

TOWN OF TUFTONBORO
BOARD OF SELECTMEN
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Selectmen's Work Session
9:00 am - Town Offices
MINUTES

Friday, July 14, 2017

Present: Chairman Lloyd Wood, Selectman Chip Albee and Administrative Secretary Karen Koch. Selectman Bill Marcussen was absent.

Selectman Albee arrived at 9:30 am. Chairman Wood then called the meeting to order and proceeded with the Pledge of Allegiance. The Selectmen met with Road Agent Jim Bean and Parks and Recreation Chairman Gina Lessard. Ms. Lessard requested to join the meeting to discuss topics that involve the Road Agent. She shared that the project of adding sand to the perched beach has expanded to fixing the reasons as to why the beach is losing sand. She has been working with Steve Wingate and he feels that the project could be part of the Watershed Plan. The expanded project would need to be a CIP project. It involves fixing the **loam**, drainage, parking lot, adding a **swale** closer to the road, etc. and would require wetlands and shoreline permits. The Selectmen were receptive to the improvements. Ms. Lessard and Mr. Bean agreed to work together with Steve Wingate on this project.

Chairman Wood mentioned boat trailers being illegally parked in the beach parking lot and suggested that Ms. Lessard work with Chief Shagoury in regards to this issue and asked that Karen Koch relay this information to Chief Shagoury as well. In response to Selectman Albee, Ms. Lessard responded that the computer that Parks and Recreation recently purchased was bought for the swim team software. This led to discussion in regards to hardware and software being purchased for Town use and management of these items. It was agreed that brush cutting at the beach is something that could be included with the Town's mowing contract. There was discussion as to what budget (Highway or Parks and Recreation) certain Parks and Recreation responsibilities/duties should come from. Ms. Lessard exited the meeting.

Mr. Bean shared his proposal in regards to what budget lines can be reduced to make up for the winter maintenance deficit. Please see attached. In response to Selectman Albee, Mr. Bean explained how billing is split up between Jim Bean and Mountainside Landscaping. The Selectmen reviewed the highway budget by line item. Mr. Bean explained the use for particular lines and explained the effects of the proposed budget reductions. There was discussion in regards to calculating cost per mile of road. As the highway budget endured approximately \$50,000 in unexpected storm expenses this year, Mr. Bean suggested that money be set aside in an emergency management fund for these types of expenses. Selectman Albee shared that this would need to be reviewed by the Budget Committee and the acceptable use of the fund would need to be determined. Selectman Albee shared that he would like to see Mr. Bean's plan to reduce roadside mowing and to review apron paving before he agrees with the proposed budget reductions. Preparing for future year expenditures was discussed as well. It was agreed to document any changes done to the budget, reduction in work, etc. so it is clear for next year's budget planning. Mr. Bean declined Chairman Wood's offer for a dedicated work space and computer at the Town Offices. Mr. Bean is not aware of any other expenses to come out of docks and bridges and feels that the decision to use these funds for the boat dock on Lake Road is up to the Selectmen. There was discussion regarding outstanding items for Lang Pond Road and the availability of encumbered funds that can be used to complete these items. After some discussion, it was agreed that the Selectmen would have a work session in the fall to tour the highway department facility to review maintenance items. It was agreed that the Selectmen would review the highway budget expenditures with Mr. Bean again next month. When applicable, Selectman Albee asked that Mr. Bean come prepared to the Selectmen with cost figures and what needs to be done for anticipated projects so decisions can be made on a timelier basis. Mr. Bean agreed to come back to the Selectmen with a summary of maintenance expenditures for the department's old plow truck.

At 10:48 am, Chairman Wood moved to adjourn, seconded by Selectman Albee with all in favor.
Respectfully submitted, Karen Koch, Administrative Secretary

Balancing 2017 Highway Budget to make up for Winter Maintenance Deficit

<u>Account</u>	<u>Budget</u>	<u>Cut From Budget</u>
Road Agent	\$32,000	-\$2,000
Summer Maintenance	\$75,000	-\$5,000
Roadside Mow	\$16,500	-\$8,000
Apron Paving	\$5,000	-\$5,000
Fall Maintenance	\$25,000	-\$5,000
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	Saving \$25,000	
	Balance of Winter \$24,142.50	
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	New Winter Balance \$49,142.50	

*These numbers are approximate plus or minus