

COLONEL TUFTON BOROUGH ESTATES ASSOCIATION
PO Box 122
Melvin Village, NH 03850
cteaboard@gmail.com
<https://www.cteanh.com>

SPECIAL MEETING MINUTES
TUFTONBORO FREE LIBRARY
March 9, 2024

I. Welcome - Call to Order

The meeting was called to order at 11:05AM by President Scott Edwards

II. Roll Call – Linda Smith

Lot #	Owner	Roll Call		
		In-person	Virtual	Absent No proxy
1	Edwards	X		
2	Chehames	X		
3	Eagan	X		
4	Mun			X
5	Donaher		X	
6	Sundquist	X		
7	Gaughran	X		
8	Nogueira	X		
9	Holland			X
10	Shepard	X		
11	LaCroix			X
12	Reynolds	X		
13	Shaughnessy			X
14	DiFiore	X		
15	Alexander		X	
16	Taylor		X	
17	Berckman			X
18	Blake		X	
19	Taylor	X		
20	Maidhof	X		
21	Chehames	X		
22	Francese	X		
23	Potter			X
24	Smith	X		

25	Farrell/Wofsy		X	
26	Entwistle			X
27	Hull		X	
28	Tamkin	X		
29	Janiak	X		
30	Andrew		X	
	TOTAL	16	7	7

III. Financial Summary – Kathy Francese

Kathy presented a financial summary providing the income, expenses and balances as of February 29, 2024. Estimated account balances as of 5/31/24:

Checking Account	\$21,935.15
Dock/Mooring Savings	\$50,343.40
Road Savings	<u>\$4,718.30</u>
TOTAL	\$76,996.85

Quarterly financial reports will be posted to the CTBEA website.

IV. Engineering Proposal – Scott Edwards and Brendan Gaughran

- At the association’s last annual meeting, the membership requested that the board look into getting proposals from 3 engineering firms to address the road issues
- Brendan Gaughran reached out to 4 firms and only received one proposal from KV Partners. The remaining firms felt that CTBEA was not serious about completing the work or that the cost of the proposal would exceed our budget
- Scott explained the process and cleared up any misunderstandings that going forward with the engineering proposal does not mean that we will be obligated to complete any road reconstruction at this time
- Scott introduced Mike Vignale, Principal Engineer from KV Partners

V. Engineer Presentation – Mike Vignale

- Mike Vignale, Principal Engineer from KV Partners, gave a brief summary of the scope of services that would be provided to the association should we vote to accept the proposal at a cost of \$8,900
- Scope of Services to include:
 - Base mapping
 - Evaluate roadway conditions and identify any problem areas
 - Evaluate current drainage systems
 - Develop a plan with CTBEA for proposed road reconstruction including our needs and budget
 - Develop a bid form for contractors and assist CTBEA with review of bids

- Q & A followed and Mike addressed questions and concerns from association members
- Work would begin as soon as possible and hopefully would be completed by the CTBEA annual meeting in May

VI. Engineering Proposal Approval and Financing

- **Engineering Proposal**

Motion: John Hull made a motion to move forward with the Engineering Proposal presented by KV Partners

Second: Jon Tamkin

All in favor: 22 Opposed: 1

Motion Carries

- **Financing of Engineering Proposal**

Discussion on how to finance the engineering proposal ensued. A special assessment would have to go to a vote at the annual meeting in May.

Motion: Linda Smith made a motion to finance the engineering proposal out of the current fiscal year's budget.

Second: Stan Janiak

In Favor: 20 Opposed 3

Motion Carries

VII. Other

- NHEC will begin work as soon as weather permits
- Be sure to clean out the shed at the common area
- Mark Taylor would like to look at proxy by-law at the annual meeting
- Gary Chehames would like to get the by-laws recorded
- CTBEA Consent Decree (1991) will be added to the website

VIII. Adjournment

Meeting adjourned at 12:43PM