

**Minutes of Tuftonboro P&R Commission Meeting**  
**Tuftonboro Town Hall**  
**December 11, 2023**

Meeting called to order at 5:00pm by Chair, Eileen Gil.

Attendees: Eileen Gil, Commission Chair, Lloyd Wood, Alternate Member, Bob Murray, Selectman Representative, Mitchell Tufts, Zac Tufts, Sarah Warner, Commission Members, and Joyce Lake, Secretary. Invited Guest, David Ford, Tuftonboro Resident. A quorum was noted. Previous P&R minutes were not read since this was an add-on Meeting in reference to the 12.05.23 Open Meeting of P&R Central Park Upgrades. Eileen Gil asked Bob Murray, TBoro Selectman to read out loud the recent Capital Improvements Program (CIP) Report for the Period 2024 to 2033, dated December 6, 2023, on Page 12, **"F. Parks & Recreation: The CIP Committee is very encouraged by the submission of this project and the department's planning for future enhancements to our town parks - a goal we have been pushing for several years."** [The full page was read out loud & details the P&R submitted project and the CIP Comments & recommendations that can be read fully in their report as mentioned above rather than restated here in these minutes].

Bob Murray also mentioned the \$125,000 Phase 1 cost and the \$20,000 Capital Reserve that CIP has listed. Bob Murray mentioned the Non-lapsing Capital, the need for Vetting the Engineering and the Feasibility Studies and Capital Funding.

Bob Murray reminded the P&R Commission that funds given to the Multi Use Bike Trail may need to be at least reviewed with the previous donors of the Trail since we have expanded the project into the Central Park Upgrade. Joyce Lake offered to check into this and she then read out loud the section in last month's P&R Meeting minutes that stated the transition from the Adult focused Hiking/Biking Trail to the Kid focused Skills Area Training Trail and then to the full Community Central Park Upgrade. The largest fund amount received was a \$3,000 NH Electric Co-op (NHEC) Grant. Having checked into the previous Grant Proposals submitted, it was noted that the Skills Area Itemized Line included a \$10,000 estimate, thus technically that may cover the discussed \$12,500 Site Design cost of Bella Terra Design, LLC.

Dave Ford mentioned: A) the driveway permit with NHDOT should not be a problem since this would be a low impact project that would have some increased vehicle traffic to this site, but based on the site already being used for a Town Park, the upgrades would not create traffic congestion or require significant upgrades. The existing driveway was approved by NHDOT and upgraded for the cell tower project. There is adequate site distance and turning radii of current conditions.

B) There was discussion about students driving their bikes from Tuftonboro Central School (TCS) to Central Park. It was the general opinion that this section of State Road 109A is in poor condition, shoulders are uneven and broken up and site distance is limited and it is not safe for young children to use.

C). Parking: There was discussion about using the Fire Station parking lot, however, that idea was frowned upon and really not necessary. There is adequate grass parking along the existing gravel driveway for 20 or more cars with limited needed upgrades. (Castle in the Clouds has been using grass fields for parking and it appears to be working fine).

D) Wetlands/Environmental Issues: The Conservation Commission went on record as saying no wetlands in the open field area, therefore no impacts. (Might need a minor administrative permit for a wet crossing, but that would be for existing trail upgrade and could be done by Conservation Commission). The proposed project will be contained within a 1.3 acre area, however, less than half of that area will be disturbed. The disturbed area from the proposed project will not require a NHDES Site Specific Permit.

E) Cell Tower Lease: The Town has leased a certain section of the lot to the Verizon Cell Phone Company. There is an existing fence line, the lease area extends a few feet beyond the fence line and will not hinder this project.

F) Cost/Project Delivery Method: Project capital cost for Phase 1 has been developed by Andrew Lester, (Design/Construction Manager) and is \$125,000. The Town has partnered with Andrew as a Professional Design/Build Service, he has developed the conceptual plan and cost estimate. Andrew, working with a site designer will develop a final Site Plan for review and input and final Town approval.

Dave Ford recommends talking to local Landscaping companies about building a Butterfly Garden and other landscaping improvements and asking for a quote to maintain, but allow them to advertise. Maybe request competitive bids for the design/build of Butterfly Garden and to maintain the garden and grounds yearly.

G). Feasibility Study/Engineering/Site Plans: There was discussion about the need for a Feasibility Study, engineering and site plans. Normal large municipal projects would start with a Feasibility Study; looking at alternative sites, traffic and environmental issues, neighborhood issues, etc. however, this site is an existing Town owned parcel and the project was started years ago and has progressed to the site currently being used as Tuftonboro Central Park. The current proposed Phased Community Services Upgrade project is a continuation of using the lot for similar recreation activities and in line with the Town's Master Plan. The proposed plans certainly seem feasible and there is no need to fund a Feasibility Study.

H). Engineering: As this is a simple project, there will be no need for test borings or soil test; no detailed drainage analysis; no structural, electrical or HVAC engineering.

I). Site Plan Required: A detailed Site Plan should be developed. There is an existing survey of this area that can be used as a base map to create the Site Plan. The Proposed Site Plan would be used for discussions with NHDOT, Selectmen, Planning Board, and Selectman and the Public. Andrew has developed the conceptual plan and has a very good handle on the

construction details. His involvement will help keep overall project costs down as there will be no need for detailed bid specifications and plans.

Dave Ford says we need to think about cost and maintenance, we want to take pride in The Park, and various pieces can be accomplished with barter, volunteers and seeking out local businesses.

Dave Ford says he believes this is a feasible and worthwhile project for the Town and P&R Department to undertake. He envisions the day, when he will be able to use this safe, secure, and beautiful place to teach his granddaughter to drive her bike, while his wife walks the accessible path and she is watching friendly dogs playing in a fenced in area.

Lloyd Wood asked "What is the fly in the ointment"? He says Andrew needs to be educated in that the Board of Selectmen and P&R must make the approvals to proceed with the project. Dave Ford agreed, the appropriate approvals need to be in place, stakeholders, and the public need to be informed and it could be a 5 year project, or until all the funding is available.

Eileen Gil stated that there should be an Ad Hoc Committee with TBoro P&R, Conservation Commission, Land Bank and other interested or experienced people, since P&R have ongoing programs and business to attend. Zack Tufts and Sarah Warner said they would consider being on this Ad Hoc Committee.

**Our next P&R Commission Meeting is scheduled for January 9, 2024. Meeting was adjourned at 5:55pm by Eileen Gil, and seconded by Joyce Lake.**

Respectfully submitted,  
Joyce Lake  
P&R Commission Secretary