

**TOWN OF TUFTONBORO  
BOARD OF SELECTMEN  
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**Selectmen's Work Session  
8:30 am – Town Offices**

**Monday, November 26, 2018**

The official video of this meeting can be found on the Town of Tuftonboro's YouTube channel:  
<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 work session to order at 8:30 am.

**NON-PUBLIC SESSION**

At approximately 8:30 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 8:50 am, Selectman Albee moved to come out of non-public session and back into public session, seconded by Selectman Wood with all in favor. Selectman Wood moved that these non-public minutes be sealed, seconded by Chairman Marcussen with all in favor.

After a brief recess, the work session reconvened at 8:55 am.

**APPOINTMENTS/BUDGET REVIEWS**

Stuart Anderson and Philip Bennett of Alba Architects came to discuss the bid that they submitted for the Police Facility Building Needs Assessment and to share their background. Alba Architects is a relatively small firm that has been primarily based in Woodstock and North Woodstock for the past eight years. Mr. Anderson and Mr. Bennett gave a summary of the diverse projects that they have worked on, including projects for the towns of Thornton and Conway. They base their final project fees on deliverables (not percentages). There was discussion regarding sustainability and energy efficiency, including use of each in either a new or renovated building. Risk Allocation is actually \$2,000,000 (not \$50,000 as stated in their proposal). There was discussion about bidding (Alba Architects can draft documents), supervision/clerk of works, construction managers, special inspections, potential building/building addition locations, etc. The Selectmen will award the Police Facility Building Needs Assessment bid in December. The project itself wouldn't go on the Town Warrant until 2019.

Jim Bean met with the Selectmen to discuss the paving study. One proposal details a 7.5% increase in the paving budget over 10 years. The other represents a 10% increase. An increase of 7.5% still leaves a lot of roads in need of improvement or in poor condition over a 10 year period versus a 10% budget increase. The Selectmen reviewed the annual repair costs with a 10% increase. There is not much of an effect for the first few years. A few years out it starts to become a bigger number. There was discussion about leveling the cost out over a period of years instead, support of the public to improve town roads, etc. Mr. Bean expects the cost for paving Sawyer Road from FR Carroll today. Mr. Bean feels that North Line Road should be given top priority in 2019. The paving study suggests only doing a ¼ mile of North Line Road in 2019. This led to discussion about the components of this project, whether or not to pave the whole road or just a section, etc.

Crack sealing is included in the paving study. This procedure is currently included in the Highway budget rather than in the paving warrant article. There was discussion about the hesitation to use chip sealing as advised in the study, about how omitting some of the suggestions in the study changes the results of the overall study, etc.

**Motion:** Selectman Albee moved to accept the 10% increase in the paving schedule for 2019, seconded by Selectman Wood. This led to discussion about the chip seal process, monitoring the success of this process and discussion about what other components the study includes and potential adjustments to be made. Selectman Wood read aloud literature regarding missteps sometimes taken by municipalities in regards to road improvements. There was discussion about the warrant article dollar amount for the 10% increase. Motion passed with all in favor. The Selectmen will revisit what dollar amount to present for the 2019 paving warrant article after considering the removal of crack sealing (as it is already included in the budget), adding an overlay with edges on Brown Road (no estimate yet), \$50,000 for reconstruction, etc. Karen Koch will confirm with LRPC if shoulder edges are included in the study.

Chief Thompson gave the Fire Department update. Please see attached. There was further discussion regarding ambulance response time, contract terms, etc. Chief Thompson will provide updated information regarding ambulance revenue.

Chief Thompson and the Selectmen discussed establishing a procurement policy. After reviewing five difference sample procurement policies, Chief Thompson felt that the Town of Effingham's policy fit Tuftonboro best. This led to discussion regarding enforcing purchase bidding.

#### 4619 OTHER CONSERVATION

Chairman Marcussen presented this budget.

**01-4619-01-680 Agricultural Commission:** Remained level funded at \$3,000. The request includes a storage shed for public use. There is no need for a compost consultant any longer. Supplies for demonstrating the composting area at the community garden has been reduced to \$100 (from \$500).

**01-4619-02-810 Milfoil Joint Board:** Increased to \$24,706 (from \$24,500) as the contract fee increased slightly. This includes eight days of diver assisted harvesting. All eight days might not be used. No harvesting was done in 2018 as the contractor selected by the State didn't meet the standards set by the Milfoil Committee. A new contractor was selected for 2019. \$900 is for bottled water for residents that typically drink lake water that might be affected by the herbicide treatment. Previous expenditures were reviewed. 2013 expenditures of \$24,992.60 included extensive herbicide treatment. It is recommended to do herbicide treatment again in 2019. Treatment will not be necessary in 2020 and therefore this budget line will decrease. Selectman Albee suggested setting funds aside in years where harvesting and herbicide treatment are not necessary in preparation for years when it will be done.

**Motion:** Selectman Albee moved to approve budget 4619 for \$28,456, seconded by Selectman Wood. Chairman Marcussen brought up that Forestry Service was omitted for 2019. Chairman Marcussen moved to keep a placeholder of \$500 in the 01-4619-04-810 Forestry Service line, bringing the total for budget 4619 to \$28,956, seconded by Selectman Wood with all in favor.

#### 4191 PLANNING & ZONING (ZBA portion revisit)

At their 11/6/18 meeting, the Selectmen decreased 01-4191-02-550 ZBA Public Notices for 2019 by \$500 to \$1500. As 2018 expenditures are expected to be close to \$2000, Jackie Rollins requested that this line be brought back to the requested \$2000.

**Motion:** Selectman Albee moved to approve budget 4191 for \$3,450 (increasing Public Notices to \$2000), seconded by Selectman Wood with all in favor.

Selectman Wood shared that Lee Ann Hendrickson's job performance review is due in December. All other employees are up to date.

#### SIGNATURE ITEMS

Selectman Albee moved to approve renewing health and dental insurance coverage with HealthTrust for 2019 including billing services for cobra and retirees, seconded by Selectman Wood with all in favor. Selectman Albee moved to

approve a summary of forest stewardship plan for current use assessment for PID 16-2-9, seconded by Selectman Wood with all in favor.

#### **CORRESPONDENCE**

The Selectmen agreed to postpone posting the part-time Parks and Recreation Director advertisement until after the holiday. The Selectmen agreed that a contract obligation is needed to encumber the remaining Parks and Recreation budget for the anticipated 19 Mile Bay beach permit costs. The following correspondence was also reviewed: Building Permit Application for PID 50-1-3 and letter re: PID 51-2-42.

#### **ADJOURNMENT**

At approximately 11:20 am, Selectman Albee moved to adjourn, seconded by Selectman Wood with all in favor.

Respectfully submitted, Karen Koch, Administrative Secretary

**November 26, 2018**

<b>Fire Calls</b> 179	<b>Gas Furnace Inspections</b>	20
<b>EMS Calls</b> 231	<b>Oil Burner Inspections</b>	10
<b>Service Calls</b> 24	<b>Wood /Pellet Stove Inspections</b>	6
<b>SPD</b> 24	<b>Life Safety</b>	22
<b>Total</b> 456	<b>Total</b>	<b>58</b>

Tuftonboro Fire Rescue has been working on an issue with the gas furnaces at the Central Station. The units have once again begun to blow the front covers off. The issue is the burner tube, the burner tube allows the fuel/air mixture to enter the combustion chamber where it is ignited. After 2 ½ years the burners tubes are starting to deterate.

They are a replaceable part that is only warranted for a year. There is no life expectancy give for them. We are working on cost of replacing the units in the future years if they become worse. Parts and labor to repair the two furnace is approximately \$2000.

We have new tires on order for Engine 4 through Belknap Tire from the state bid process the cost of the ten tires will be approximately \$ 5000.

Boat 1 has been pulled from the Pier 19 dock for the season. It will be kept at Central Station for cleaning and any repair needed. Once we can no longer launch it due to the ice we will then place in storage for the winter, and begin to use Boat 2 for Lake Calls.

The following individuals went to an Ambulance Consortium meeting on 10/24/18 at the Moultonboro Fire Department, Select chair Bill Marcussen, Caleb Pike, Skip Galvin, Bob McWhirter and myself. It could be several months before we will hear back from the consortium which consists of Moultonboro, Meredith, Center Harbor and Sandwich. The process seems very complicated to become part of, because there are so many different Board of Selectman that have to meet and agree. I do not see a great cost savings for our town and feel we will be getting less for money as we will not be contracting for an ambulance that will be dedicated for just Tuftonboro. It sounded like a possible saving of approximately \$5000-6000 on the contract. I would suggest we budget the \$192,479.19 for 2019 ambulance for a 1-year contract. Moultonboro pays \$194,840 for an ambulance with a dedicated Medic. More information to follow.

Fire safety day went well at the Tuftonboro Central School on 10/15/2018.

Car 1 the 2010 ¾ Suburban is back from Weston Auto Body it had some rust repairs completed and water spots removed from the windows and hood of the vehicle. It also had a driver's side door gasket replaced total cost \$ 896.18 All the repairs came out good.

Tuftonboro Fire Rescue, Tuftonboro Highway department, NH DOT Division 3, and NH Coop, responded to multiple calls on 10/27/2018 at 21:56 to 10/28/2018 at 08:00. All units worked on trying to keep roads open due to the north east windstorm that passed through the area. There were multiple reports of trees and wires down through out town. All departments worked together through out the night to get roads so they were passable