

**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 Work Session
8:30 am – Town Offices

Friday, December 28, 2018

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.

APPOINTMENTS/2019 BUDGET REVIEWS/2018 ENCUMBRANCES

4313 OTHER HIGHWAYS (revisit)

Jack Parsons presented engineering proposals from Horizons Engineering for repairs to the wharf off of Lake Road (\$14,400) and the wharf off of Union Wharf Road (\$7,800). Half of this expense will be budgeted for 2019 and the other half will come from encumbered 2018 funds. 2019 permitting costs were estimated at \$5000.

Motion: Selectman Albee moved to approve the wharf proposals presented by Horizons Engineering for a total of \$22,200, seconded by Selectman Wood with all in favor.

Motion: Selectman Wood moved to encumber \$11,200 from the 2018 Other Highways-Docks and Bridges budget (4313-20) towards this wharf work, seconded by Selectman Albee with all in favor.

Motion: Selectman Albee moved to approve the 2019 Other Highways budget (4313) for \$16,200 (\$11,200 for 01-4313-20-680 and \$5000 for 01-4313-22-680), seconded by Selectman Wood with all in favor.

GENERATORS

Jack Parsons presented generator proposals from Scott Thompson. One proposal was for the Transfer Station which included two options for the compactor doors. The Selectmen chose option #1 bringing the total to \$11,950 including wiring. Approximately \$5000 was estimated for excavation. The other proposal was for the Highway Garage for a cost of \$7960 plus propane costs.

Motion: Selectman Albee moved to approve both generator proposals for the Transfer Station and Highway Garage, seconded by Selectman Wood with all in favor.

Motion: Selectman Albee moved to encumber \$10,000 from the 2018 Emergency Management budget (4290) and \$18,000 from the 2018 Government Buildings budget (4194) to be transferred to the 2019 Generator budget line (4290-25) for installation of these generators (including estimated excavation and propane costs), seconded by Selectman Wood with all in favor.

TOWN OFFICES INTERIOR DOORS

Jack Parsons presented a proposal from Granite State Glass to replace the Town Offices interior doors and the Police Department single interior door for a total of \$14,660 plus approximately \$300 for wiring.

Motion: Selectman Albee moved to award the contract to Granite State Glass, seconded by Selectman Wood with all in favor.

Motion: Selectman Wood moved to encumber \$5000 from the 2018 Police budget (4210) to be transferred to the 2019 General Govt Buildings-Town Office Improvements budget line (4194-01-730) for the Police portion of the door replacement cost, seconded by Selectman Albee with all in favor.

Motion: Selectman Albee moved to encumber \$10,000 from the 2018 Direct Assistance budget (4442) to be transferred to the 2019 General Govt Buildings-Town Office Improvements budget line (4194-01-730) for the Town Offices portion for the door replacements, seconded by Selectman Wood with all in favor.

4130 EXECUTIVE (revisit)

Selectman Albee moved to add \$1000 to the 2019 Clerical Assistant budget line (4130-05-130) for work to be done for the revaluation process, seconded by Chairman Marcussen with all in favor.

4150 FINANCIAL ADMINISTRATION

Diane Falcey met with the Selectmen to review this budget.

Motion: Selectman Albee moved to approve the 2019 Financial Administration budget (4150) for \$131,675, seconded by Selectman Wood with all in favor.

4196 INSURANCE

Diane Falcey met with the Selectmen to review this budget. The Town insurance has a \$1000 deductible per incident. Selectman Wood suggested an additional line be added for deductible costs rather than having the expense taken out of the respective department's budget.

Motion: Selectman Wood moved to create a line named Insurance Deductible with an amount of \$2000, seconded by Selectman Albee with all in favor.

Motion: Selectman Wood moved to approve the 2019 Insurance budget (4196) for \$67,578, seconded by Selectman Albee with all in favor.

4153 LEGAL (revisit)

\$4000 was added to the Conservation-Legal budget line (4153-04-320) for anticipated legal work needed for the Great Meadow acquisitions. There was further discussion regarding the potential for other unrelated additional legal expenses in 2019.

Motion: Selectman Albee moved to approve the 2019 Legal budget (4153) for \$57,500, seconded by Selectman Wood with all in favor.

4711 LONG TERM BONDS

This budget includes the Central Fire Station Principal.

Motion: Selectman Albee moved to approve the 2019 Long Term Bonds budget (4711) for \$153,711, seconded by Chairman Marcussen with all in favor.

4721 LONG TERM INTEREST

This budget includes the Central Fire Station Interest.

Motion: Selectman Albee moved to approve the 2019 Long Term Interest budget (4721) for \$34,447, seconded by Chairman Marcussen with all in favor.

SIGNATURE FILE

Selectman Albee moved to approve a Wetlands application for \$986.40 and a Shoreland application for \$1875 for the 19 Mile Bay Beach project to be paid out of the 2018 Parks and Recreation Beach & Dock Maintenance budget line (01-4520-37-680) for a total of \$2861.40, seconded by Selectman Wood with all in favor.

ENCUMBRANCES

Motion: Chairman Marcussen moved to encumber \$4695 from the 2018 Other Conservation-Milfoil budget line (4619-03) for the previously approved 19 Mile Brook Study/File Review being done by Normandeau Associates, seconded by Selectman Wood with all in favor.

Motion: Selectman Albee moved to approve a contract with Abenaki Environmental Services/Rick Van De Pol for \$1500 for grant work to be done for the Great Meadow acquisitions, seconded by Selectman Wood with all in favor. **Motion:** Selectman Albee moved to encumber \$1500 from the 2018 Other Conservation budget (4619) to be transferred to the 2019 Conservation Acquisitions and Monitoring budget line (4612-09-330) to pay for the aforementioned contract with Abenaki Environmental Services, seconded by Selectman Wood with all in favor.

Motion: Chairman Marcussen moved to encumber \$4174 from the 2018 Planning and Zoning budget (4191) to be transferred to the 2019 Master Plan Review budget line (01-4191-03-680) for completion of the Master Plan, seconded by Selectman Albee with all in favor.

NEXT MEETING DATE

A work session will be held January 4, 2019 with the Library Trustees regarding the Library addition warrant article. Jack Widmer will be asked to attend.

NON-PUBLIC SESSION

At approximately 10:08 am, Selectman Albee moved to enter non-public session per RSA 91-A: 3 II (I) for review of legal correspondence, seconded by Selectman Wood. Roll call vote: Marcussen – Yes; Albee – Yes; Wood – Yes. At approximately 10:33 am, Selectman Wood moved to come out of non-public session and back into public session, seconded by Selectman Albee with all in favor. Selectman Wood moved that these non-public minutes be sealed, seconded by Selectman Albee with all in favor.

ADJOURNMENT

At approximately 10:33 am, Selectman Wood moved to adjourn, seconded by Selectman Albee with all in favor.

Respectfully submitted, Karen Koch, Administrative Secretary