

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

Friday July 10, 2020

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

**CALL TO ORDER**

Chairman Wood called the Selectmen's work session to order at 9:00 am.

**APPOINTMENTS**

The Selectmen met with Town Clerk Heather Cubeddu in regards to her notice of resignation effective at the end of August. The current Deputy Town Clerk/Tax Collector, Jennifer Coulter, will temporarily take over the role of Town Clerk upon Ms. Cubeddu's departure until March elections. The Deputy Clerk position will be advertised for fulfillment. Ms. Cubeddu and Jackie Rollins have a replacement in mind from the previous applicants that applied last fall but the Selectmen felt that the position should be advertised again. The Selectmen agreed with Ms. Cubeddu's suggestion that the application period be shorter this time to allow time for training before her departure. Applications will be collected through 7/24/2020. Ms. Cubeddu, Mrs. Rollins and one of the Selectmen will be included in the interview process. Ms. Cubeddu added that the Ms. Coulter is aware that insurance benefits will not be carried over as this was a grandfathered benefit for Ms. Cubeddu. Ms. Cubeddu suggested that Ms. Coulter's starting salary be a Grade 20, Step 2.

Phil Bennett of Alba Architects met with the Selectmen to discuss revisions to the proposed Police Station plans. Mr. Bennett doesn't feel that reducing the size will necessarily reduce the square footage expense. (Average per square foot price increases if inexpensive square footage is removed.) Selectman Marcussen added that bonds are not easy to pass at Town Meeting as it is difficult to meet the 2/3 threshold. He feels that the Town could endure a single year payment in the amount of \$350,000 (a total building cost of \$1.25 million using the capital reserve fund (approximately \$680,000) and USDA grant funding (\$250,000)). Mr. Bennett showed concerned that reducing the building size is not going to reduce cost greatly and the Town may still require bond funding. Selectman Albee added that he doesn't see cost as the only residential concern. He feels that people are more concerned about the size and scope of the building. Mr. Bennett added that available EOC funding could provide an additional \$250,000 (approximately) as it will pay for many areas of the building. This could potentially allow for a one year funding total of \$1.5 million if extra options, such as solar energy, are done at a later date.

Mr. Bennett shared that changing drawings between each information session is counterproductive. It is best to collect input after multiple public sessions for the Board's consideration. The Board would then decide what suggested changes should be made. This single revised drawing would be covered under the current contract with Alba Architects. Mr. Bennett suggested posting the comments made thus far prior to the next session so the public will be aware of the concerns that have been raised.

Chairman Wood complimented Mr. Bennett and Chief Shagoury for their service and positive recommendations from others. He feels that there are 5 important factors to consider. One is the building size. He is in favor of the building and has no issues with the space requirements. He also feels that the training room is something that would be very beneficial for the community and will pay for itself. Secondly, he feels that the site needs to be maximized and confirmed that there are contractors in the area that could fill the ravine at a reduced cost. The last factors include town funding, politics (the fact that we just had a revaluation and paid for the Library in one year) and appointing a community member as a point of contact for the project.

Selectman Albee questioned the likelihood of obtaining a DES wetland permit for filling in the property. Selectman Marcussen feels that the proposed building, as it is sited, meets the Town's needs. He doesn't see the benefit of filling in the ravine. Regardless of the reduced cost for doing so, it adds another component to the project.

Mr. Bennett added that he spoke with the Department of Transportation (DOT) and they would allow a second curb cut that would allow for a parking loop if desired. This would also affect the wetlands. Mr. Bennett added that maximizing use of the site will increase the budget greatly and will have a large impact on the property.

Mr. Bennett clarified that he did go through the Chiefs of Police guidelines that Chairman Wood referenced previously. He admits that they would be surprised if they met all the standards as some compromises were made where necessary. He assumes that this publication has not been updated to consider electronic storage.

As there was some speculation that this project may be held off a year, Mr. Bennett asked the Board if they'd like to proceed with the AIA contract for their team to go through the design, detail and construction process. This agreement would be important to get the USDA grant finalized. If the project doesn't come to fruition, the contract would be null and void. There was discussion regarding use of the \$54,000 held aside in the 2020 warrant article for this work. Mr. Bennett will provide an agreement for the Board's review. It was also agreed to further research EOC funding.

A resident inquired about having a speed limit sign posted on New Road. Based on statute, Chief Shagoury proposed a speed limit of 35 on New Road as well as County Road as that is also unposted. Chief Shagoury noted the expense and maintenance with installing a sign and noted that many roads don't have a speed limit posted. It was agreed that Chief Shagoury would respond to the requestor that it may be best for them to meet with the Board directly. Perhaps it would be something that can consider for next year's budget.

#### **NON-PUBLIC SESSION**

At approximately 10:25 am, Selectman Marcussen moved to enter non-public session per RSA 91-A:3 II (I) legal, seconded by Selectman Albee. Roll call vote: Wood – Yes; Marcussen – Yes; Albee – Yes. At approximately 10:38 am, Selectman Albee moved to end the non-public session and move back into public session, seconded by Selectman Marcussen with all in favor. Chairman Wood moved to seal these non-public minutes, seconded by Selectman Albee with all in favor.

As the Town Offices are now open to the public, it was agreed that smaller committees can use the building for meetings as long as social distancing can be followed.

#### **ADJOURNMENT**

At approximately 10:38 am, Selectman Marcussen moved to adjourn, seconded by Selectman Albee with all in favor.

Respectfully submitted, Karen Koch, Administrative Secretary