

**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**

**Selectmen's Meeting
8:30 am – Town House**

Monday October 7, 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 meeting to order at 8:30 am. At approximately 8:30 am, Selectman Marcussen moved to enter non-public session per RSA 91-A: 3 II (d) property acquisition, seconded by Selectman Wood. Roll call vote: Albee – Yes; Wood – Yes; Marcussen – Yes. At approximately 8:53 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 8:54 am, Chairman Albee moved to enter non-public session per RSA 91-A: 3 II (j) confidential information, seconded by Selectman Wood. Roll call vote: Albee – Yes; Wood – Yes; Marcussen – Yes. At approximately 8:55 am, Selectman Wood moved to end the non-public session and move back into public session, seconded by Chairman Albee with all in favor.

At approximately 8:55 am, Selectman Wood moved to enter non-public session per RSA 91-A: 3 II (e) and (l) consideration of pending litigation and consideration of legal advice, seconded by Selectman Marcussen. 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 (d) sale of real estate, seconded by Selectman Marcussen. Roll call vote: Albee – Yes; Wood – Yes; Marcussen – Yes. At approximately 9:12 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 Chairman Albee with all in favor.

Public session reconvened at 9:13 am and Chairman Albee led the pledge of allegiance.

REVIEW AND APPROVAL OF MINUTES

Selectman Marcussen moved to approve the 9/20/19 meeting minutes as written, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to approve the 9/23/19 meeting minutes as written, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to approve the 9/26/19 meeting minutes as written, seconded by Selectman Wood with all in favor.

APPOINTMENTS/BUDGET REVIEWS

Steve Wingate met with the Selectmen in regards to the Tuftonboro Conservation Commission holding an easement for Lakes Region Conservation Trust (LRCT) for PID 68-2-1. As Chairman Albee has an interest in this property, he recused himself from the conversation. The Conservation Commission has already voted to hold the easement. LRCT applied for

LCHIP grant funding and this requires a vote of the Selectmen. Selectman Marcussen moved to approve the Tuftonboro Conservation holding an easement on PID 68-2-1 for LRCT, seconded by Selectman Wood. Selectman Wood confirmed the PID with Mr. Wingate. Mr. Wingate responded to Selectman Wood's questions regarding future cost commitments for the Town to hold the easement. The Town will be asked to solve the erosion problem on the Class VI portion of Northline Road. Part of this may involve creating a parking opportunity so the public can access this property. LRCT, as the property owner, would be the ones to propose or request this. (It would be a request rather than a demand.) This led to further discussion regarding erosion concerns and whether or not the Town is responsible for maintaining Northline Road as a town resource. As easement holders Mr. Wingate feels that the Town has an obligation to prevent erosion at the Class VI section of road. Vote passed. Selectman Marcussen and Selectman Wood in favor.

Several years ago the Conservation Commission accepted a conservation easement from Kate Nesbit on Tuftonboro Neck. At that time part of the property was not included in the easement. Ms. Nesbit now wants to extend the easement from 35 to 48 acres. Chairman Albee moved to allow Kate Nesbit to increase the amount of land in conservation as described by Mr. Wingate, seconded by Selectman Wood with all in favor.

Mr. Wingate followed up regarding the statement made at the last Planning Board meeting that the parking lot across the street from 19 Mile Bay could possibly be expanded. It has been confirmed that this is actually under conservation easement (1993) by the NH Department of Transportation (DOT). The parking area was put in after the easement was put in place. (It is thought that this was some sort of tradeoff at the time to compensate for eliminating the former parking area.) A change to the parking area would require the easement holder's concurrence. If the parking lot is expanded he suggests that some research would need to be done first.

Christie Sarles was unavailable to give the Library update.

Jack Parsons gave the Building Department update. To date there has been 106 building permits, 383 inspections and 13 new homes. The status of junkyard properties was discussed. Chairman Albee let Mr. Parsons know that people need to wear hard hat and safety harnesses while working at the Library addition to prevent the Town from liability. Mr. Parsons shared that the Transfer Station's CIP submission for additional work on the heating system isn't a requirement. He suggests replacing the doors instead and suggests doing fiberglass instead of steel. He will work with Clay Gallagher regarding this. It was agreed that if just doors are replaced then the cost could be added to the Transfer Station budget rather than being a warrant article.

Alba Architects came in to meet with the Selectmen about preparing a detailed design and model of the Police Facility for the 2020 Town Meeting. As they haven't yet issued a final report there is \$2800 leftover from the initial project that can either go towards a final draft and presentation or something else. (The report is 90% complete as it stands now.) The total cost of item #3 of the recent proposal is \$9,880. This includes drawings and better costing for the Police Facility. It was agreed to pay for this using the leftover \$2800 from the initial project, \$4,000 from the Police Budget and \$3000 from other monies. The Selectmen will allocate where the additional \$3,000 will come from closer to year-end. Selectman Marcussen moved to have Alba Architects proceed with item #3 of the proposal which will provide drawings and better costing for the Police Facility, seconded by Chairman Albee with all in favor. There was discussion about timing requirements. It was agreed to have Alba Architects provide a figure for the warrant article in time for the warrant to be done but the presentation materials would just need to be done in time for Town Meeting. Chairman Albee asked that all 2019 billing estimates be conveyed before year-end for encumbering purposes. All of the MEP Engineering cost (approximately \$5,000) and a portion of Alba Architects work being paid for with item #3 will reduce the \$60,000 quoted for work to be done next year. There was discussion about emergency operations center homeland security grant funds and what may need to be included in the proposal to be eligible for this funding.

4520 PARKS AND RECREATION

Before presenting his budget, Dennis Zilembo shared that a Harvest Festival-Trunk or Treat will be held with the School PTCO on 10/18/19 from 4:00-6:00 pm at Davis Field. Parks and Recreation will also be hosting a painting class on 10/24/2019 at 6:00 pm at the Town House. Cost is \$25. (Pre-registration is required.)

01-4520-10-120 Parks and Recreation Program Director: Budget request increased \$3000 from 2019 due to the anticipation of an increased program in 2020.

01-4520-11-120 Swim Coach: Budget request reduced to \$0. The Tuftonboro swim team has been extremely small. Mr. Zilembo feels that it would be best to have interested children participate through Wolfeboro. This would allow the swim coaches with more availability to assist in other areas.

01-4520-13-120 Program Expenses: Mr. Zilembo added this line for some expenses that were previously paid for out of the revolving fund in order to ensure that funding is available. This led to discussion about the appropriate use of the revolving fund. (Events that are going to generate additional funding should be paid out of the revolving fund.)

01-4520-20-680 Lifeguards Equipment and Training: Mr. Zilembo will check with Diane Falcey regarding 2019 expenditures that don't seem to be reflected on the summary sheet.

01-4520-30-680 Beach & Wharf Toilets: Request remained \$2400. The Selectmen increased this line to \$3,000 based on 2019 expenditures.

01-4520-33-680 Recreational Areas: Request was reduced from \$5,000 to \$4,000. The Selectmen increased this line to \$8000 to purchase a storage container.

01-4520-35-680 Trash: Mr. Zilembo will check with Diane Falcey regarding 2019 expenditures that don't seem to be reflected on the summary sheet.

01-4520-37-680 Beach-Dock Maintenance: Additional 2019 expenses are expected.

01-4520-39-680 Membership Dues and Fees: Request includes Microsoft Office Software. Request was increased from \$350 to \$500 in order to join membership in the New Hampshire Recreation & Parks Association (NHRPA).

01-4520-40-680 Lifeguards: Request was reduced \$300 based on 2019 expenditures. After discussion it was agreed to change this back to \$7500 to ensure that funding is available.

Motion: Chairman Albee moved to approve budget 4520 for \$62,061, seconded by Selectman Marcussen with all in favor.

4130 EXECUTIVE

01-4130-01-110 Administrative Assistant: This line represents a decrease from 53 to 52 weeks and includes only a COLA increase as final grade/step has been reached.

Motion: Selectman Marcussen moved to approve budget 4130 for \$106,804, seconded by Selectman Wood with all in favor.

4152 REVALUATION

Motion: Chairman Albee moved to approve budget 4152 for \$46,224, seconded by Selectman Marcussen with all in favor.

SIGNATURE FILE

Selectman Marcussen moved to approve all three perambulation inquiry letters (Moultonboro, Ossipee and Wolfeboro), seconded by Selectman Wood with all in favor. The Selectmen tabled a decision regarding an exclusions request form which would exclude the Town from the negotiation class in the "In re National Prescription Opiate Litigation". Chairman Albee will research this further and it will be revisited. Selectman Marcussen moved to approve an agreement with Avitar Associates for a one-time cost of \$1,350 to add an exporting to pdf functionality to be used with our GIS mapping, seconded by Selectman Wood with all in favor. This cost will be paid for by CAI Technologies. Selectman Wood moved to approve a five year agreement with George E. Sansoucy, P.E., LLC to serve as our utility appraiser, seconded by Selectman Marcussen with all in favor. Selectman Wood moved to approve an agreement and release pursuant to RSA 674:41 for a house to be built on a Class VI road (Piper Road) at PID 64-2-4, seconded by Selectman Marcussen with all in favor. Selectman Marcussen moved to approve a Standard Veteran's Credit for PID 28-1-61 for 2020, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to approve Rights of Burial for lots F51, F50, C47, and E45 and 46, seconded by Selectman Wood with all in favor. Selectman Wood moved to approve a letter to Anne Chapel for her service to the Town, seconded by Selectman Marcussen with all in favor. Selectman

Marcussen moved to approve a lien pursuant to RSA 165:28 for PID 55-1-6-32, seconded by Selectman Wood with all in favor.

SELECTMEN'S UPDATE

Selectman Marcussen shared that there was another long session at the last Planning Board meeting regarding the Farm Island subdivision. The Board anticipates acting on the matter on 10/17/2019. As Selectman Marcussen will be out of town at the end of the month, the Selectmen agreed to cancel the 10/28/2019 meeting and hold a work session on 10/25/2019 instead.

Selectman Wood shared that there are six outstanding job performance reviews that are overdue (3 to be done by the Board and 3 to be received by department heads). He provided an update on the Tuftonboro Corner intersection. The Board gave him permission to work with Alan Hanscomb, DOT district engineer, regarding the intersection.

Chairman Albee gave an update on his meeting with Executive Councilor Mike Cryans regarding the 19 Mile Bay Wharf. He will meet with Executive Councilor Cryans, Tyler Phillips of Horizons Engineering and Rainey Pelletier of the Department of Environmental Services (DES) to further discuss the issue on 10/9/2019 at 10:00 am. Susan Weeks is also doing some research on the Wharf. Chairman Albee gave an update on the last Budget Committee meeting. As the Budget Committee would like health insurance examined more closely he will meet with Tom Young to look into other insurance plans. He gave an update regarding the Carroll County Broadband Committee meetings that he has attended. A lot of towns are now only doing one year agreements for cable service and he suggests that Tuftonboro do this as well. He attended a Library Building Committee meeting. They anticipated having it shingled by the end of last week. The Selectmen need to discuss funding for reshingling the front of the building (old section) next Spring.

CORRESPONDENCE

Selectman Marcussen will work with Karen Koch to report the items that have been completed on the annual safety inspection reports. Information regarding Twinstare Technologies construction development services will be forwarded to the Library and Police Department. The Selectmen agreed to have Rod Wood provide a recommendation regarding the NH Association of Assessing Officials 2020 Election ballot. Clay Gallagher will be on vacation 9/28/19-10/13/19. In follow up to previous correspondence, Driftwood Cove is already a proper street name. No further action is necessary. The Selectmen will discuss creating an ordinance against the public plowing of seasonally maintained town roads with Jim Bean. The Swap Shop Committee recommended closing the Swap Shop on 11/3/19 and reopening in the Spring of 2020. It was agreed that Clay Gallagher should be informed. Stantec provided lab reports that were mistakenly left out from the recently submitted GMP Renewal application for the landfill. The Carroll County Broadband Committee is holding a meeting today at 7:00 pm at the Effingham Elementary School and on 10/17/19 at 10:00 at the Tamworth Town House.

The following correspondence was also reviewed: LRHHPF report; NH Lakes September 2019 newsletter; BET training information; NHDHHS Hepatitis A and Congenital Syphilis Health Alerts; Carroll County Responds to SUD 10/1/19 meeting information; NHMA 9/23/19 and 9/27/19 Legislative Bulletins; Charter Communications channel lineup letter; Primex training information; NHDES September 2019 Municipal EcoLink; Residential Tenting & RV Permit for PID 32-1-3; Building Permit Applications for PIDs 63-2-5, 14-3-38, 41-1-20, 13-1-12 and 25-2-174; BEA October 2019 newsletter; Holderness 10/15/19 public hearing notice; Councilor Cryans 10/3/19 Report; Selectmen's Tuftonboro Times submission; various meeting minutes; various emails and other correspondence.

PUBLIC INPUT

The Selectmen responded to Joe Kowalksi that there have not been any updates to the cable franchise contract.

ADJOURNMENT

At approximately 11:10 Selectman Marcussen moved to adjourn, seconded by Selectman Wood with all in favor.

Respectfully submitted, Karen Koch, Administrative Secretary