

**TOWN OF TUFTONBORO
BOARD OF SELECTMEN
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**Selectmen's Meeting Minutes
9:00 am – Tuftonboro Town House**

Monday, December 14, 2020

The official video of this meeting can be found on the Town of Tuftonboro's YouTube channel at:
<https://www.youtube.com/channel/UCCUmJqZvFTS23RMEFSDQZmw>.

Present: Chairman Lloyd Wood, Selectman Bill Marcussen, Selectman Chip Albee and Administrative Secretary Cathy Pounder

CALL TO ORDER

Chairman Wood called the Selectmen's meeting to order at 9:00 am and requested Clay Gallagher lead the pledge of allegiance.

PUBLIC INPUT

Ms. Marilyn Stacy addressed the Selectmen to discuss the well setback changes made at the State on 3/1/2017. She is interested in bringing her petition to change the setback in Tuftonboro before Town Meeting. She missed the Zoning deadline with her petition, due to not having 25 registered voters on her petition, but was informed that she could bring it before the Planning Board. The Planning Board has their Zoning changes hearing at their first meeting in January so the 2021 deadline has been missed. With the current deadlines Selectman Albee informed her she would most likely have to consider putting it forward in 2022.

MINUTES

Selectman Albee made a motion to approve the BOS 12/7/2020 minutes as corrected. Selectmen Marcussen seconded. Motion carried 3-0.

Selectman Marcussen made a motion to approve the BOS Sealed Non-Public 12/7/2020 Minutes as presented. Selectman Albee seconded. Motion carried 3-0.

APPOINTMENTS

Clay Gallagher submitted the attached update for the Selectmen to review. Referring to the update, Mr. Gallagher has completed his employees' performance reviews. The Selectmen had asked Mr. Gallagher for a cost analysis of what it would cost to implement recycling mixed paper. Attached is a DRAFT report of that cost.

The Selectmen discussed issues at the Transfer Station where payment is not made for material. Mr. Gallagher stated that there has been only one in ten years that he could not chase down. The person no longer lives in Tuftonboro. A policy being written was discussed. The consensus was COD is the best method. The Selectmen suggested he touch base with the Town's attorney.

Mr. Gallagher informed the Selectmen he is retiring after 10 years of service to the Town of Tuftonboro. He will stay until Town Meeting to help with a smooth transition of leadership. The Selectmen thanked Mr. Gallagher for his service.

SIGNATURE FILE

Selectman Marcussen made a motion to sign the Public Rights-of-Ways. Selectman Albee seconded. Motion carried 3-0.

Selectman Albee made a motion to sign the LRPC support letter. Selectman Marcussen seconded. Motion carried 3-0.

Selectman Albee made a motion to sign the HealthTrust Flexible Plan document. Selectman Marcussen seconded. Motion carried 3-0.

Selectman Marcussen made a motion to sign the HRA Renewal. Selectman Albee seconded. Motion carried 3-0.

Selectman Marcussen made a motion to sign the Contract for Animal Shelter Service. Selectman Marcussen seconded. Motion carried 3-0.

Selectman Marcussen made a motion to sign the Huyler Right of Burial. Selectman Albee seconded. Motion carried 3-0.

Selectman Marcussen made a motion to sign the Littlefield Right of Burial. Selectman Albee seconded. Motion carried 3-0.

ACTION ITEMS

The Selectmen reviewed the IT bids previous and the recommendations that were verified and decided to interview 4 bidders. The Selectmen discussed the cemetery budget. Selectman Albee made a motion to approve the 4195 – Cemetery budget for \$29,961 dollars. Selectman Marcussen seconded. Motion carried 3-0.
The Selectmen reviewed the Snow Plowing Policy. The consensus was it is fine as is.
The Selectmen reviewed the Transfer Station Supervisor's advertisement and asked that it be shortened. They requested it be run in the next edition of the Granite State News and on the NHMA website.

CORRESPONDENCE

Update from Chief Thompson week of 12/5/2020-12/7/2020
Update from Clay to Dennis on storage container
ZBA Notice of Decision
Standard Dredge and Fill Wetlands Permit Application
NHEC Information
Tuftonboro Circulation Statistics
Tuftonboro Free Library YTD 2020
Devine Millimet email offering to help with any Bond Counsel Services
Abutter Notification Letter for Shoreland Permit Application
Land Resources Management File #2020-00084 45 Chase Point Rd Complaint
Land Resources Management File #2020-01364, 64 Governor Wentworth Hwy Complaint

SELECTMEN'S UPDATE

Selectman Albee will attend the Budget Committee meeting on Wednesday the 16th and has a meeting with the Hurlburt Trust on Friday.
Selectman Marcussen has a PB meeting Thursday. There are no applications. They will be discussing Master Plan consultants.
Chairman Wood contacted R.M. Piper to have an estimate done for the entrances to the Transfer Station and Highway Garage without State involvement.

PUBLIC INPUT

Joe Kowalski suggested the Town look at the Ossipee roundabout curbing as an alternative to getting the State involve with the TS and Highway Garage entrances. Mr. Kowalski asked if there would be certification requirements for the Transfer Station Supervisor position. The Selectmen said they would have to be certified or become certified. Mr. Kowalski asked if someone could tag Glenn Cordelli to visit the Town with some updates.

NON-PUBLIC

None

ADJOURNMENT

At approximately 11:05am, Selectman Albee made a motion to adjourn, seconded by Selectman Marcussen. Motion carried 3-0.

Respectfully submitted,
Cathy Pounder
Administrative Secretary

B.O.S. Update report 12/14/2020:

Transfer Station

1. Monthly Totals for Nov 2020 (11SW compactors, 11 C/D containers, 3 Plastic Containers)
 - a. 1 x used oil P/U – 270 gallons - Cost \$75
 - b. 1 x 15 yd container steel/tin cans – 2.8 tons, Revenue \$80
 - c. 2 x Trailer Loads of Scrap Metal – 16.78 tons / Approx. Revenue \$375
 - d. 2 x Loads of Brush – Cost \$1000
 - e. 28 Freon Units / 32 Propane units– All Clean and Green, Pembroke, NH
 - f. Revenues thru Nov 2020 are approx. \$ 73,831. Same time last year was \$ 113,430.
2. General Info Items
 - a. Cleaning out as much as possible prior to snow buildup (Brush, Tire Cont., Electronics, Freon, Propane, etc)
 - b. Annual Service Status – Bobcat- Done, Backhoe – Done, Compactor #2 and Balers – Done
 - c. 2021 TS budget with Selectmen – Done / With Budget Committee - Done
 - d. Landfill Monitoring three year contract (2021-2023) - Done – three year contract awarded to Stantec
 - e. Need to do Buildings budget – recommend add line for Transfer Station Outside Maintenance - **Working**
 - f. Evaluate changing TS permit to accept fire extinguishers – **Working with DES/NRRA**
 - g. New 40 yd storage container for parks and rec to be delivered 12/15 – **Working with NRRA and Parks and Rec**
 - h. Selling new 2021-22 Transfer Station stickers – **Working**
 - i. Performance reports - **Working**
 - j. Mixed paper Analysis – **Working**

Date	Expense Action	Revenue Action	Notes	Cost SW	Cost C/D	Cost	Revenue
3-Nov-20	WM Comp #1 & C/D		\$286 P/U vs \$390	706	684		
3-Nov-20	WM Comp #2 & C/D		\$286 P/U vs \$390	972	477		
4-Nov-20	Brush Removal		2 Loads @ 500/load			1000	
5-Nov-20	WM Comp #1 & C/D		\$286 P/U vs \$390	779	641		
5-Nov-20	Plastic (Single)		\$286 P/U vs \$390			143	
9-Nov-20	Scrap metal P/U	LLL/Berwick	1 Load / 8.85 Tons				\$198.00
10-Nov-20	WM Comp #2 & C/D		\$286 P/U vs \$390	1041	653		
10-Nov-20	WM Comp #1 & C/D		\$286 P/U vs \$390	670	556		
11-Nov-20	Freon & Propane P/U	AC & G	28 Freon 32 Prop				N/A
17-Nov-20	WM Comp #2 & C/D		\$286 P/U vs \$390	1072	653		
17-Nov-20	WM Comp #1 & C/D		\$286 P/U vs \$390	1000	553		
17-Nov-20	Scrap metal P/U	LLL/Berwick	1 Loads x 7.93 Tons				\$177.00
18-Nov-20		Steel/tin can- \$30/ton	NRRA /2.80 tons			269	\$76.00
19-Nov-20	WM Comp #2 & C/D		\$286 P/U vs \$390	932	834		
19-Nov-20	WM C/D & Plastic		\$286 P/U vs \$390		684	143	
19-Nov-20	Used Oil P/U	270 Gallons	Oil Energy Recovery				N/A
24-Nov-20	WM Comp #1 & C/D		\$286 P/U vs \$390	833	780		
24-Nov-20	WM Comp #2 & C/D		\$286 P/U vs \$390	890	818		
27-Nov-20	WM Comp #1 & Plastic		\$286 P/U vs \$390	672		143	

11 Solid Waste		WM (91.87 tons)	\$9,567		
11 C/D Containers		WM (66.19 tons)		\$7,334	
3 Plastic		WM (1.81 tons)			430
0 Glass		WM (XXXX tons)			
Brush Removal		2 Loads @ 500/load			1000
Scrap metal P/U	LLL/Berwick	2 Loads / 16.78 Tons			\$375.00
Freon & Propane P/U	AC & G	28 Freon 32 Prop			N/A
	Steel/tin can- \$30/ton	NRRA /2.80 tons			269 \$76.00
Used Oil P/U	270 Gallons	Oil Energy Recovery			N/A
WM -plastic recycling fee		XXx plastic/XXX tons		XXXX	
Resident Usage fees					\$6,039.00
Stickers fees collected					\$5.00
		Total	\$9,567	\$7,334	\$1,699 \$6,495.00

73,831

	Monthly Total	Prev Balance	Year to Date	Last Year to date
Solid Waste	11 (91.87 tons)	116 (1060.29 tons)	127 (1152.16 tons)	117 (1046.32 tons)
C&D	11 (66.19 tons)	106 (527.85 tons)	117 (594.04 tons)	146 (863.35 tons)
Plastic co-mingle	3 (1.81 tons)	26 (20.56 tons)	29 (22.37 tons)	32 (25.05 tons)
Glass	0 (XXXX tons)	4 (61.26 tons)	4 (61.26 tons)	3 (48.69 tons)
Paper				
Cardboard Bales		2 (32.25 tons)	2 (32.25 tons)	2 (46.05 tons)
Alum Bales		1 (6,066 lbs)	1 (6,066 lbs)	1 (20,767 lbs)
Steel / Tin Cans	1 (2.80 tons)	2 (7.59 tons)	3 (10.39 tons)	3 (10.32 tons)
Electronics W/screen		4 (24,000 lbs)	4 (24,000 lbs)	4 (24,000 lbs)
car batteries		3 (5,114 lbs)	3 (5,114 lbs)	1 (1865 lbs)
Freon	1 (28 units)	5 (179 units)	6 (207 units)	7 (206 units)
Metal Scrap	2 (16.78 tons)	13 (108.54 tons)	15 (125.32 tons)	16 (119.86 tons)
Non-Ferrous Metal - Cop				1 (661 lbs)
Non-Ferrous Metal - other				
Propane	1 (32 units)	4 (28 units)	5 (60 units)	6 (70 units)
Tires		2 (12 tons)	2 (12 tons)	2 (12 tons)
Used Oil	1 (270 Gallons)	1 (235 Gallons)	2 (505 Gallons)	2 (545 Gallons)
Call 2 Recycle		2 boxes (100 lbs)	2 boxes (100 lbs)	4 (180 lbs)
Bulbs		1 (756 LF)	1 (756 LF)	2 (4,560 Lin Feet)
Brush	2 x loads	13 x Loads	15 x Loads	N/A

DRAFT

**BOS MEETING
TRANSFER STATION INPUT
12/14/2020**

ISSUE- Recycling Mixed Paper:

I have met with the BOS numerous times over the last two years regarding recycling baled mixed paper at the Transfer Station. The primary reason we stopped recycling mixed paper was the collapse of the paper market, and then further concerns were added with the onset of the current COVID-19 pandemic. Both reasons, each with adequate justifications on their own, validate disposing of mixed paper in the solid waste container vs recycling mixed paper.

Some resident have complained over the past year and a half that we should be recycling mixed paper. Much discussion by a few individuals has occurred over this issue. The transfer station still operates, for both economic and health reasons, with mixed paper going into the Solid Waste compactor vs. baling the mixed paper to recycle.

The selectmen have directed me to provide a cost estimate of the expense that would have to be added to the Transfer Station budget if we were to recycle baled mixed paper in the future. This cost estimate provided includes labor required to Quality Control (QC) new higher standards for mixed paper at the mixed paper drop off point (hardest and most labor intensive commodity to QC), Bale the material, Store the material, and also to load the truck on off days for shipment out. It also includes the cost of equipment required to bale the mixed paper (Gripples and baling wire etc).

COST ESTIMATE TO BALE MIXED PAPER: Assumptions and estimated costs

ASSUMPTIONS – 65 tons of mixed paper per year (3 truck loads)

- Stricter rules on allowable content mean 100% time station is open a per diem employee will be at that station for QC. Every bag needs to be emptied and checked.
- Requirement to man compactor 100% of the time will remain. That is our current operations requirement directed by selectmen. All other tasks are prioritized to be manned as labor time is available.
- Additional Labor required will be at our current per diem employee rate
- Mixed paper market currently is paying \$10-15 per ton after trucking fees are removed and that will remain constant for the foreseeable future and not collapse (NRRRA provided Pricing)
- Equipment to bale price will remain constant (gripples, baling wire, etc)
- Average bale weight will be 1000 lbs (truckload will be 45 bales / 22.5 tons)
- **Cost of recycling material will be compared to a WM Compactor removal and trucking cost at \$110/ton for 65 tons /year to go to the landfill. That price is \$7150 for getting rid of 65 tons of mixed paper in the landfill.**

ESTIMATED ANNUAL COST TO RECYCLE MIXED PAPER – Figured 65 tons per year = \$23,095

- Labor costs estimate to recycle mixed paper per year: \$20,665:
 - o Per Diem Labor cost required for at least 9 months of year Mar-Nov (38 weeks, 4 days per week, 8 hours per day) = 1216 hours labor needed

- 1216 hours labor at per diem rate of \$16.60 per hour = **\$20,185.60 per year added**
- 3 truck loads loaded on off days: 2 people x 4 hours per load, 3 loads x 8hr = 24 hours load time labor at \$20.00/HR (Part time) labor rate = **\$480 labor loading costs**
- Equipment costs to recycle mixed paper: \$2430 in baling wire and gripples
 - 65 tons mixed paper per year, 3 truckloads per year, 45 bales per truck. **135 total bales of mixed paper per year.**
 - Each bale requires 6 baling wires at \$1.50 per wire and 6 gripples at \$1.50 per gripple = **\$18 per bale for equipment**
 - **135 bales mixed paper per year at \$18 per bale = \$2430/yr in baling wire and gripples**
- Total cost to recycle mixed paper in additional labor and equipment = \$23,095

COMPARISON IN COST TO RECYCLE MIXED PAPER VS. LANDFILL MIXED PAPER – (65 tons/yr)

- Recycling 65 tons mixed paper bales with labor costs and equipment costs - \$23,095
 - Cost per ton to recycle baled mixed paper = \$355 / ton
- W/M landfill of 65 tons mixed paper with trucking and tipping - \$7,150
 - Cost per ton to remove and dispose in landfill = \$110 / ton
- Summary: Recycle mixed paper \$355/ton vs. Landfill mixed paper \$110/ton.
- Annual addition to Transfer Station budget would be \$23,095 and the Transfer Station would have to hire additional per diem employees.

RECOMMENDATION: Recommend we stay with the operation the way we have it now. For both economic and health concerns we do not recommend baling mixed paper until the pandemic is over and/or the paper market improves to make it economically feasible to do.

Respectfully,

Clay Gallagher
Supervisor, Transfer Station