

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 Work Session  
9:00 am - Town Offices

Friday, October 6, 2017

*Correction in bold and italics.*

IMPORTANT NOTICE: Official unedited videos of the Selectmen's meetings can now be found on the ***Town of Tuftonboro's*** new ***YouTube*** site at: <https://www.youtube.com/channel/UCCUmJqZvFTS23RMEFSDQzmw>.

This specific meeting can be found at: <https://www.youtube.com/watch?v=xw692fQo7pl&list=PL2euaVLigTV-FlnbysJGiGHi7ARaTd8hX>

#### MINUTES

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

Chairman Wood called the meeting to order at 9:00 am and proceeded with the Pledge of Allegiance.

#### **4612 Conservation Budget**

The Selectmen met with Steve Wingate. Mr. Wingate reviewed the accomplishments that the Commission has had this year, including well water testing, participation in the natural resources section of the Master Plan, work on two small but significant easements as well as two large potential easements, continual work on the Great Meadow project, participation in the Wolfeboro/Tuftonboro Land Bank and water monitoring. The Department of Environmental Services has approved the \$65,000 grant for the Watershed Plan. The Town put up a \$15,000 match at Town Meeting. These two funding sources should pay for the entire Plan. As the Plan is now with the Executive Councilor's Office, the Selectmen asked that Karen Koch contact Councilor Kenney to show the Selectmen's support and to see if the process can be moved along. Mr. Wingate shared other duties that the Conservation Commission performs such as review of DES permits, working with Parks and Recreation, attending workshops, etc.

**01-4612-05-330-Administrative Assistant:** increased as it is anticipated that there will be extra work on four additional projects next year. The budgeted amount also includes the 2018 COLA and merit increase.

**01-4612-09-330-Acquisitions and Monitoring:** increased for anticipated hiring of Rick Vanderpool to write two large grant requests for the Great Meadow.

**01-4612-10-330-Environment Study of 19 Mile Brook (Encumbered):** increased due to an additional sampling site for testing of Contaminants of Emerging Concerns (CEC).

Mr. Wingate will advise the Selectmen if there is a need to encumber the remaining funds in the 2017 Acquisitions and Monitoring line. The Administrative Assistant's performance review will be completed by the end of the year. There was discussion about the increase in the Administrative Assistant's budget amount over time and the additional responsibilities. **Motion:** Selectman Marcussen moved to approve budget 4612 Conservation for \$20,580, seconded by Selectman Albee with all in favor.

#### **4324 Solid Waste Disposal & 4194 General Fund-Transfer Station**

The Selectmen met with Clay Gallagher. Per Diem hours have increased to cover for training and backfill. With the 2018 budget, Mr. Gallagher's salary will be capped and will no longer include a merit increase for his current supervisory position, just the Cost of Living Adjustment (COLA).

**01-4324-25-390 Closure Monitoring:** As additional testing will be required for 2018, the Selectmen increased this line to \$12,600. (This increased amount is only for 2018.)

**01-4324-20-390 C&D Disposal:** increased by the Selectmen to \$78,000 to help offset anticipated expenses.

Mr. Gallagher shared that a new offer was presented by Spectrum for cable installation at the Transfer Station. Spectrum will absorb \$5000 of the cost, reducing the Town's portion to \$6,261. This item will be removed from CIP. Two contracts will be presented to the Selectmen (one with cable and phone; one with cable, phone and video). **Motion:** Selectman Marcussen moved to approve budget 4324 for \$365,622, seconded by Selectman Albee with all in favor.

**01-4194-05-630-Transfer Station Maintenance:** Mr. Gallagher reduced the 2018 budget amount to \$2,500 as the buildings have been painted. The Selectmen increased the amount **to** \$10,500 (same as 2017) to cover cable line installation and painting of the Quonset Hut. **Motion:** Selectman Marcussen moved to approve budget 4194 General Fund Transfer Station Electric, Heat and Maintenance for \$18,000, seconded by Selectman Albee with all in favor.

The Selectmen agreed to meet October 13, 2017 at 8:30 am to review the Library budget.

During public input, the Selectmen advised that Carla Lootens contact NHMA's legal department in regards to budget members voting on budgets that pertain to other committees that they serve on.

At approximately 10:50 am, Selectman Albee moved to enter non-public session per RSA 91-A: 3 II (I) for review of attorney invoices. Roll call vote: Wood – Yes; Marcussen – Yes; Albee – Yes. At approximately 11:04 am, Selectman Marcussen made a motion to end the non-public session and move back into public session, seconded by Selectman Albee with all in favor. Chairman Wood moved to seal the non-public minutes, seconded by Selectman Marcussen with all in favor. The RSA noted for the non-public meeting was corrected to state the appropriate RSA, RSA 91-A: 3 II (j), for consideration of confidential and financial information for a Right to Know request. At approximately 11:06 am, Selectman Marcussen moved to adjourn, seconded by Selectman Albee with all in favor.

Respectfully submitted, Karen Koch, Administrative Secretary