with the Selectmen at their meeting on November 6, 2018.

Tyler Phillips met with the Selectmen regarding repair of Windleblo Road. The original paving has broken down very significantly in one area (30-50 feet). Mr. Phillips requested that an examination of this portion be included when the Selectmen discuss road concerns and would like the section refreshed. This led to discussion regarding road paving, the paving budget, and the paving study that will be presented in the near future.

Diane Falcey met with the Selectmen regarding setting of the 2018 tax rate. Tuftonboro has an \$11,242,734 obligation to meet for municipal, county and education taxes. The tax rate without adjustment is \$11.44 (vs. \$10.77 in 2017). The municipal tax portion (\$3.21 vs. \$2.73) and local education (\$4.65 vs. \$4.23) increased, while the county portion (\$1.33 vs. \$1.38) and state education (\$2.25 vs. \$2.43) decreased slightly. There was discussion regarding using some of the current undesignated fund balance of \$1,112,710 to offset taxes. Selectman Albee moved to use \$250,000 of the undesignated fund balance to reduce taxes, seconded by Selectman Wood with all in favor. This will leave about 7% of the Town's obligation in the undesignated fund balance and brings the tax rate to \$11.18 (reducing the municipal tax portion to \$2.95) without consideration of Lower Beech Pond. They will pay \$0.87 more to pay for their new dam.

SIGNATURE FILE

The Selectmen reviewed Roberts & Greene, PLLC's 2019 audit engagement letter. Selectman Wood complimented their work but recommended soliciting proposals from new auditors as they have been the Town's auditor for quite some time. After some discussion, Selectman Wood moved to sign the audit engagement letter with Roberts & Greene, PLLC for \$10,500 for 2019, seconded by Selectman Albee with all in favor. The Selectmen signed a thank you letter to the McGuirk Fence Company for the fence repair work done at 19 Mile Bay. The Selectmen signed a congratulatory letter to Ralph Bussiere for receiving the Tuftonboro Grange's Citizen of the Year award. After review, the Planning Board's legal counsel provided an opinion that the property at PID 32-2-5 could not be grandfathered and needs to go through the permitting process to continue excavation. This led to further discussion regarding the permitting process and the low excavation tax rate. Selectman Albee moved to sign a letter to Mr. Carleton denying his intent to excavate, seconded by Selectman Wood with all in favor. Selectman Albee moved to sign an intent to cut for PID 16-1-4, seconded by Selectman Wood with all in favor. Selectman Albee moved to sign a Right of Burial for lots F35 & F36, seconded by Selectman Wood with all in favor. Selectman Albee moved to sign a 19 Mile Bay Beach Improvements Construction Cost Estimate with White Mountain Survey and Engineering for an estimated \$800, seconded by Selectman Wood with all in favor. This expense will come out of the Parks and Recreation budget.

SELECTMEN'S UPDATE

Selectman Albee shared that the Budget Committee is going well. Chairman Marcussen agreed to Selectman Albee's request to attend one of the next Budget Committee meetings to speak further regarding the Master Plan. Selectman Albee shared that he has reviewed the two Police Facility proposals by Harriman and Alba Architects and is ready to make a decision. There was discussion regarding the late arrival of the second bid, the reasoning for Selectman Albee's recommendation of Alba Architects, project sites, timeline, etc. Selectman Wood moved to table these proposals until both companies can come in to meet with the Selectmen, seconded by Selectman Albee with all in favor.

Selectman Wood complimented Selectman Albee for how he handled the discussion of the Police budget at the Budget Committee meeting. (Selectman Albee voted against the proposed reductions in the budget as he already voted for the Selectmen's recommended budget.) Karl Koch's mother passed away. Her obituary suggests passing on an act of kindness in her memory. Selectman Wood moved to add \$100 to the Thomas Lafavre fund in her memory, seconded by Selectman Albee with all in favor. Selectman Wood shared that CIP is moving along nicely. He summarized that the 19 Mile Brook study and the beach update may be added for next year. Capital capacity is \$869,000. Inclusion of these scheduled projects results in capital capacity being exceeded by \$46,000. This led to further discussion regarding the Town's capital capacity and projects that may be pushed off, etc.

Selectman Wood presented a summary of the Highway budget and outstanding bills. There was discussion regarding the Road Agent's purchase of a 6 wheeler truck to plow this season rather than plowing being put out to bid.

Chairman Marcussen shared that the Watershed Mgmt. Committee walked around Friday to see what areas should be included in the study with proposed mitigation areas. Chairman Marcussen showed appreciation for Tuftonboro Association members Dan Barnard and Sue Wingate and Chief Thompson for taking part in Lakes Region Planning Commission's work on a FCC cell phone signal data collection project. Selectman Wood asked that Karen Koch follow up with Jeff Hayes as there may have been incomplete information collected.

Selectman Wood shared comments that he has received regarding lack of police coverage and staffing. Selectman Wood moved to instruct Chief Shagoury to give the name of two candidates for the next meeting. Chairman Marcussen and Selectman Albee felt that this would be better handled in person with Chief Shagoury. Chief Shagoury was in the area and met with the Selectmen. Chief Shagoury shared that there are four candidates that are still in the process for the full time position. One is certified. The other three are not. Nobody has applied as a part time officer. He has approached two people from another agency to work at a detail rate. This led to discussion regarding hiring help as a detail or as a Tuftonboro hired part-time officer. There was discussion regarding local competition, oral boards, etc. This topic will be revisited at the next Selectmen's meeting.

CORRESPONDENCE

The Selectmen received a letter from the Town Manager of Wolfeboro asking that Tuftonboro place the parcel of land that the Town of Wolfeboro recently purchased (from the Whitten Trust property) in current use. The Town's attorney is researching to see if this purchased parcel would qualify for current use as it stands and if the intended use of the property qualifies as well. Selectman Wood shared additional Class VI road signage clarifying that GPS is wrong and not a through road. The Conservation Commission submitted a project to CIP to build a parking area and trail at the Great Meadow over a period of three years. Chairman Marcussen concurred with Diane Falcey's opinion that this should be a non-lapsing warrant article for the total amount of \$12,310 rather than follow CIP's recommendation to make it a yearly budgeted item. Selectman Wood shared that there may be an issue as half of the parking lot is in a conversation easement. There is chemical weed control that is required in that area but the easement doesn't allow use of chemicals. Selectman Wood spoke in regards to budgeting the project. Selectman Albee agreed with Chairman Marcussen that it should be an article on the 2019 warrant. The Selectmen revisited their vote regarding the installation of a barricade gate on Piper Road. Chairman Marcussen met with Mr. Ulwick and found that the gate is just a cable and not a gate as previously reported by Selectman Wood. Chairman Marcussen and Selectman Albee agreed to write a letter to Mr. Ulwick explaining such and including an example picture of an appropriate gate. Selectman Wood disagreed and found

the current barricade functional. At the 10/1/18 meeting, Chairman Marcussen wished to review the sign language at Melvin Beach before deciding upon sign language for Cow Island Beach. With the current activity regarding the proposed Cow Island easement, the other Selectmen agreed with Selectman Albee's suggestion that further discussion is necessary before posting this property. The Selectmen revisited Thomas Wood's email regarding parking concerns and impingement on access that parked vehicles create at the Mirror Lake Boat Launch. As a follow up to their discussion at their 10/1/18 meeting, Selectman Wood visited the site and feels that it is safer than ever before and doesn't see it as an issue. The other Selectmen agreed that no further action needs to be done. The Selectmen reviewed a memo from the Joint Loss Management Committee (JLMC) regarding the 2018 Annual Safety Inspection. The recommendations included cleaning out of the Town Offices basement (work in progress); replacing the picnic table and ladder at Melvin Wharf (ladder has been replaced); and filling in holes, replacing pilings (part of rebuild project) and installing a new parking ordinance sign at Union Wharf. The Selectmen reviewed an email from Diane Beaudoin regarding her disconcert with public use of the Cow Island beach, use of trails on the island and the proposed easement. Chairman Marcussen will fill in the UNH T2 User Survey on behalf of the Selectmen. NRRA is holding their annual meeting on 11/7/18. HealthTrust's Annual Meeting will be held 12/6/18 at 9:00 am. Phil Martin sent a link regarding the importance of bird watching at Copp's Pond. Jack Parsons had someone scheduled to fix the platform but the work has been delayed. The NH Dept. of Safety sent information regarding the requirement of a procurement policy for any future FEMA assistance. The Selectmen will work on establishing a policy at their 11/6/18 meeting. The Selectmen discussed the Brown Road paving project. The Selectmen estimated and approved \$36,000 to come out of the additional allocation of Highway Block Grant funds to complete this project. All aspects of the project are done except for the gravel edges. As unforeseen expenses were incurred to complete the road base, an additional \$7,500 is needed to do the gravel edges. This will be discussed with Mr. Bean at the Selectmen's 11/6/18 meeting.

The following correspondence was also reviewed: NHDHHS Influenza Health Alert; LRHHPF Statistics, Lakes Region Conservation Trust Summer/Fall 2018 newsletter; PA-34s for PID 60-2-17, 26-1-3, 30-2-13, 25-1-32, 29-3-23, 57-2-9 and 29-3-54; NAB 2019 Conference information; Transfer Station updated equipment list; 2018 Fire Symposium information; NH Lakes Shorelines October 2018 newsletter; NE ADA updates 10/15/18 newsletter; HealthTrust medical plan information; Councilor Kenney 10/19/18 newsletter; Stantec's Request to DES for modification of post-closure monitoring requirements; Wetlands Permit Application for PID 63-1-20; Bike-Walk Alliance f NH information; Notice of Acceptance of Permit Application for PID 63-1-15; TRB 10/23/18 E-Newsletter; NHDHHS Antibiotic Health Alert; SWOT calendar; LRPC Food Recovery & Donation 11/5/18 Networking Event information; ZBA 11/13/18 Public Hearing Notice for Bogardus; NewsLink 10/24/18; Building Permit Application for PID 38-1-269; Complete Forestry Notification for PID 57-2-11; various meeting minutes; various emails and other correspondence.

ADJOURNMENT

At approximately 12:05 pm, Selectman Albee moved to adjourn, seconded by Selectman Wood with all in favor.

Respectfully submitted, Karen Koch, Administrative Secretary