

**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](http://www.tuftonboro.org)**

Selectmen's Work Session  
8:30 am – Town Offices

Friday September 20, 2019

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 Chip Albee, Selectman Lloyd Wood, Selectman Bill Marcussen, and Administrative Secretary Karen Koch.

**CALL TO ORDER**

Chairman Albee called the Selectmen's work session to order at 8:30 am and let the pledge of allegiance.

**APPOINTMENTS**

Cemetery Trustees Chairman Sue Weeks met with the Selectmen regarding the French Cemetery and the Cemetery budget. A recent rain storm caused considerable damage to the French Cemetery after work was just completed by Natt King. Mr. King offered to donate time and equipment to repair the damage but asked that the Town pay the subcontractors. The Selectmen agreed that an insurance claim should be submitted as well.

The Cemetery Trustees did an inventory of all the old cemeteries. The work that needs to be done is extensive, and particularly requires a lot of tree work. The Trustees estimated that they will need to add \$10,000 per year to their budget. Alternatives for funding the repairs were discussed such as setting aside unexpended funds each year or setting funds aside in a Capital Reserve Fund. Chairman Albee asked that Ms. Weeks research any grant funding available and create a plan to complete the improvements over a 25 year period. Separately per Chairman Albee's request, Ms. Weeks will help to research the Pier19/Union Wharf ownership issue.

Gordon Hunt met with the Selectmen as the Trustees of the Trust Funds will only release the amount of funds from the Library Capital Reserve that was voted upon at Town meeting. Therefore the remaining \$68,000 in the Library Capital Reserve Fund has not been released. The Selectmen will establish that they authorized use of the Library Capital Reserve Fund for design work prior to Town Meeting (separate from the warrant article) and review with the Trustees.

The Selectmen met with Road Agent Jim Bean. Mr. Bean gave the Highway Department update. The Selectmen agreed with Mr. Bean and Chief Shagoury's suggestion that one "Slow Children Playing" sign would be sufficient at the intersection of Butternut Lane and Birch Lane. The wood chipper has been repaired. Knotweed is being sprayed today. Based on 2020 paving estimates, the Selectmen agreed to Mr. Bean's recommendation to pave Northline Road for \$173,570 (full depth reclamation and basecoat) and the upper section of Dame Road for \$67,350; totaling \$240,920 plus \$50,000 for road preparation. Selectman Wood expressed his concerns regarding Ledge Hill Road and the need to follow the paving study. It was agreed to obtain an estimate for drainage work needed on Ledge Hill Road and to potentially do a separate warrant article for the work if the project is large enough rather than substantially increase the paving warrant article.

Appropriate use of the remaining SB38 Funds was discussed. These funds need to be used this year or put under a contract in order to encumber the funds. Mr. Bean estimates \$35,000 to complete drainage projects this year using the remaining SB38 funding (\$29,609) and the remainder of the paving budget (\$5828). These drainage projects include four culverts on Dame Road, three culverts on Northline Road and corrective drainage at the catch basin on the corner of Rt. 171 and Durgin Road. Chairman Albee move to approve use of SB38 funding on the aforementioned items, seconded by Selectman Wood with all in favor.

Mr. Bean reviewed remaining budget funds. He is planning on setting aside \$58,000 for winter maintenance. He is obtaining pricing on apron paving for the Piper House and the Transfer Station. Crack sealing will be done in the next few weeks. Bridges are done first followed by as many of the roads that can be done with the remaining budget funds. Mr. Bean believes that there will be enough left in the road striping budget to complete stop line striping this year. Highway CIP submissions were reviewed.

Selectman Wood will review putting tree cutting out to bid with Mr. Bean. Selectman Wood revisited road concerns expressed by citizens, such as Shirley Road and Federal Corner Road. It was agreed that warrant articles could be created for these types of special road projects. Mr. Bean will work with Jack Parsons regarding installation of the generator at the Highway Department and will confirm if the Town shed on Route 171 can be used for storing picnic tables. Selectman Wood paid compliments to Mr. Bean for outstanding projects that have been completed. Use of the NH Clean Diesel Program was discussed as a potentially overlooked opportunity for fixing the brush chipper. Mr. Bean responded to Selectman Wood that he would rather have the dealer do the inspections on the 10 wheeler as the truck is still under warranty. He will invite Lakes Region Planning Commission to come in and revisit the paving and culvert surveys. He also responded to Joe Kowalski regarding the Town truck's warranty, road maintenance, and the use of Town roads for detours off of State roads.

### **2019 ESTIMATED REVENUE REVIEW**

The Selectmen reviewed the updated 2019 estimated revenue. Selectman Wood moved to accept the total estimated revenue of \$2,827,186, seconded by Selectman Marcussen with all in favor. There is currently \$967,554 remaining in the unreserved fund balance.

### **SIGNATURE FILE**

Chairman Albee moved to approve a letter to the property owners of PID 59-3-6, seconded by Selectman Marcussen with all in favor. Chairman Albee moved to approve an intent to cut for PIDs 30-2-17, 28 and 30, seconded by Selectman Marcussen with all in favor. Selectman Marcussen moved to approve a release form to NH DOT for the 19 Mile Bay Beach fence repair reimbursement, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to approve an application for renewal of a groundwater management permit for the landfill, seconded by Selectman Wood with all in favor. Chairman Albee moved to approve an intent to cut for PID 32-2-4, seconded by Selectman Marcussen with all in favor. Selectman Marcussen moved to approve an intent to cut for PID 65-1-2 and 65-2-1, seconded by Selectman Wood with all in favor.

### **OTHER BUSINESS**

Chairman Albee responded to Selectman Wood that budget submission due dates will be discussed with department heads as they come in. Chairman Albee shared an update regarding the State's bridge funding public hearing. The State Bridge Aid program funding is in turmoil. In approximately two years projects will be reassigned, beginning with the FY2031 timeframe, and a ranking process will replace the "first come first serve" basis. This affects both the Tuftonboro Neck Road Bridge and the Sodom Road Bridge replacement. At this hearing Chairman Albee expressed concern for the State's assistance with these bridges, the four corners of Rt.171 and Federal Corner Road and installation of crosswalks. The Tuftonboro Neck Road Bridge and Sodom Road Bridge projects will not be submitted to CIP this year as State funding is uncertain and not expected any earlier than FY2031. Chairman Albee also talked with Executive Councilor Cryans about the ownership concerns at Pier 19/Union Wharf. HEB Engineering offered the Town their assistance with the Federal Corner Road project, landfill monitoring services and any other additional projects. The Selectmen agreed to invite HEB to meet with the Selectmen regarding Federal Corner Road but to first reach out to the State about landfill monitoring agencies before requesting assistance from HEB.

The meeting adjourned at 10:32 am.

Respectfully submitted,  
Karen Koch, Administrative Secretary