

TOWN OF TUFTONBORO  
BOARD OF SELECTMEN  
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Selectmen's Meeting  
4:00 pm – Town Office

Monday, October 3, 2016

**MINUTES**

Present: Chairman Carolyn Sundquist, Selectman Lloyd Wood, Selectman Bill Marcussen and Administrative Secretary Karen Koch.

Chairman Sundquist called the meeting to order at 4:00 pm and proceeded with the Pledge of Allegiance.

Selectman Marcussen made a motion to approve the 9/26/16 public meeting minutes as corrected, seconded by Selectman Wood with all in favor.

Selectman Wood raised a point of order to note that the motion he made in the 9/26/16 meeting minutes in regards to the Building Department budget was stated as \$60,113 but the amount actually should be \$60,013. Chairman Sundquist asked that he make a new motion stating such. Selectman Wood moved to revise the 4240 - Building Department budget to \$60,013, seconded by Chairman Sundquist with all in favor.

Selectman Marcussen made a motion to approve the 9/26/16 (2) non-public meeting minutes as written, seconded by Chairman Sundquist with all in favor.

Jim Bean gave the Highway Department update. Please see attached. Selectman Wood began a discussion regarding road striping cost. Mr. Bean confirmed that the cost was quoted as \$7,800. Exact cost is to be determined. Selectman Wood asked about driveway permits, specifically for the driveway on Durgin Road. Selectman Wood read the driveway permit sign wordage into the record, which he noted was signed by the applicant: "Owner/Applicant will not obstruct the natural flow of water runoff in any way and will provide ditches and/or culverts as deemed necessary by the Road Agent. If a culvert is to be used, both the size and type must be approved by the Road Agent before installation. The finished driveway surface must slope away from the existing road surface at a rate of not less than one inch per foot for a minimum of four feet from the existing centerline of the ditch, before it rises in elevation again. This is to make a swale for the surface runoff." Selectman Wood showed pictures of the driveway to Mr. Bean. Mr. Bean shared that, in all fairness, the pictures did not show the edge of the road. The gentleman had begun the requirements of a swale but hasn't yet completed it. Mr. Bean will follow up with him again. If he doesn't feel that he is going to have it done in time for plowing, Mr. Bean will take care of the driveway himself.

It was noted that the company, English Tree Service, did a good job taking care of the trees on Dame Road and Union Wharf Road and needs to come back to remove trees on the side of the road.

Mr. Bean gave his budget requests for 2017 to the Selectmen. Selectman Wood suggested that the Selectmen may need work sessions to meet with department heads to review budgets. Chairman Sundquist shared that if the Budget Committee moves their meeting on the 18<sup>th</sup> (to a later date) the Selectmen will have time to review budgets at their meeting on the 17<sup>th</sup> in time for the Budget Committee's review.

Mr. Bean responded to Selectman Marcussen, stating that he will be working on CIP projects for submission and that they will probably be similar to last year. Selectman Marcussen brought up some highway building improvements that would be good to be put through CIP, such as the exhaust system, new garage doors and grading of the highway garage lot to redirect water away from the building. Mr. Bean was receptive to these ideas. Selectman Wood shared some

ideas that he received from Rick Vander regarding the salt shed to keep salt from migrating. Selectman Wood also mentioned that he understood that the heating system in the garage is not designed as the primary heating system and might be something to think about in the next few years. Mr. Bean acknowledged this suggestion and agreed that it wasn't the most efficient means for heating.

Selectman Wood shared that he feels that the \$50,000 for road paving should be part of the Road Agent's budget, not as a CIP item and will readdress this when reviewing the Road Agent's budget. Mr. Bean shared that although he was initially concerned about this being a warrant article, rather than a budget item, the last two years worked out well so he no longer has a concern regarding it. Selectman Marcussen shared that as far as CIP is concerned, it does not matter whether it is a budget item or a warrant article.

Selectman Wood and Mr. Bean responded to Chairman Sundquist that they have not yet made arrangements to do their ride around yet.

Clay Gallagher gave the Transfer Station update. Please see attached. He shared that the revenue will be around \$65,000 at the end of the year. Selectman Wood shared that the importance of recycling to offset Town costs. Mr. Gallagher commented that he just needs construction debris and electronics costs in order to complete his 2017 budget request. Both items will be more than they were last year. Mr. Gallagher verified that the Transfer Station has actually collected about 80% of construction debris cost, more than he originally thought. The Transfer Station is getting a lot more debris overall and therefore is causing a budgetary concern. An option would be to set what is allowable to bring into the Transfer Station in addition to the option of adjusting prices. Discussion ensued further regarding construction debris.

The conversation with Mr. Gallagher and the Selectmen changed to hazardous waste. Mr. Gallagher resigned as a representative to the Lakes Region Household Hazardous Product Facility and strongly recommended Kerry Long to take his place effective immediately. It was noted that Mr. Long has attended extra classes and is very knowledgeable in hazardous waste.

Chairman Sundquist made a motion to appoint Kerry Long as a representative to Lakes Region Household Hazardous Product Facility (LRHHFP), seconded by Selectman Wood with all in favor. As Mr. Gallagher was now considered officially resigned and no longer working with the individual (Sarah Silk) of LRHHFP, he gave his opinion that the presentation given by Ms. Silk at the last Selectmen's meeting was an elaborate attempt at a bait and switch con job to get more money out of the taxpayers of Tuftonboro. He stated that when the Town joined this facility it was clear that the \$4000 was for 50 tickets worth \$80 each—10 gallons of material per ticket in order to encourage appropriate disposal of hazardous waste. Each household was to receive only one ticket and the individual was to pay themselves for anything above the ticket amount allowed (10 gallons). He quoted directly from the agreement information to support this understanding. He shared that the definition of household was suddenly changed by LRHHFP. In his opinion, Ms. Silk does not have the authority to do so. He is resigning as he does not want to be a representative of an organization such as this. He feels that the wordage of the agreement is fine. It is just being executed in a devious way to increase the numbers. He stated that Ms. Silk is giving out extra tickets to households and that the statistics she shared is not really an increase in the number of households but in the material that is being collected by a fewer number of residents. His opinion is that there are three options to handling the relationship with LRHHFP: to keep the program as it is, discontinue the program and have individuals pay for their own disposal of items or continue operations as they are but with reiteration in writing as to how Lakes Region Household Hazardous Product Facility will operate for Tuftonboro in that facility. Mr. Gallagher's recommendation is the last option.

Selectman Wood asked about medication collections. Mr. Gallagher shared that Mr. Long may be able to work with the Police Department to have more collections in Tuftonboro and not do disposal of medications with LRHHFP. Chairman Sundquist asked Mr. Gallagher to provide a list of points that should be included in the Selectmen's response letter to LRHHFP in order to move ahead with the third option for hazardous waste. The handling of medications will be addressed later.

The Selectmen met with Tom Albert, owner of Computer Port, an IT services company in Center Conway. He shared a summary of his company's services, history of the company and current municipalities that they work with. Computer Port also builds workstations and servers. They have a storefront that provides walk in repair for homeowners as well. The Selectmen spoke with Mr. Albert about his proposal. Mr. Albert suggested that the Town purchase service blocks which will help to ease bookkeeping as well as save the Town money as they are purchased at a discounted rate. Mr. Albert shared that although an expiration date is noted for the service blocks, they have never been enforced. Chairman Sundquist showed her agreement with Mr. Albert's recommendations for the Town and read them aloud. Selectman Wood asked Mr. Albert if he had suggestions in terms of ink purchases. Although this is not something that Computer Port deals with routinely, Mr. Albert agreed that this is something that his company would be glad to help with. Selectman Wood also asked about Mr. Albert's familiarity with State computer bids. As Computer Port builds their own computers, this is not something that they have been involved with but it is something that he would be glad to look at. Although Computer Port does not require that hardware is purchased through them, Chairman Sundquist shared that there is a great hardware and labor warranty that comes with computers that they build. The Selectmen decided to make a vendor decision at the end of the meeting. Mr. Albert asked that when doing so, they also consider the importance of Carbonite for the Town's backup needs.

Steve Wingate met with the Selectmen. Mr. Wingate started a brief discussion regarding another option that the Town may have for hazardous waste disposal with Lakes Region Planning Commission. The conversation then turned to the Watershed Management Plan and FEMA Flood Plan.

Mr. Wingate is on the Lake Winnepesaukee Association board. The board was interested in the FEMA Flood Plan. Therefore Mr. Wingate attended an information session regarding it. FEMA is remapping the entire Winnepesaukee Watershed using Lidar, a form of radar that determines elevation very accurately. They are asking communities or individuals to participate in a survey to give information regarding concerns, etc. to help with this process.

Mr. Wingate then spoke of the Watershed Plan, which inventories all water flow and highlights problem areas that contribute to degradation of water quality. The Watershed Plan would highlight current as well as future risk areas. Mr. Wingate shared that a plan of a future problem area allows the opportunity to take action to do the job right the first time so you don't have to do it again or fix it later. A Watershed Plan also allows you to leverage grant funding to fix some of the identified problem areas. He explained that there is an opportunity to partner with Wolfeboro to identify other problems areas and come up with a plan together. There is a cost to do this plan so working together could help to offset the cost. Although there is not a proposal yet from Wolfeboro, there is an interest. There is also a Watershed called Moultonboro Bay which covers most of Tuftonboro. This may also be included in the plan. A committee needs to be created if a Watershed Plan is done. If other Towns are involved they can be members of the committee. Typical cost is between \$60,000-80,000 depending on the size of the area and the complexity. Plans are usually done over a 2 year time frame and cost is spread over that timeframe. If Tuftonboro does this in conjunction with Wolfeboro, the cost could be split.

The NH Department of Environmental Services (DES) has announced that they are going to see what there is for interest for Towns in terms of developing a Watershed Plan, as a pre-application for a grant, and then invite the strongest candidates to submit proposals. DES would then review the proposals to see who has the "biggest bang for their buck" in order to allow funding. He explained that we would be a good candidate for funding because of Lake Winnepesaukee. If the Conservation Commission has a Watershed Plan it would also help to obtain additional grant money to acquire easements and properties. The cost for this plan would be a warrant article.

Steve Wingate drafted a letter to DES that the Selectmen should send supporting the grant applications. The pre-applications are due later this month. Decisions on whether or not we are able to compete will happen a month or two after that. The Selectmen will review the letter and may make minor additions before submitting it to DES.

Mr. Wingate also shared that the Conservation Commission will host a hike, probably on a Saturday, in November at the Fabian Property so everyone that hasn't seen it can see it. The Wolfeboro-Tuftonboro Land Bank and the press are also invited.

Chief Shagoury discussed the 4210-Police Department Budget with the Selectmen. The changes are mostly in salaries. There is a line item for overtime for opioid investigations of \$3500. \$3500 will come in revenue to offset this cost. Uniforms are included at an estimated cost of \$6,000. Tasers are included in the 2017 budget that will be paid for over 5 years at \$2,000 per year. One more in-car video is due to be replaced, with a replacement cost of \$6500 included in the budget. IMC cost will be reduced to approximately \$3200 versus \$6100 that we currently pay.

Chief Shagoury responded to Chairman Sundquist that he should be under in office supplies for this budget year. Selectman Marcussen asked about holiday pay not yet being spent yet this year. It was explained that this is not awarded until the end of December.

Selectman Wood began a discussion about how Tuftonboro currently provides 24 hour coverage with on call services and asked about the possibility of needing an additional officer. Chief Shagoury replied that they would need additional space in order to add anyone. For example, the Police Department recently had an overdose death and didn't have the space to meet with the Drug Task Force and ended up meeting in Ossipee. He also shared that as some towns don't do on call it's difficult at times to find State coverage for Tuftonboro officers. Chief Shagoury will review the Police Department budget further before making a final submission.

Selectman Wood made a motion to approve the revised MS1, seconded by Selectman Marcussen with all in favor.

Chairman Sundquist made a motion to approve the Amended Agreement with Lakes Region Planning Commission and the Town of Tuftonboro to extend the contract for the Master Plan to June 30, 2017, seconded by Selectman Marcussen with all in favor.

Selectman Marcussen shared that they just received the fall milfoil survey this afternoon. The survey showed that there is some milfoil needing attention in the Melvin Village Marina and some in the basin. Selectman Marcussen will be in touch with the contractor to get some work done this fall.

Selectman Wood pointed out some points from the CIP meeting minutes in regards to solid waste. He also expressed thanks to Joe Kowalski for helping to find the contact person at Time Warner so Mr. Gallagher can work with them in regards to connectivity issues. He also spoke of the opportunity of a grant through Northern Borders for a new building at the Transfer Station. Lakes Region Planning Commission would help to write the grant and oversee the process. Selectman Wood mentioned that the 28<sup>th</sup> annual fund drive from the Firefighter's Association is underway. This is a 501c non-profit organization that helps the Town in many ways. Selectman Wood noted that the NHMA State Aid to Municipalities document is very resourceful and recommended that a copy be sent to the Library, Budget Committee and CIP committee.

Chairman Sundquist shared that there is a flu clinic at the Central Fire Station on 10/25/16. The Selectmen will meet on October 17, 2016 at 4:00 pm and cancel their meeting on the 24<sup>th</sup>.

Chairman Sundquist made a motion to move \$4500 from the Milfoil Line (01-4619-03-810) to Administrative Secretary line (01-4130-03-110), seconded by Selectman Wood with all in favor.

Chairman Sundquist shared an email noting that the cemetery abandonment hearing will go in the paper on October 20, 2016. The hearing is tentatively scheduled for January 9, 2017. She also shared that the Town was selected to receive one computer from the HealthTrust Lottery. This will replace our public computer.

The following correspondence was also reviewed: NH Interlocal Trust Annual Member Report; NHDES Municipal EcoLink September 2016; NH Humane Society 2016 Fall Newsletter; information regarding Instream Flow Rules (Env-Wq 1900) Rulemaking Meeting 10-19-16; information regarding the NHDES 2017 Watershed Assistance Grant pre-proposal request; NHEC workshop information; Primex seminar information; NHMA publications; NewsLink 9/28/16 issue; information regarding ACEC-NH Engineering Excellence Awards; Primex Unemployment Compensation Wage Reporting Information; Master Plan Survey Tally Results DRAFT; NHES community profile information; Driveway permit for PID 2-3-11; Building Permit for 42-2-11 and 46-3-5; response from Walter Johnson, Town of Moultonborough Town Administrator, regarding the round table conference; Joint Loss Safety Committee 2016 Annual Safety Inspection Reports; excavation regulation suggestions from Mary Pinkham-Langer of the DRA; Wetlands Permit Application for PID 27-2-14 and 61-1-21; Councilor Kenney's schedule; ZBA Notice of Decision for Brian MacPhee; committee meeting minutes, various emails and other correspondence.

During public input, Chairman Sundquist responded to Elissa Paquette and gave an explanation of how the Selectmen will respond to LRHHPF, which will be by giving an explanation of what Tuftonboro's policy will be moving forward.

Sue Weeks referenced a few items in the 9/26/2016 meeting minutes regarding the cemetery that should be corrected. Page 2, 5<sup>th</sup> paragraph, 9<sup>th</sup> line, change the word Sexton to Trustees to have the sentence read, "If someone comes in to buy a lot, it was agreed that Ms. Koch will put the purchaser in touch with the Trustees, who will assign the next available lot." Also page 2, last paragraph, 2<sup>nd</sup> line, delete the word private to have the sentence read, "They are both on Town roads that are not maintained year round by the Town." Chairman Sundquist responded to Sue Weeks question that the Selectmen have not had any further discussion about the Town owned properties auction since her conversation with the Selectmen last week. Later in public input, she shared that she came to meet with the Selectmen at the earliest available slot after seeing the list of properties for sale on the website.

Joe Kowalski shared that Mr. Gallagher is having trouble getting in contact with Time Warner and recommended that the Selectmen may want to make a call to Time Warner on his behalf. Chairman Sundquist answered his question stating that the Selectmen met with Computer Port today in regards to providing IT service to the Town and that a vendor decision was not made yet. The Selectmen acknowledged Mr. Kowalski's suggestion that ZBA meetings be put on the website.

Chairman Sundquist responded to Max Ledoux that it is not voluntary for municipalities to participate in the NH Retirement System. Mr. Ledoux feels that the cost of using this system down the road is going to be a big problem. Mr. Ledoux asked if the Selectmen had a response to his suggestion to put charities money towards direct assistance instead. Chairman Sundquist responded that she had nothing to say. Selectman Wood agreed that it is something to think about and he will look at that part of the budget when it comes through.

Selectman Wood responded to Mr. Ledoux giving an explanation that when he mentioned in the previous meeting that "the case law is very clear" while speaking about public input, he was referring to the First Amendment. He went on to explain that these meetings are in essence work sessions and they do not have to respond to questions; although they may if they wish to. To give an opinion is a First Amendment issue, not Right to Know. Selectman Wood suggested that information be sent to the Selectmen for review prior to questions being presented at a meeting.

Selectman Marcussen responded to Mr. Ledoux that he assumes that the property owner was the one to put rocks on the side of Beach Pond Road. The Selectmen confirmed for Sue Weeks that they are concerned about the rocks being in the right of way.

Chairman Sundquist responded to Betsy Frago that road striping was complete.

Selectman Marcussen moved to hire Computer Port to provide our IT services and that we purchase a 20 hour block of time and begin working with them, seconded by Selectman Wood with all in favor. Selectman Wood raised a question and asked what the cost would be and what budget line it would come out of. Chairman Sundquist shared that that cost

would be \$1700. There was discussion regarding what budget line this payment should come from. This decision will be made later. Selectman Wood moved the question.

At approximately 6:30pm, Selectman Wood made a motion to adjourn, seconded by Selectman Marcussen with all in favor.

Respectfully submitted, Karen Koch, Administrative Secretary

Date	Expense Action	Revenue Action	Notes	Cost SW	Cost C/D	Cost	Revenue
2-Sep-16	WM Pup Comp #2 & CD		\$245 P/U vs \$334	XXX	XXX		
6-Sep-16	WM Pup Comp #1 & CD		\$245 P/U vs \$334	XXX	XXX		
9-Sep-16	WM Pup Comp #2 & CD		\$245 P/U vs \$334	XXX	XXX		
9-Sep-16	WM Pup C/D & Plast		\$245 P/U vs \$334		XXX	XXXX	
10-Sep-16	Glass P/U		NRRA (10.14 tons)			304	
11-Sep-16	Freon /Propane P/U		AC&G 37Units- 8 Prop			Free	
13-Sep-16	WM Pup Comp #1 & CD		\$245 P/U vs \$334	XXX	XXX		
13-Sep-16	Electronics W/CRT		ECER XXXX lbs			1075	
14-Sep-16		Scrap Mtl - bulk	Berwick - (8.43 tons)				\$301.00
14-Sep-16	NCS - Bulbs		NCS - Bulbs (1536 LF)			356	
16-Sep-16	WM Pup Comp #2 & CD		\$245 P/U vs \$334	XXX	XXX		
20-Sep-16	WM Pup Comp #1 & CD		\$245 P/U vs \$334	XXX	XXX		
21-Sep-16	WM Pup C/D & Plast		\$245 P/U vs \$334		XXX	XXXX	
22-Sep-16	WM Pup Comp #2 & CD		\$245 P/U vs \$334	XXX	XXX		
27-Sep-16	WM Pup Comp #1 & CD		\$245 P/U vs \$334	XXX	XXX		
28-Sep-16	WM Pup C/D & Plast		\$245 P/U vs \$334		XXX	XXXX	
28-Sep-16	WM Pup C/D & C/D		\$245 P/U vs \$334		2 x XXX		

8 Solid Waste		WM (XXX tons)	XXX				
13 C/D Containers		WM (XXX tons)		XXX			
3 Plastic		WM (XXX tons)				XXX	
1 Glass P/U		NRRA (10.14 tons)				304	
Electronics W/CRT		ECER XXXX lbs				1075	
	Scrap Mtl - bulk	Berwick - (8.43 tons)					\$301.00
Freon /Propane P/U		AC&G 37Units- 8 Prop				Free	
NCS - Bulbs		NCS - Bulbs (1536 LF)				356	
Resident Usage fees paid							\$6,408.00
Stickers fees collected							\$120.00
		Total					\$6,829.00

53,198

	Monthly Total	Prev Balance	Year to Date
Solid Waste	8 (xxxx tons)	64 (690.27 tons)	72 (XXXX tons)
C&D	13 (xxxx tons)	70 (444.49 tons)	83 (XXXX tons)
Plastic co-mingle	3 (xxxx tons)	22 (16.71 tons)	25 (XXXX tons)
Paper		2 (44.59 tons)	2 (44.59 tons)
Glass	1 (10.14 tons)	4 (42.86 tons)	5 (53.00 tons)
Cardboard Bales		2 (43.47 tons)	2 (43.47 tons)
Alum Bales			
Steel / Tin Cans 30 yd		1 (3.3 tons)	1 (3.3 tons)
Electronics W/screen	1 (xxxx lbs)	3 (17,860 lbs)	4 (xxxxx lbs)
car batteries		1 (1948 lbs)	1 (1948 lbs)
Freon	1 (37 units)	4 (99 Units)	5 (136 Units)
Metal Scrap	1 (8.43 tons)	7 (56.91 tons)	8 (65.34 tons)
Non-Ferrous Metal- Alum			
Non-Ferrous Metal- Cord		1 (691 lbs)	1 (691 lbs)
Non-Ferrous Metal- Other			
Non-Ferrous Metal- Other			
Propane	1 (8 units)	4 (19 Units)	5 (27 Units)
Tires		1 (4.8 tons)	1 (4.8 tons)
Used Oil		2 (505 Gallons)	2 (505 Gallons)
Vegetable Oil		1 (127 Gallons)	1 (127 Gallons)
Call 2 Recycle batteries	1 (50 lbs)	2 (98 lbs)	3 (148 lbs)
Brush Removal			
BULBS	1 (1536 LF)	1 (1088 LF)	2 (2624 LF)

Selectmen Meeting  
10/3/16

- Completed road grading of dirt roads (except Lang Pond road)
- Changed out several culverts that were rusted out and starting to fail
- Excavated out ditch lines that were in need of cleaning and added erosion stone where needed
- Had tree company with crane service come and remove a large dead tree over hanging Tuftonboro Neck road (still more tree's to go)
- Tree company came and sprayed Japanese Knott weed along road edges
- Inspection of all culverts in town., made a list of conditions, and cleaned out ends as needed
- Cut back tree limbs to open up sight lines
- Road striping has been completed (same day as Ossipee)