

**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
10:30 am – Town Offices**

Monday December 30, 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 10:30 am and led the pledge of allegiance.

Selectman Marcussen moved to approve the 12/23/19 meeting minutes as written, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to approve the first 12/23/19 non-public meeting minutes as written, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to approve the second 12/23/19 non-public meeting minutes as written, seconded by Selectman Wood with all in favor.

APPOINTMENTS/BUDGET REVIEWS

4194 GENERAL GOVERNMENT BUILDINGS

01-4194-04-630 Fire Station Maintenance: In follow up to the 12/23/19 meeting, Chief Thompson revisited the requested increase in this line from \$4161 to \$5961. Since the 12/23/19 meeting he reduced the request to \$5876. Part of the 2020 increase includes an increase from \$500 to \$1500 for furnace maintenance, general building maintenance and supplies and repairs based on 2019 expenditures. Selectman Marcussen moved to approve this budget line for \$5876, seconded by Selectman Wood for discussion. The increase in the overall 4194 budget was reviewed. Vote passed with all in favor.

01-4194-02-730 Town House Improvements: Chairman Albee moved to reduce this line from \$1300 to \$500, seconded by Selectman Wood with all in favor. \$1300 was a placeholder for exterior lighting until a quote was received. A quote was received for \$2500. Funds were encumbered later in the meeting for this expense.

Motion: Selectman Wood moved to approve budget 4194 for \$118,247, seconded by Selectman Marcussen with all in favor.

01-4194-01-730 Town Office Improvements: Jack Parsons reviewed the Town Offices window replacement costs with the Selectmen. The Selectmen agreed to increase this line from \$2000 to \$12,575 (\$11,575 for remaining window replacements at the Town Offices). The remaining window replacements will exclude the windows at the Police Department in anticipation of a new station and exclude the two second floor windows at the Town Offices as they can be done with the cupola project.

Motion: Selectman Wood moved to revise the amount for budget 4194 to \$128,822, seconded by Selectman Marcussen with all in favor.

4290 EMERGENCY MGMT. BUDGET

Chief Thompson presented this budget. He received a quote of \$90,000 for a new generator for the school. Our current generator is a stationary generator mounted to a trailer. This type of stationary machine is no longer manufactured due to new emission standards. This led to further discussion regarding future installation of a stationary generator at the

school. Selectman Marcussen shared that he spoke with Jack Widmer about the school district and generators. Mr. Widmer agreed to further research installation of generators at the elementary schools. Chief Thompson received quotes of \$9,500 each for replacement of generators at the Melvin Village and Mirror Lake Fire Stations. After discussion it was agreed to encumber funds to repair the school generator (\$15,000) and to postpone replacement of the generators at the Melvin Village and Mirror Lake stations.

01-4290-23-680 Grants & Hazardous Mitigation: Request remained \$4000 even though there were no 2019 expenditures. The \$4000 that was budgeted in 2019 was not used as the operations plan was done in-house rather than through a consultant. The Hazardous Mitigation Plan due to be done in 2020 can't be done in-house. Lakes Region Planning Commission will do the work.

01-4290-25-680 Generator Maintenance: The Selectmen reduced this line from \$5550 to \$2550 as \$3000 will not be needed for installation and maintenance of new generators at the two aforementioned fire stations. \$600 was included in this line for maintenance of the Highway, Town Offices, and Transfer Station generators.

01-4290-26-341 Emergency E Line Fire-PD-EMS: This is a new budget line. \$2800 will be required each year (\$1400 for the Police Department and \$1400 for the Fire Department) for improvements to connect radio repeaters to Carroll County Dispatch.

Motion: Selectman Marcussen moved to approve budget 4290 for \$18,313, seconded by Selectman Wood with all in favor.

4313 OTHER HIGHWAYS & STREETS (revisit)

01-4313-20-680 Docks & Bridges: This line was reduced from \$11,200 in 2019 to \$2500 to include \$1600 for electric at Pier 19 and electric, mowing and trimming at Melvin Wharf as well as \$800 for Pier 19 board replacement.

01-4313-22-680 Permitting Expenses: This line was reduced from \$5000 in 2019 to \$1000.

Motion: Selectman Marcussen moved to approve budget 4313 for \$3500, seconded by Selectman Wood with all in favor.

SIGNATURE FILE

Selectman Marcussen moved to sign a tax map maintenance contract with CAI Technologies, seconded by Selectman Wood with all in favor. Chairman Albee moved to approve the CDBG Grievance Procedures Policy, seconded by Selectman Marcussen with all in favor.

2019 ENCUMBRANCES

- The Selectmen discussed the Conservation Commission's request to encumber the remainder of the Conservation Commission Legal line for attorney fees that will be incurred in 2020 for ongoing 2019 projects. The Selectmen denied the request as there is not a formal quote/contract.
- Selectman Marcussen moved to encumber \$3315 from the general operating budget for replacement of the Town House pellet hopper, seconded by Selectman Wood with all in favor.
- Selectman Wood moved to encumber \$14,400 from the general operating budget for the Dame Road culverts, seconded by Selectman Marcussen with all in favor.
- Selectman Wood moved to encumber \$7500 from the general operating budget for repairing the east edge and paving a swale on Durgin Road, seconded by Selectman Marcussen with all in favor.
- Selectman Wood moved to encumber \$4200 from the general operating budget for the County Road Bridge rail repair, seconded by Chairman Albee for discussion. Other encumbrance expenses were considered before voting. Voted passed with all in favor.
- Selectman Marcussen moved to encumber \$15,000 from the general operating budget for repairs of the mobile emergency generator (school generator), seconded by Selectman Wood with all in favor.
- Selectman Marcussen moved to encumber \$16,000 from the general operating budget for exterior painting of the Town Offices, seconded by Selectman Wood with all in favor.
- Selectman Wood presented brush cutting quotes for the Town House Cemetery entrance, 19 Mile Bay parking lot, Town Beach area and the Transfer Station. After much discussion in regards to these items being part of departmental budgets, Chairman Albee moved to direct the Cemetery Trustees to spend \$100 of their budget for brush cutting at the Town House Cemetery entrance, and to encumber \$590 from the general operating budget for brush cutting along the perimeter of the 19 Mile Bay parking lot (\$325) and the Town beach area

(\$265), seconded by Selectman Marcussen with all in favor. Chairman Albee suggested that continuation of these items be included in departmental budgets in following years.

- Selectman Marcussen moved to encumber \$2350 from the general operating budget for Windows 7 computer replacements, seconded by Selectman Wood with all in favor.
- Selectman Marcussen moved to encumber \$2500 from the general operating budget for exterior Town House lights, seconded by Selectman Wood with all in favor.

The Selectmen discussed tree cutting along roadsides. No quotes were available for encumbrance.

Diane Falcey met with the Selectmen to review year to date expenses. Chairman Albee shared that \$195,910 was left in overall general budget, of which the Selectmen encumbered \$91,340. This will leave approximately \$104,000 to go into the undesignated fund balance.

The Selectmen will meet to do a final review of these 2019 encumbrances on Friday, January 3, 2020 at 9:00 am.

PUBLIC INPUT

The Selectmen and Karen Koch responded to Joe Kowalski regarding Windows 7 computer replacements and upgrades. Guy Pike shared that he wished that the Budget Committee members reviewed these meetings so they would be more informed.

The Selectmen will revisit overdue job performance reviews in January and will start to review 2020 warrant articles on 1/6/20.

ADJOURNMENT

At approximately 12:18 pm, Chairman Albee moved to adjourn, seconded by Selectman Wood with all in favor.

Respectfully submitted,
Karen Koch, Administrative Secretary