

**TOWN OF TUFTONBORO
BOARD OF SELECTMEN
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Selectmen's Work Session
8:30 am – Town offices

Friday October 25, 2019

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 9:00 am and led the pledge of allegiance.

REVIEW AND APPROVAL OF MINUTES

Selectman Marcussen moved to approve the first 10/21/19 non-public meeting minutes as written, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to approve the second 10/21/19 non-public meeting minutes as written, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to approve the third 10/21/19 non-public meeting minutes as written, seconded by Selectman Wood with all in favor. The 10/21/2019 meeting minutes will be revisited at the Selectmen's 11/4/2019 meeting.

APPOINTMENTS/BUDGET REVIEWS

4195 CEMETERIES

Sue Weeks presented the Cemetery budget.

01-4195-01-110 Sexton: This request decreased based on 2019 expenditures.

01-4195-01-650 Old Cemeteries-Restoration: Increased from \$1,000 to \$12,000 for tree removal. This will be an annual expense. There was discussion about setting up an expendable trust fund through a warrant article so the funds don't expire and to help spread awareness of the need. There was discussion in regards to Ms. Weeks' preference of putting leftover Cemetery budget funds into this fund each year versus raising additional money each year. In addition to this budget request Ms. Weeks is awaiting a quote for tree removal at the three cemeteries in Canaan Valley. She is anticipating a possible \$20,000 quote for this. Chairman Albee feels that this would need to be put out to bid and put on the list of capital improvement projects. Selectman Marcussen shared that Camp Sentinel may assist with tree removal at the cemetery located at the camp. Ms. Weeks shared that there is actually some confusion regarding ownership of this particular cemetery. There is also a larger need for stone restoration next year. The Selectmen suggested reducing this line to \$6,000 and putting together a warrant article for an expendable trust fund for other work needed. Ms. Weeks didn't agree that this be a CIP project as the work is ongoing. Ms. Weeks will discuss this with the Cemetery Trustees and this budget will be revisited at the Selectmen's 11/4/2019 meeting. It was noted that some 2019 expenditures are not posted yet. The Trustees expect to encumber approximately \$8,000 from 2019 for the Canaan Valley tree work.

Motion: Selectman Wood moved to table this budget until 11/4/2019, seconded by Chairman Albee with all in favor.

Community Development Block Grant (CDBG) Consultant Donna Lane and North Country Village Operations Manager Pete Billings met with the Selectmen to discuss North Country Village's CDBG application for HUD funds for their failing water distribution system. North Country Village needs approximately \$1.1 million to fund this project. The Department of Environmental Services (DES) approved loan funding for \$900,000 but this is not a feasible option for the park as they already have a \$1.7 million bank loan. CDBG funding requires that the process goes through either a county or municipality. Currently housing and public facilities are considered one category. In January 2020 these will be separated and \$500,000 in grant funds will be available for housing and \$500,000 for public facilities. All CDBG projects have to benefit low-moderate income families. If awarded, the \$500,000 would be granted to the Town. \$25,000 is set aside for administrative costs (which can include hiring a grant administrator) and \$475,000 would be sub-granted by

The Town to North Country Village. North Country Village is hoping to obtain a \$500,000 grant and a \$500,000 loan. Three consecutive public hearings are needed to apply for CDBG funds. The first one is about the project. The second one is regarding a housing and community development plan. (May be part of Tuftonboro's Master Plan. If not, CDBG has a boiler plate that can be used. This only has to be adopted by the Selectmen, needs to be done every three years and doesn't obligate the Town to anything.) The third hearing is for an anti-displacement and relocation assistance plan. (This has to be adopted every year that funding is requested.) All the public hearings can be done on the same day. Ms. Lane suggests that the public hearings be held in November or December. She shared her concerns with this application: there are some competitive projects running against this application and Tuftonboro as a whole isn't a low-income community. Potential alternative funding was discussed. If funding is granted the agreement requires a lien to be placed on the park. Public hearings are tentatively set for 11/25/2019.

Per RSA 31:95-b III (b), Tuftonboro Association President Mark Howard presented a \$4,760 donation from the Tuftonboro Association to the Town for the parking lot at the Great Meadow Trail. Selectman Wood moved to accept the donation from the Tuftonboro Association for the parking lot that they built off of Sodom Road in the amount of \$4,760, seconded by Selectman Marcussen with all in favor. Approximately \$8,000 has been raised by the Association in addition to this donation for more work to be done with the Great Meadow project.

Diane Falcey met with the Selectmen regarding HB4 which grants Tuftonboro \$34,304.23 in municipal aid. A public hearing is set for 11/4/2019 to accept these funds. Ms. Falcey shared that the tax rate will be able to be set once the Department of Revenue (DRA) receives information regarding the Lower Beech Pond District. Selectman Marcussen will be away next week. If DRA provides information to set the tax rate while he is away, the other Selectmen will hold a conference call meeting with him to set the tax rate. Ms. Falcey is awaiting health insurance quotes.

4140 TOWN CLERK BUDGET

Heather Cubeddu met with the Selectmen regarding this budget.

01-4140-14-110 Deputy Town Clerk: There are unknowns regarding the replacement of the Deputy Town Clerk in terms of salary. Therefore Ms. Cubeddu requested the next grade and step as would have been reflected for the previously appointed employee.

Motion: For purposes of discussion, Selectman Wood suggested putting \$30,000 in this line. The other Selectmen were not in support of this change as the current grade and step is at the top of the pay scale. Selectman Marcussen moved to reduce this line back to the 2019 amount of \$24,065 for a total 4140 budget of \$93,251, seconded by Selectman Wood with all in favor.

4196 INSURANCE

Property and Casualty insurance increased. The Town received a payment for holiday pay. The Selectmen opted to take the payment rather than have it put against the 2020 budget. Therefore this budget increased. Selectman Marcussen expressed his disagreement with the Insurance Policy Deductible line. He feels that this expense should come out of the appropriate department's budget instead. Selectman Wood respectively disagreed as it is not something that departments anticipate.

Motion: After discussion, Chairman Albee moved to respectively keep the \$2,000 in the insurance deductible line for a total 4196 budget of \$73,126, seconded by Selectman Wood with all in favor.

4191 PLANNING & ZONING

01-4191-01-240 Tuition Reimbursement: This request increased from \$500 to \$1430. This sets asides funds for the majority of the Planning Board members to go to the two conferences offered each year.

01-4191-01-110 Administrative Assistant: Hours increased to 10 hours per week based on anticipated increased need.

Motion: Selectman Wood moved to approve budget 4191 for \$27,173, seconded by Chairman Albee with all in favor.

4415 HEALTH AGENCIES

The health agency request letters were reviewed by the Selectmen.

01-4415-07-390 Tri-County Action: The increase from \$5,500 to \$6,192 allows them to qualify for federal grant awards.

01-4415-15-390 Wolfeboro Area Children's Center: Increased from \$2,800 to \$3,000. \$13,500 will be earmarked in tuition aid for Tuftonboro residents.

01-4415-16-390 End 68 Hours of Hunger: 2020 request is \$2500. Direct food costs for Tuftonboro children this past school year was approximately \$3,714. There is an anticipated need to feed even more children in 2020. There was a discrepancy in the letter regarding what was requested in 2019 (letter stated \$2000) and the actual 2019 expenditure (\$1440). Based on previous requests/expenditures the Selectmen were in agreement with this increase.

Motion: Selectman Marcussen moved to approve budget 4415 for \$44,774, seconded by Selectman Wood. Chairman Albee shared his concern that Life Ministries is primarily an exclusive Christian organization. Separation of church and state troubles him. Vote passed with all in favor.

SIGNATURE FILE

Selectman Marcussen moved to approve an intent to cut for PID 32-2-5 and 32-2-17, seconded by Selectman Wood with all in favor. Chairman Albee asked that Tyler Phillips put together a scope of work for 19 Mile Pier. Selectman Wood moved to approve an Engineering Contract Change of Scope with Horizons Engineering for an additional \$8,000 for a total of \$15,800, seconded by Selectman Marcussen with all in favor. This work will be completed in 2019. This should get the Town to the point to present to Rainey Pelletier of the Department of Environmental Services (DES) what the Town's intentions are and then move forward with the Governor's Council. The source of funding will be determined at a later date. Project costs will need to be budgeted for 2020.

SELECTMEN'S UPDATE

The Selectmen agreed to Selectman Wood's suggestion to send a thank you letter to Ray Everest for his time served on the Conservation Commission. Selectman Wood shared that Chief Shagoury left today for the International Association of Chiefs Conference in Chicago for 3 days. He shared that Larry Gil shared with the Conservation Commission that Normandeau's equipment failed to collect September static information for the RIB Study. The other Selectmen would like to be informed directly regarding this.

Selectman Marcussen shared that he mentioned to Steve Wingate that his assistance would be helpful with drafting the Transfer Station landfill monitoring bid specifications. He also spoke with him about the Copp's Pond viewing platform. Volunteers have been busy and unavailable to do repairs. The Selectmen agreed that a contractor can be paid to do the work.

CORRESPONDENCE

Discussion regarding the remaining Library Capital Reserve funds will be put on the 11/4/2019 agenda. A Wolfeboro and Ossipee Selectmen will call Chairman Albee to discuss the perambulation updates. The first half of the 19 Mile Bay Beach Improvements Project is nearly complete. There was discussion regarding plowing concerns. Selectman Wood has already walked the site. Selectman Marcussen and Chairman Albee will individually walk the site. Selectman Marcussen may participate in a webinar regarding community power on 11/4/2019. Selectman Wood will work with Alan Hanscomb regarding the Rt. 171 and Ledge Hill Road/Durgin Road intersection. NRRA is holding their annual meeting on 11/6/2019. Chairman Albee will attend the 11/14/2019 Carroll County Broadband Committee meeting at 10:00 am at the Moultonborough Town Hall. The Selectmen reviewed a request from Greg Herr to increase the Veteran's Exemption to \$600. As increasing the exemption poses a large financial impact for the Town, the Selectmen will refrain from adding it to the warrant and suggest that Mr. Herr submit a petition warrant article.

The following correspondence was also reviewed: Building Permit Applications for PIDs 45-1-45, 44-1-39 and 52-3-3; Letters regarding PID 34-2-5 and Camp Belknap; NHDES HB4 information; Wetlands Permit by Notification for PID 39-2-1; ZBA Notices of Decision for PID 14-4-1 and 51-2-44; LRHHPF tally; Primex training information; LRPC Commission 10/28/19 Meeting Materials; NH Lakes Shorelines October newsletter; NHMA 10/23/19 Newslink; Councilor Cryans 10/23/19 Report; Police Department certificates of completion; various meeting minutes; various emails and other correspondence.

NON-PUBLIC

At approximately 11:00 am, Chairman Albee moved to enter non-public session per RSA 91-A: 3 II (c) reputation, seconded by Selectman Marcussen. Roll call vote: Albee – Yes; Wood – Yes; Marcussen – Yes. At approximately 11:11 am, Chairman Albee moved to end the non-public session and move back into public session, seconded by Selectman Marcussen with all in favor. Chairman Albee moved to seal these non-public minutes, seconded by Selectman Marcussen with all in favor.

ADJOURNMENT

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

Respectfully submitted, Karen Koch, Administrative Secretary