

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

**Monday, December 3, 2018**

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 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 SESSION**

At approximately 8:30 am, Selectman Wood moved to enter non-public session per RSA 91-A: 3 II (a) for personnel, seconded by Selectman Albee. Roll call vote: Marcussen – Yes; Albee – Yes; Wood – Yes. At approximately 8:50 am, Selectman Wood moved to come out of non-public session and back into public session, seconded by Chairman Marcussen with all in favor. Selectman Wood moved that these non-public minutes be sealed, seconded by Chairman Marcussen with all in favor.

At approximately 8:50 am, Selectman Wood moved to enter a second non-public session per RSA 91-A: 3 II (d) for consideration of the acquisition of real estate, seconded by Selectman Albee. Roll call vote: Marcussen – Yes; Albee – Yes; Wood – Yes. At approximately 9:00 am, Selectman Wood moved to come out of non-public session and back into public session, seconded by Chairman Marcussen with all in favor. Selectman Wood moved that these non-public minutes be sealed, seconded by Chairman Marcussen with all in favor.

Chairman Marcussen reconvened the public meeting at 9:07 am and led the pledge of allegiance.

**PUBLIC INPUT**

The Selectmen responded to Sue Weeks in regards to their 11/19 discussion regarding the frequency of landfill inspections.

**REVIEW AND APPROVAL OF MINUTES**

Selectman Albee moved to approve the 11/19/18 meeting minutes as written, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve the first 11/19/18 non-public meeting minutes as amended, seconded by Selectman Wood with all in favor. Chairman Marcussen moved to approve the second 11/19/18 non-public meeting minutes as written, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve the third 11/19/18 non-public meeting minutes as written, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve the 11/26/18 meeting minutes as written, seconded by Selectman Wood with all in favor.

**APPOINTMENTS/BUDGET REVIEWS**

Steve Wingate met with the Selectmen to share that the Conservation Commission has been approved for two grants totaling \$149,000 to acquire 140 acres in the Great Meadow. The Land and Community Heritage Investment Program (LCHIP) grant will be awarded Friday by the Governor. Selectman Wood will attend on behalf of the Selectmen. The other that was received is the Aquatic Resource Mitigation (ARM) grant. These grants will cover almost all of the cost of

the two property purchases that are currently being negotiated. The Conservation Commission estimates that they will be about \$12,500 short for the purchases. The Wolfeboro-Tuftonboro Land Bank will donate \$6000 and the Commission fund will cover \$6500. There was discussion about encumbering 2018 funds to pay for the action items required in order to receive the grants (surveying, stewardship plan, etc.) rather than adding these expenses to the 2019 budget. The Selectmen confirmed that they are committed to funding phase one of the 19 Mile Brook project and are flexible as to where it is paid from thus freeing up some of the 2018 Conservation budget to be used for these action items. The cost for these action items is not confirmed yet. After these two purchases, the total amount of Town owned land in the central portion of the Great Meadow would be approximately 400 acres. The Selectmen and Mr. Wingate confirmed details of the purchases for Elissa Paquette.

Sue Weeks summarized 2018 Cemetery improvements that have been accomplished. All work that was anticipated at the French Cemetery was not completed because of rain but a retaining wall was installed. A major limb came down in the Edgerly Cemetery that did damage to approximately four stones. The tree was removed. The Trustees will be reviewing cemeteries for any other potential tree problems. The Cemetery Trustees are meeting tomorrow night and will have most of their 2018 expenses submitted by then. They are obtaining bids for 2018 for three iron gates for the Town Offices Cemetery. The Cemetery Trustees will request to have funds encumbered if the purchase is not completed by year end.

#### 4195 CEMETERY BUDGET

Ms. Weeks presented this budget to the Selectmen. The budget increased slightly from \$21,300 to \$23,450.

**01-4195-01-110 Sexton:** This line increased from \$1500 to \$2100. Fees for installation of corner markers were previously done in an "in and out" fund. They will now go through the budget. The fees collected for these services will be offset by revenues.

**01-4195-02-690 Corner Stones & Metal Stakes:** This is a new line with \$850 allotted. These purchases were also previously handled through an "in and out" fund and will now go through the budget. The expenses will be offset by revenues.

**01-4195-01-490 Cemetery Maintenance:** This line increased from \$12,500 to \$15,000. Bill Williams tendered his resignation so the old Cemetery mowing was moved to this line. (Old Cemetery Mowing has been zeroed out.) Selectman Albee encouraged putting the mowing of old cemeteries out to bid rather than the Cemetery Trustees having their current contractor, Mark Eldridge, take on the additional duties. This led to further discussion regarding the bidding process. Ms. Weeks expressed the reasoning for her hesitation with putting this out to bid. Selectman Albee asked that they continue to talk about it.

**01-4195-25-620 Office Supplies & 01-4195-01-650 Old Cemeteries-Restoration:** Office supplies decreased and funds were moved to restoration instead to do cemetery work.

**Motion:** Selectman Albee moved to approve budget 4195 for \$23,450, seconded by Selectman Wood with all in favor.

Jim Bean gave the Highway Department update. He provided quotes for individually paving Sawyer Road (\$56,400) and for doing a top coat on Brown Road (\$51,260). If both are done at the same time the cost would be reduced by \$12,840. Frank from FR Carroll is willing to come speak with the Selectmen about his opposition to using chip sealing and is willing to assist with the paving study. It was agreed that inviting Erin Daley of LRPC to this discussion would be helpful. There was further discussion about the paving study and the appropriate time of year to do paving.

The rain hampered their work but his crew did the best they could with dirt road grading in the month of November. They also cleaned out ditch lines, opened up culvert ends, removed a few roadside hazards (he contacted the Police Department regarding the trailer on the side of Sodom Road), filled potholes, put away picnic tables, hauled in winter sand and cleaned up debris from several wind storms. They were called out nine different days to either treat or plow the roads in the month of November, once in October and once so far in December.

#### ROADSIDE MOWING BID

Mr. Bean confirmed that the mowing bid received from Energized Line Construction was for both sides of road. The Town of Wakefield provided an excellent reference. Selectman Albee moved to award the mowing bid to Energized Line

Construction for \$360 per mile, seconded by Selectman Wood. There was discussion about the miles of road, work included, etc. Motion passed with all in favor. The Selectmen will estimate the budget amount necessary for 2019.

There was discussion about 2018 expenditures and the plowing bid.

#### **ROAD STRIPING BID**

The two bids received were revisited. One was 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. Mr. Bean recommended continuing work with Industrial Traffic Lines. Selectman Albee moved to hire Industrial Traffic Lines for 2018 road striping, seconded by Chairman Marcussen. There was discussion regarding the inclusion of additional road striping (including stop lines, lines at the entrance of the Transfer Station, additional roads to have white lines added, yellow lines on County Road, etc.). It was clarified that the motion made was to award the bid to the contractor, not on the budget amount. There was discussion about considering the traffic count before adding line striping to additional roads as well as the future commitment to continue to stripe these roads once they are added. Motion passed with all in favor.

Individuals have been plowing the seasonal portions of County Road and Lang Pond Road and it has caused maintenance issues. The Selectmen will research the best way to prevent private plowing on seasonal roads and readdress this topic. Mr. Bean will follow up on a private granite post on Durgin Road as it interferes with plowing and is a safety concern. He will also provide a list of catch basins to the Selectmen. Mr. Bean feels that the culvert at Zadedda Farms can be extended within next year's budget. Selectman Wood will speak with Mr. Bean individually to review culverts that should be rebuilt.

#### **4155 PERSONNEL ADMINISTRATION**

This budget increased from \$588,545 to \$650,813. The bulk of the increase is for health insurance.

**01-4155-01-292 Separation Pay:** Diane Falcey shared that this line is used in the event that an employee is fired and a severance pay is required. It is not used for employees that leave voluntarily. Their separation pay is paid out of the respective budget.

**Motion:** Selectman Albee moved to approve budget 4155 for \$650,813, seconded by Selectman Wood with all in favor.

#### **SIGNATURE FILE**

Selectman Albee moved to approve the 2019 Holiday Schedules for the Town Offices and Transfer Station, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve an intent to cut for PID 55-3-3, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve an intent to cut for PID 14-2-34 and 15-3-38, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve an intent to cut for PID 55-1-2, 3, and 15, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve a pole license agreement with NHEC and Consolidated Communications, seconded by Selectman Wood with all in favor.

#### **SELECTMEN'S UPDATE**

Selectman Albee will be meeting with Karen Koch, Diane Falcey and possibly Christie Sarles after this meeting regarding the Library warrant article.

Selectman Wood will be going to the Conservation Commission grant award on Friday. The Board agreed to have Selectman Wood speak with Chief Shagoury regarding storage of the police cruisers in the Town Offices parking lot so as to not interfere with snow removal.

Chairman Marcussen shared that Chief Shagoury passed the baton to his replacement as President of the NH Chiefs of Police Association at their Association meeting this past Saturday. The Selectmen will be attending the Regional Group of Select Boards' meeting that is taking place at the Tuftonboro Town Offices at 6:30 pm on 12/4/18.

## **CORRESPONDENCE**

The Selectmen will revisit the draft procurement policy provided by Chief Thompson at a later date. Selectman Albee moved to put out the RFP to sell the Town's old 6- wheeler, seconded by Chairman Marcussen with all in favor. The Selectmen approved a draft meeting scheduled for January-June 2019. The Selectmen agreed to review historical non-public minutes after the holidays. The LRPC Legislative Reception and Commission Meeting is 12/3/18 at Lakes Region Community College. The Selectmen briefly discussed the components necessary for bringing the Library addition project to Town Meeting. The Selectmen reviewed Carroll County's MS-46. The Selectmen revisited the Police Facility Needs Assessment bids received from Harriman and Alba Architects. Selectman Wood moved to award the bid to Alba Architects (not to exceed \$19,500), seconded by Selectman Albee with all in favor. Some of the reasoning for awarding the bid to Alba Architects was because they have worked with HEB, their explanation for not setting a percentage upfront for the architectural fee, the Principals of the company are directly involved with the project, they are well-versed in LEED, and are closer in proximity to Tuftonboro than Harriman. The Selectmen responded to Elissa Paquette regarding the bid.

The following correspondence was also reviewed: Regional Select Board 12/4/18 meeting reminder; Building Permit Application for PID 51-2-42; Snow Plowing Bid information; Selectmen's CIP submissions; Primex Risk Mgmt. 5/15-16/2019 Summit information; Shorelines November newsletter; NewsLink 11/21/18; Wetlands Permit by Notification for PID 38-3-13; CIP 2018 recommendation comparison chart; Floodlines Fall 2018 issue; ZBA 12/11/18 Public Hearing Notice for McWhirter; Primex 1/24/19 Use of Facilities program; Consolidated Communications merger information; NH Lakes correspondence; various meeting minutes; various emails and other correspondence.

## **PUBLIC INPUT**

Elissa Paquette shared that tonight is the presentation of the preliminary school board budget. In regards to the discussion in the meeting about storing the spare Police cruisers in the Police Department garage, Joe Kowalski shared that the garage is currently being used for evidence storage. Selectman Wood referred Mr. Kowalski to Caleb Pike in regards to contacting GPS to correct driving directions.

## **ADJOURNMENT**

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

Respectfully submitted, Karen Koch, Administrative Secretary