

**TOWN OF TUFTONBORO
BOARD OF SELECTMEN
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**Selectmen's Work Session
8:45 am – Town Offices**

Friday December 6, 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 Chip Albee, Selectman Lloyd Wood, Selectman Bill Marcussen, and Administrative Secretary Karen Koch.

CALL TO ORDER

Chairman Albee called the Selectmen's work session to order at 8:50 am.

NON-PUBLIC SESSION

At approximately 8:50 am, Selectman Marcussen moved to enter non-public session per RSA 91-A:3 II (b) hiring of any person as a public employee, seconded by Selectman Wood. Roll call vote: Albee – Yes; Wood – Yes; Marcussen – Yes. At approximately 8:55 am, Chairman Albee moved to end the non-public session and move back into public session, seconded by Selectman Wood with all in favor.

At approximately 8:56 am, Chairman Albee moved to enter non-public session per RSA 91-A:3 II (I) for consideration of legal advice, seconded by Selectman Wood. Roll call vote: Albee – Yes; Wood – Yes; Marcussen – Yes. At approximately 9:02 am, Chairman Albee moved to end the non-public session and move back into public session, seconded by Selectman Wood with all in favor. Selectman Wood moved to seal these non-public minutes, seconded by Selectman Marcussen with all in favor.

At approximately 9:02 am, Selectman Wood moved to enter non-public session per RSA 91-A:3 II (a) personnel, seconded by Selectman Marcussen. Roll call vote: Albee – Yes; Wood – Yes; Marcussen – Yes. At approximately 9:05 am, Chairman Albee moved to end the non-public session and move back into public session, seconded by Selectman Marcussen with all in favor. Selectman Wood moved to seal these non-public minutes, seconded by Selectman Marcussen with all in favor.

Chairman Albee reconvened the public meeting at 9:10 am and led the pledge of allegiance.

PUBLIC INPUT

None.

APPOINTMENTS/BUDGET REVIEWS

Chris Fournier, of HEB Engineering, and Jim Bean met with the Selectmen to discuss the State Bridge Aid Program and the Tuftonboro Neck Road Bridge. The Bridge Aid Program is in a flux and has been for a while but is still functioning. The normal lead time has been approximately eight years, so projects put in the program eight years ago are just now being constructed. The State is not accepting new applications for construction. Actual bridge construction costs are 30% higher than their eight year old estimates and therefore not as much bridge work can be completed as anticipated. 120 bridges are enrolled through 2029. Sodom Road Bridge and Tuftonboro Neck Road Bridge are not listed in the 10 year plan but the applications are on file. In all there are 84 additional applications on file for future review. Each applicant may be asked to reapply in the Spring to reset the program. The program is no longer first come first serve. It is now based on certain criteria. Tuftonboro Neck Road Bridge is currently ranked in fair condition (5 out of 10). Funding for this bridge is at least 10-15 years out. Intermediate actions can be taken but they will be more costly than what was done at Sodom Road. Selectman Wood revisited concerns regarding past bridge projects that were done for High Street and County Road.

Mr. Fournier confirmed that it used to be allowable to let municipalities replace bridges and be reimbursed by the State but that is no longer the case. This is limited now only to closed bridges and the State has to make the recommendation to close them. Mr. Fournier responded to Jim Bean's question in regards to beginning the process now with a temporary bridge. This would not be funded by the Department of Transportation (DOT) and the expense could be approximately \$70,000 not including monthly rental costs. The Town can hope that the bridge lasts until funds are available or the Town can pay for 100% of the project cost without reimbursement by the State. As far as the criteria used for State funding, Mr. Fournier explained that 70% is based on condition and only 15% based on importance. The group agreed with Mr. Bean's suggestion to argue this point as this is the only access out to the Neck. Mr. Fournier is hopeful that the new application process will aid in showing this importance.

Separately, Mr. Fournier shared that Federal Corner Road and Ledge Hill Road drainage reports will be completed 12/20/2019. Chairman Albee asked that HEB review the condition of Farm Pond Road in light of the proposed warrant article to make it a Town road.

Jim Bean gave the Highway Department update. Per Chairman Albee's request, he will speak with the Supervisor of the Library building addition regarding plowing during construction. Mr. Bean would like to encumber the remainder of the SB38 funding (\$10,700) to install four culverts at the top section of Dame Road. (Weather interfered with completing the work this year.) Karen Koch will contact Dave Jeffers at Lakes Region Planning Commission to request an updated culvert condition map reflecting improvements made. Selectman Wood expressed concern regarding a culvert at the intersection of Zadedda Farms Road and Durgin Road. An extensive two-year logging operation is taking place in Ossipee off of Bear Run Road and logging trucks are exiting Zadedda Farms Road daily. He stated that their rear wheels track over the edge of the road and it's causing the road to cave in at the road edge. He recommended obtaining a quote for installing a culvert extension, adding pre-cast cement headers and repaving the new dirt part of the intersection. He would encumber the funds needed for the project. This led to much discussion regarding the necessity of this improvement project. Chairman Albee and Selectman Marcussen agreed that the logger can be required to pay for any damage done to our town road/culvert while using our roads to access their logging operation. Selectman Wood would like to see the project put out to bid in anticipation of future housing developments. Mr. Bean suggested that a 10 foot extension with a stone header mortared together would be a less expensive solution and paving could be tied in with other paving projects. Mr. Bean will measure the width of the existing culvert and if it has the necessary radius, Mr. Bean will put the logger on notice that they will be required to pay for any damage done to our Town road/culvert.

Mr. Bean confirmed that the remaining \$43,000 left in the Highway budget should be enough to complete the rest of 2019. His crew is trying to fix an issue with a tail light on the 10-wheeled dump truck. Chairman Albee confirmed for Mr. Bean that it is fine to overrun the tree removal budget line this year as long as there is enough money left in the overall budget. Selectman Wood revisited putting treework out to bid. Following up on a previous conversation, Selectman Wood confirmed that he contacted The Town of Center Harbor regarding the cost for their recent tree removal bid. They had 10 trees cut for \$2000. This led to discussion regarding bidding for once a week cleanup. Selectman Marcussen estimates this to cost at least another \$75,000 and doesn't feel it appropriate to add to the budget. Chairman Albee felt that it would be appropriate to obtain an estimate. After discussion it was agreed that Mr. Bean will call Center Harbor to ask what vendor they used and obtain quotes from vendors for tree removal and a weekly program cleanup program rather than putting out a bid proposal.

Selectman Wood suggested encumbering funds for widening the entrance to Sargent's Way, correcting the aprons at the Town Offices, completing stop lines and putting a swale in at Durgin Road. After discussion, Mr. Bean agreed to obtain an estimate from FR Carroll for widening Sargent's Way. He estimated \$5,000 to correct the aprons at the Town Offices. He will contact Sir Lines a Lot for an estimate for stop line striping. Mr. Bean has a quote for \$5,000 for doing the work on Durgin Road.

Mr. Bean confirmed for Selectman Wood that the brush chipper is fixed and the metal has been replaced on the body of the Town truck. He will complete the inner fender well replacements this year. Mr. Bean responded to Selectman Wood's questions regarding the Town truck inspection. The Selectmen asked that Mr. Bean provide quotes for each of the items they discussed encumbering in time for their 12/23/2019 meeting.

4155 PERSONNEL ADMINISTRATION

Chairman Albee summarized the budget lines included in this budget. The Selectmen met with Diane Falcey and some corrections were made. This budget decreased from \$643,564 in 2019 to \$632,736.

Motion: Selectman Marcussen moved to approve budget 4155 for \$632,736, seconded by Selectman Wood for discussion. Chairman Albee shared that this is \$10,828 less than 2019. Vote passed with all in favor.

4199 OTHER GENERAL GOVERNMENT

Motion: Selectman Marcussen moved to approve budget 4199 for \$475, seconded by Selectman Wood for discussion. Chairman Albee added that \$328.04 has been spent thus far in 2019. Vote passed with all in favor.

4414 ANIMAL CONTROL

Motion: Selectman Marcussen moved to approve budget 4414 for \$1750, seconded by Selectman Wood with all in favor.

4313 OTHER HIGHWAYS AND STREETS

It was agreed that work being done by Horizons Engineering for the Union Wharf project should be charged against the permitting line even though the line will be overrun. It will be determined later where the money will come from to cover the expense. Diane Falcey will contact Horizons Engineering and confirm what is expected for outstanding invoices for the Union Wharf project and what will be needed for 2020 permitting expenses. She will also coordinate with Jack Parsons regarding permitting costs needed for 2020. This budget will be revisited.

4619 OTHER CONSERVATION

01-4619-02-810 Milfoil Joint Board: The Selectmen reduced this line from \$750 to \$0 as the Joint Board is not requesting funding in 2020.

01-4619-03-810 Tuftonboro Milfoil Committee: This line is used for the State's herbicide treatment program. Although it is not known in advance if treatment will be necessary, funding needs to be available. The Selectmen agreed to reduce this line from \$24,706 to \$5000. In turn, they will create a warrant article to add \$20,000 to the Milfoil Expendable Trust Fund.

Motion: Chairman Albee moved to approve budget 4619 for \$8100, seconded by Selectman Wood for discussion. Chairman Albee added that \$28,956 was budgeted for 2019 and so far \$8298 has been spent. Vote passed with all in favor.

SIGNATURE FILE

Attorney Sager will be asked to review a mutual confidentiality agreement with Consolidated Communications. Selectman Marcussen moved to approve a HRA Renewal agreement, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to approve a FSA Adoption Renewal Agreement, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to approve a Notice of Appointment for George Maidhof as an Alternate Member to the Planning Board, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to approve a Yield Tax Levy for PID 32-2-5 and 32-2-17, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to approve a Yield Tax Levy for PID 58-1-3, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to approve an Administrative Abatement for PID 2-1-81 & 14-1-4, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to approve an intent to cut for PID 16-2-3, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to approve an intent to cut for PID 15-3-35, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to approve a Notice of Appointment for Jennifer Coulter as Deputy Town Clerk and Deputy Tax Collector, seconded by Selectman Wood with all in favor. Ms. Coulter was in attendance for her appointment.

PUBLIC INPUT

None.

ADJOURNMENT

At approximately 10:52 am, Chairman Albee moved to adjourn, seconded by Selectman Marcussen with all in favor. Respectfully submitted, Karen Koch, Administrative Secretary