

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

Tuesday, November 6, 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 SESSIONS

At approximately 8:30 am, Selectman Wood moved to enter non-public session per RSA 91-A: 3 II (b) hiring of a public employee, seconded by Selectman Albee. Roll call vote: Marcussen – Yes; Albee – Yes; Wood – Yes. At approximately 8:42 am, Selectman Wood moved to come out of non-public session and back into public session, seconded by Selectman Albee with all in favor. Chairman Marcussen moved that these non-public minutes be sealed, seconded by Selectman Albee with all in favor.

At approximately 8:43 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 8:48 am, Selectman Wood moved to come out of non-public session and back into public session, seconded by Selectman Albee with all in favor. Chairman Marcussen moved that these non-public minutes be sealed, seconded by Selectman Albee with all in favor.

After a brief recess, the meeting reconvened at 9:00 am. Chairman Marcussen led the pledge of allegiance.

PUBLIC INPUT

None.

ROAD STRIPING BID OPENING

Two bids were received. One from Industrial Traffic Lines for \$0.08 per foot for double yellow lines and \$0.042 per foot for single white lines and another from HiWay Safety Systems, Inc. for \$0.086 per foot for double yellow lines and \$0.043 for single white lines.

ROADSIDE MOWING BID OPENING

One bid was received from Energized Line Construction for \$360 per mile based on 48 miles of roads and mowing up to 12 feet from the road edge.

The bids were reviewed later in the meeting with the Road Agent.

REVIEW AND APPROVAL OF MINUTES

Selectman Albee moved to approve the 10/29/18 meeting minutes as written, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve the 10/29/18 non-public meeting minutes as written, seconded by Selectman Wood with all in favor.

APPOINTMENTS/BUDGET REVIEWS

Teresa Williams from HealthTrust presented insurance plan options to the Selectmen. Some copays under the current medical plan will decrease to \$15 in 2019 (walk-in center copay, chiropractic, therapy visits, and cardiac rehab). Other copays remain the same. Acupuncture has been added as a service to the current plan as well as the new site of service plans. The difference in prescription cost between preferred and generic were discussed. Medicare recipients can follow whatever insurance plan they chose but their prescription plan will follow suit with what the Town chooses. Alternative site of service plans were discussed. Employees would need to go to site of service facilities and not many, if any, are available in our area. HealthTrust has a disclaimer that employers can only fund 50% of the total deductible. Ms. Williams believes that the reasoning for this may be to have members be more effective consumers. This doesn't apply to the Lumenos plan if you are a large group. Ms. Williams will provide more information for the Selectmen regarding this. There was discussion regarding HSAs (can be employee or employer funded-can only be paired with high deductible plans but not the higher deductible site of service plans), FSAs (employee pre-tax contributions), and HRAs (can be used with any plan). These guidelines are set by the IRS. Ms. Williams will need a timely decision from the Selectmen if they wish to make any changes as she needs to submit changes by 11/27/18.

Jack Parsons gave the Building Department update. Selectman Wood thanked Mr. Parsons for getting the generator installed at the Town House, asked about other generators to be installed in Town and requested that the Town garage be next. Mr. Parsons shared that all lights have been changed to LED in the Town House. A new walkway light will be installed at the Town Offices near the Code Officer entrance. To date there have been 113 permits, 17 new homes and 411 inspections. Mr. Parsons has collected about \$38,000 of building permit fees so far this year, which is about what he collected for all of 2017. Selectman Albee requested that property assessments be added to the building permit applications in 2019. Mr. Parsons is researching more information regarding the required Town Wharf permits. In response to Selectman Albee, he shared that he doesn't see any large changes in code ordinances next year. Mr. Parsons responded to Joe Kowalski regarding timed lighting at the Town House.

4220 FIRE DEPARTMENT BUDGET (revisit)

Chief Thompson met with the Selectmen to revisit the fuel portion of this budget (gas, diesel and small engine). Fuel needs to be increased \$3100 to accommodate for anticipated 2019 expenditures.

Motion: Selectman Albee moved to increase 01-4220-11-635 Fuel to \$11,300 for a total 4220 budget of \$449,208, seconded by Selectman Wood with all in favor.

4191 PLANNING & ZONING (ZBA portion)

Postage increased \$50. All other items remained level funded. There was discussion regarding 2018 and previous year to date expenditures. 01-4191-02-550 ZBA Public Notices for 2019 was reduced by \$500 to \$1500.

Motion: Selectman Albee moved to approve budget 4191-02 for \$2,950 (reducing Public Notices to \$1500), seconded by Selectman Wood with all in favor.

4153 LEGAL

There was discussion about obtaining firmer anticipated expenditures from the departments that are included in this budget before voting.

Motion: Selectman Wood moved to table budget 4153, seconded by Chairman Marcussen. Vote passed 2-1. Selectman Albee against.

SIGNATURE FILE

Selectman Albee moved to sign an intent to cut for PID 30-3-1, seconded by Selectman Wood with all in favor. The Selectmen revisited the cable barricade on Piper Road. Selectman Albee and Chairman Marcussen feel that the cable is inappropriate and an appropriate gate barricade should be installed. Selectman Wood is in disagreement and feels that this discussion should be tabled and the current cable should remain in place. After some discussion, Selectman Albee moved to approve a letter to Wayne and Diane Ulwick in regards to the barricade (requesting that the cable be removed and an appropriate gate be installed), seconded by Chairman Marcussen with all in favor. Chairman Marcussen moved to approve the 2018 Equalization Municipal Assessment Data Certificate, seconded by Selectman Albee with all in favor. The proposed equalization rate is 88.2%. Property values will be updated in 2019.

SELECTMEN'S UPDATE

Selectman Wood shared that Ralph Bussiere thanked the Selectmen for the congratulatory letter they sent regarding his Citizen of the Year award. The cost information that Jill Cromwell requested of him regarding the beach project is expected to be received this week.

Chairman Marcussen attended a meeting in Moultonborough regarding an ambulance consortium to explore the possibility of Tuftonboro joining that group. Currently Meredith, Center Harbor, Moultonborough and Sandwich are included in the group. The group consists of three ambulances (2 are housed in Meredith and 1 in Moultonborough) and provides coverage for the four aforementioned towns under an Intermunicipal agreement (IMA). Tuftonboro would have to join the IMA to participate. The Moultonborough Fire Chief will provide a copy of the agreement. There was discussion regarding current ambulance service coverage versus the proposed coverage. Transition in service doesn't have to be specific to a contract end date. The savings that would be realized will be very modest and the savings would go to the entire consortium, not necessarily to just Tuftonboro.

Mark Howard shared that the TAC meeting scheduled for this Wednesday will be delayed until further notice.

CORRESPONDENCE

The Selectmen reviewed a final version of the construction debris verification form and had no further changes other than Selectman Wood's suggestion to condense the form to a half sheet pad format. Chairman Marcussen will attend the NHMA Annual Meeting on 11/14/18 at 3:00 pm in Manchester, NH. The Selectmen discussed the Town Treasurer's dismay that the undesignated fund balance included a \$450,000 advance tax payment thus reducing the fund balance to approximately \$660,000. The \$250,000 that was applied to reduce taxes will bring the actual fund balance to approximately \$410,000. The Selectmen will follow up with Clay Gallagher in regards to closure monitoring frequency. In regards to the Police Facility bids, Harriman responded that they are fine proceeding as planned. Alba Architects (the late bidder) has not responded yet. The NH Department of Transportation is soliciting highway projects for the next Ten-Year Transportation Plan (2021-2030), and \$5.1 million will be allocated for projects in the Lakes Region. Mark Howard submitted two Tuftonboro specific requests for inclusion in the plan (109A and 109 intersection and the intersection of Ledge Hill Rd and Rt. 171). Mr. Howard has learned that signage can't be installed on Town roads that intersect State highways. He will follow up with Susan Slack at LRPC for further information regarding signage limitations and come back to the Selectmen. Chief Thompson will attend Procurement Policy training 11/6/18. It was agreed to sit with him to establish a policy after he attends the training.

The following correspondence was also reviewed: NHDHHS Acute Flaccid Myelitis Health Alert; Instream Flow Program 11/15/18 & 11/26/18 public hearing notice; Municipal EcoLink October 2018; Lakeside Fall 2018; NH Public Health Services Lead Rules update; Avitar Associates tax map quote; Solid Waste 11/27/18 Roundtable Meeting information; Advocacy Alert Survey; USDOL 11/6/18 forum information; Clean Water State Revolving Fund pre-application invitation; Charter Communications upcoming changes regarding Nick 2 service; Building Permit Applications for PID 29-3-3 and 55-1-6-31; BET October 2018 issue; HealthTrust's Governance and Nominating Committee 12/6/18 Annual Meeting information; SWOT November Training opportunities; CDFA Community Development Block Grant Program Workshop information; Councilor Kenney's 10/31/18 report: State driveway application for 46-2-9; American Youth Foundation donation; various meeting minutes; various emails and other correspondence.

There was a break from 11:00-1:00 pm. The meeting reconvened at 1:00 pm.

APPOINTMENTS/BUDGET REVIEWS (con't)

4612 CONSERVATION

Steve Wingate presented this budget to the Selectmen. The budget reduced from \$20,580 to \$16,854. Current year expenditures were reviewed. All lines remain unchanged besides Administrative Assistant and Dues.

01-4612-01-330 Dues: Membership to LRCT was added.

01-4612-02-330 Water Monitoring: The Commission is looking to establish a volunteer group for Water Monitoring. Town funding only covers the cost of the lab analysis.

01-4612-05-330 Administrative Assistant: Reduced from \$9,080 to \$5,304. 2018 expenditures are low as in-house work on the Master Plan totaled less than expected, other anticipated projects didn't come to fruition and there was limited availability of staff.

01-4612-13-390 Well Water Testing: Was not done in 2018 but is anticipated for 2019.

01-4612-09-330 Acquisitions and Monitoring: There was discussion about grant involvement for land purchases, etc. As the line was overspent for 2018, there was discussion about the 2019 budget. Mr. Wingate didn't feel the need to increase this line.

Motion: Selectman Albee moved to approve budget 4612 for \$16,854, seconded by Selectman Wood with all in favor.

Chairman Marcussen asked Mr. Wingate about the Conservation portion of the Legal budget. He spoke of expected closing costs and title searches for two properties that they are looking into. As some of this expense is included in the Acquisitions and Monitoring line it was agreed to keep the legal line \$400.

Joel Detty & Harry Stewart of Normandeau Associates met with the Selectmen to present their 19 Mile Brook Study proposal. Their proposal recreates the study that they did in 2008. They reviewed each component of the proposal and noted their importance:

#1 Wolfeboro RIB Discharge File Review: Necessary to recommend what further work is needed.

#2 Surface Water Quality Study: Might not be necessary depending on the file review. After review of what's available they can recommend what is needed for further information in regards to water chemistry studies. This would be done year round, particularly during the hottest part of the summer with the lowest flow.

#3 Fish, Macroinvertebrates, & Aquatic Habitat Studies: Most critical part. If there are effects of the infiltration discharge it will show here. This would be done in the summer.

#4 Wildlife Studies: This is a survey level/landscape level study that gives a sense of what changes at habitat level and is not as importance as other components. This would be done in the Spring.

Normandeau initially suggested doing #1 and #3 and using the results of each to see if further research is necessary. They responded to Fran Laase in regards to the four test locations that would be used. There was discussion regarding Wolfeboro's participation in payment for the study. The file review will help to show the effect of the RIB. A long term monitoring option will be offered as well to see the effects of the ongoing RIB system. There was discussion regarding payment of both #1 and #3. It was agreed that Normandeau will do a file review between now and Christmas and will use that information to come forward with a revised proposal of what should be done for 2019. The File Review will be paid out of the 2018 Conservation Commission budget while the remaining items will be a 2019 warrant article. Selectman Albee moved to sign a contract with Normandeau for \$4,695 for a 2018 file review, seconded by Selectman Wood with all in favor.

Steve Wingate asked to be involved with Jim Bean regarding drainage/culvert replacement. He also shared that he went to a sandpit closure workshop and there are ways to close a sandpit that is beneficial to wildlife. Next week Mr. Wingate will be sitting in an Americorps' discussion regarding milfoil. There was discussion regarding the 19 Mile Bay Beach project. A project cost proposal is expected from White Mountain Survey this week.

Jim Bean gave the Highway Department update. They have been cleaning and repairing culverts. Of the 29 red listed, only 16 are left on the list. Tony Eldridge and he plan to work together next week regarding the Durgin Rd. and Rt. 171 catch basin. His crew cleaned up after two windstorms the last two Saturdays.

The Selectmen revisited bid openings from earlier that morning. HiWay Safety Systems did an unacceptable job in the past and their bid is higher. The Selectmen discussed the importance of line striping and adding striping to additional roads. There was also discussion about adding a white stop line at stop signs in Town. These bids will be revisited at the 11/19/18 meeting.

The one bid received for mowing was discussed. Mr. Bean will confirm that their bid is for both sides of the road and will check references. Selectman Wood suggests a deadline for completing the roadside mowing before voting on the bid. Mr. Bean will work further with this company to build a rapport and feel comfortable with their work before committing to an agreement.

Mr. Bean and the Selectmen responded to Fran Laase about putting sand laced with road salt along water bodies as well as his request of having just straight sand available for resident use.

It was agreed that Sawyer Road paving should be a separate warrant article. Selectman Wood asked that Mr. Bean compile estimates (cost to grade the road in preparation, estimate of gravel and material needed in preparation and a cost estimate for the base coat and shoulders) for doing the project.

Selectman Wood summarized the remaining Highway Budget and outstanding bills. Mr. Bean shared that the new town truck needed to go back to the dealership. Some items were under warranty but some weren't. This resulted in an incurred expense of \$1,200. More work still needs to be done on the sander body even after going to Fletch's.

Selectman Wood moved to take an additional \$7,500 out of the additional Highway Block Grant to complete graveling of roadside edges for Brown Road, seconded by Selectman Albee with all in favor.

Mr. Bean previously met with Chairman Marcussen and Chief Shagoury regarding Class VI road signage. Sign cost including installation totals \$1698. Chief Shagoury feels that most signs can wait until next budget year except signage at the beach area to restrict ice houses from being left there. It was agreed to delay Class VI road signage until 2019.

Selectman Wood will work with Gina Lessard and Mr. Bean to store picnic tables and benches at no cost to the Town.

4312 HIGHWAY (revisit)

Jim Bean revisited the Highway budget with the Selectmen. The \$498,000 proposed budget is a little over a 10% increase from 2018.

01-4312-20-680 Summer Maintenance: Increased as work has been put off in past years to accommodate for other line expenditures.

01-4312-26-680 Culverts: This budget line is just for the culverts themselves. The cost for installation is put into the appropriate season's maintenance line. There was discussion as to whether or not to have 2019 culvert replacements be included in the budget or presented as a warrant article. Mr. Bean shared that the 13 culverts that were fixed recently were less troublesome than others. The Selectmen asked that Mr. Bean summarize the culvert information for future review with estimated cost information for each.

01-4312-21-680 Winter Maintenance: Mr. Bean purchased a 10 wheeler rather than a 6 wheeler to replace the old 6 wheeler as it will be beneficial for his use during other months of the year. There was discussion about still putting snow plowing that was done with the 6 wheeler out to bid to get a market rate. It was agreed to review Winter Maintenance expenditures at the beginning of 2019 to see if an adjustment needs to be made before (or at) Town Meeting.

01-4312-23-660 Highway Equipment Maintenance: There was discussion regarding maintenance of the chipper and sanders.

01-4312-30-680 Crack Sealing: In regards to the paving warrant article, Selectman Albee feels that an article should be done to reflect the first or second option in the study thus reducing the crack sealing portion of the budget. Currently the CIP warrant articles for paving and maintenance total \$285,000.

01-4312-24-680 Catch Basins: This line is for cleaning catch basins. Replacement/repair is taken out of summer maintenance.

Motion: Chairman Marcussen moved to approve budget 4312 for \$498,000, seconded by Selectman Albee. Mr. Bean responded to Selectman Wood regarding treatment timing of Japanese Knotwood and verbal estimates that were provided for cutting brush at 19 Mile Beach, Sargent's Crossing mowing and brush cutting, and Lake Road guardrail mowing. Vote passed with all in favor.

4520 PARKS & REC

Gina Lessard presented this budget to the Selectmen.

01-4520-10-120 Parks & Rec Program Director: The Aquatics Director line has been eliminated and replaced with a part-time Parks and Recreation Director position in 2019 with a salary of \$15,000. There was discussion regarding the need of a job description for this position (current duties and potential additional duties), time commitment and self-funding the position with fundraising sources. Ms. Lessard will collect job descriptions from surrounding towns.

01-4520-12-120 Water Safety Instructors: Increased from \$1000 to \$1200.

01-4520-20-680 Lifeguards Equip & Training: Decreased from \$1800 to \$1000.

01-4520-33-680 Recreational Areas: Increased from \$2500 to \$5000. Funds were added to this line item so projects that need to be done can be bid out instead of being done by volunteers.

01-4520-37-680 Beach-Dock Maintenance: Decreased from \$10,000 to \$4,000 as the 19 Mile Beach survey was part of the 2018 budget. The installation and removal of the perimeter swim lines that are currently in the 2018 Highway Budget were moved to this line. Chairman Marcussen noted that the roof at the Pavillion needs to be replaced at some point.

01-4520-40-680 Lifeguards: Increased from \$5000 to \$7,500 to add a head lifeguard to take the former Aquatics Director duties. There was discussion about removing lifeguards entirely. If lifeguards are removed, the Swim Coach and Water Safety Instructor positions should remain.

Motion: Selectman Albee moved to approve budget 4520 for \$54,661, seconded by Selectman Wood with all in favor.

Miscellaneous items: Karen Koch will put an ad in the paper to sell the Town's old 6 wheeler Highway vehicle. It was agreed to invite both companies that submitted bids for the Police Facility to the next Selectmen's meeting. The Selectmen reviewed CIP projects. Selectman Wood will work with Karen Koch to create an ad for a 6 wheeler snow plowing and sanding bid. Chairman Marcussen will share contact information regarding an engineering firm for an additional proposal for doing the tax map conversion.

ADJOURNMENT

At approximately 4:18 pm, Selectman Wood moved to adjourn, seconded by Selectman Albee with all in favor.

Respectfully submitted, Karen Koch, Administrative Secretary