

**TOWN OF TUFTONBORO
BOARD OF SELECTMEN
240 MIDDLE ROAD, P.O. BOX 98
CENTER TUFTONBORO, NH 03816
Telephone: (603) 569-4539
www.tuftonboronh.gov**

**Selectmen's Meeting Final Minutes
4:00pm – Town Offices**

Monday, October 23, 2023

Present: Chairman Pike, Selectmen Chip Albee and Bob Murray, Mike Duffy from Horizons Engineering, Library Director Dennis Guilmette, Fire Chief Adam Thompson, Transfer Station Superintendent Chris Ruel, Parks and Recreation Director Dennis Zilembo, Parks and Recreation Committee Chairman Eileen Gil, Town Administrator Audrey Fraizer, and Administrative Secretary Cami Wakefield.

CALL TO ORDER

Chairman Pike called the BOS meeting to order at approximately 4:00pm and lead the Pledge of Allegiance.

PUBLIC INPUT

None

BID OPENING FOR UNION WHARF PROJECT

Chairman Pike asked that we jump the schedule just a bit as not to keep Mike Duffy waiting any longer than necessary.

Chairman Pike continued by opening and reading that the first bid was from Leslie Roberts, he added that the paperwork seemed to be in order and complete and the bid was in the amount of \$329,633.00. Selectman Albee asked what we had for money and Chairman Pike replied that the last he knew it was \$284k and change. Plus a \$100,000 state grant.

The next bid was from the Hanson Bridge Company for \$639,000.

Selectman Murray made a motion that Mike Duffy take the bids and review them and come back in a week with a recommendation. Selectman Albee seconded; motion carried 3-0.

REVIEW AND APPROVAL OF MINUTES

Selectman Murray made a motion to approve the BOS 10.2.2023 draft minutes as written, Selectman Albee seconded, motion carried 3-0.

APPOINTMENTS

Dennis Guilmette presented the library budget to the selectmen for approval.

Library (4550) – Selectman Murray made a motion to approve the library budget of \$237,075, Chairman Pike seconded, motion carried 3-0.

Fire Chief Thompson presented the attached monthly update.

Transfer Station Supervisor Chris Ruel presented the attached update. Selectman Murray asked Chris why the Town is charging \$1 per quart and \$5 per gallon of waste oil. Chris thought that the fees had changed but will look into it. Selectman Murray also asked about getting an amount for fencing around the landfill.

Dennis Zilembo and Eileen Gil from Parks and Recreation presented their budget to the selectmen for approval. The addition of an Assistant Director was added to the 2024 budget.

Park & Recreation (4520) – Selectmen Albee made a motion to approve line-item Beach & Wharf Toilets for \$4,200 a reduction of \$300, Selectman Murray seconded, motion carried 2-1. Chairman Pike was opposed due to wanting the amount to remain \$4,500 because he needs to know that it will be guaranteed that a toilet will be there.

Selectman Albee made a motion to approve line-item Concerts for \$1,500 a reduction of \$500, Selectman Murray seconded, motion carried 3-0.

Selectman Albee made a motion to approve the Parks & Recreation budget of \$74,972.30, Chairman Pike seconded, motion carried 3-0.

SIGNATURE FILE

Snowmobile Trail permission - Wolfeboro Snowmobile Club. Chairman Pike asked that they be contacted to add Lang Pond Road to the document and to add a 3 year from landowner approval option to the agreement and re-present to the board at the next meeting.

CORRESPONDENCE

Email from Lisa Beverage – planning ice fest for 2/3/24 – Chairman Pike made a motion to allow Lisa Beverage to hold the ice fest, Selectman Murray seconded for discussion. Chairman Pike asked to amend the motion to include that an insurance certificate must be received in the Selectmen's office prior to the date of the ice fest, Selectman Murray seconded as amended, motion carried 3-0.

Email from NRRA – increase in fees as of 2024

Explanation from HEB – Chris Fournier – Canaan Rd – Chris Fournier will be in at 10:30 on 11/13/2023 for further discussion with the Selectmen.

A notice from the Board of Adjustments for – 146 Middle Rd.

NH DES Wetlands permit for map 28-1-3 18 Wawbeek Rd.

NH DES Wetlands permit for 52 Bixby Shores Rd.

SELECTMEN'S UPDATE

Selectman Albee made a motion to notify Bauen Corp. that we will not be accepting their bid for the new police station, Chairman Pike seconded, motion carried 3-0.

Selectman Albee received one completed solar proposal and is hoping for more.

Selectman Albee also attended a meeting with the Hurlbert Trust and was hoping for a donation for the bike trail but it was turned down.

Selectman Murray attended the Parks and Recreation monthly meeting and the CIP meeting last week.

Selectman Murray added that he would like to get in touch with Jim Rynes to see if he has a solution on fixing the ramp at the beach.

Chairman Pike attended the Conservation Commission meeting and is excited to get the letter from DES regarding the Wolfeboro Rapid Infiltration Basin.

ADJOURNMENT

At approximately 6:47pm Chairman Pike made a motion to adjourn the meeting, Selectman Murray seconded, motion carried 3-0.

Respectfully submitted,
Cami Wakefield,
Administrative Secretary

SELECTMEN MEETING

October 23, 2023

2023

Fire Calls: 159	Gas Furnace Inspection: 57
EMS Calls: 211	Oil Burner Inspection: 5
Service Calls: 101	Wood/Pellet Stove Inspection: 7
SPD: 12	Life Safety: 37
<u>TOTAL: 483</u>	<u>TOTAL: 106</u>

2022

Fire Calls: 141	Gas Furnace Inspection: 52
EMS Calls: 230	Oil Burner Inspection: 4
Service Calls: 78	Wood/Pellet Stove Inspection: 33
SPD: 14	Life Safety: 33
<u>TOTAL: 463</u>	<u>TOTAL: 91</u>

The following is an update of larger call's and is not a full list of day-to-day calls.

9/27/2023 @ 12:38 pm smoke investigation 274 Cow Island unauthorized burning. Boat 1 with 3 personnel responded to the scene.

9/28/2023 @ 07:28 am lost boater on Lake Winnepesaukee due to fog and weather conditions Boat 1 with 3 personnel along with Moultonborough Fire Rescue and Marine patrol.

10/1/2023- @ 12:32 pm assisted with hazmat incident mutual aid to Cottage Road in Ossipee Corner utility 2 and car 1 responded with 4 personnel with Carroll County Hazmat Spill equipment.

10/2/2023- @ 04:43 am water problem 180 Bald Peak Drive water flowing down through 3 floors. Rescue 1, Utility 2, and ambulance 1 responded with 6 personnel.

10/3/2023- @ 09:33 am reported building fire/furnace issue found cancelled enroute to 318 Paradise Drive in Moultonborough. Engine 2 and engine 1 responded with 4 personnel.

10/12/2023- @ 07:16 pm motor vehicle accident, vehicle into the woods New Road and Sodom Road. Engine 1, Rescue 1, Ambulance 1, and Utility 1 responded to the scene with a crew of 8 along with Stewarts Ambulance and Tuftonboro Police department. 1 sign off was obtained at the scene and rescue 1 remained on scene with the vehicle until removed by tow company. Other personnel and apparatus were cleared.

The new car 1 was placed in service on 10/18/2023 and personnel are going through training on its operation. The vehicle has been placed on primex insurance. The old car 1 sale was completed on 10/18/2023 for \$7500.00 and Effingham fire took ownership with all paperwork completed same day and the insurance was removed from the vehicle at primex.

Engine 4 is back from its engine repair. Its final cost at Power Products systems, LLC DBA New England Detroit Diesel was \$7,557.90. The additional cost was due to an EGR valve that need to be replaced. This was a \$3,750.91 difference from the original estimate. There may be a future part due to an intermittent turbo actuator that needs to be replaced. That is estimated at approximately \$2,000.00. The company advised to hold off on repair until we see if the issue works its self out as it currently is not affecting the vehicle operation.

The repair reflected a substantial deduction in labor hours out of good will and all parts were at dealer pricing. The supply charges were also waived. The charge is normally 7% of labor cost.

Warranty only applies to parts changed during time of service for manufacture's defects only. Failure of new reman components installed as the results of progressive damage from foreign metal debris or from failure of a part not replaced or reused is not covered under Power Products or Detroit warranty. They were not able to determine where the foreign metal was coming from. They in some ways acknowledged there was a problem with the rebuild 2 years ago with out saying it was their fault. Reminder that the vehicle only had a 1-year warranty rebuild and it had been over 2 years. The engine from Moultonborough has been returned. Yearly pump testing on 10/24/2023 on all three class a pumper by Lakes Region Fire Apparatus.

All class A apparatus have had their state inspections any future repairs that didn't affect state inspections have been included in 2024 vehicle repair budgeting.

Ambulance 1 needed brake replacement and yearly maintance Nh State inspection and a right rear liquid spring strut assembly replaced Total cost of repairs LRFA \$ 3,115.88

Engine 1 yearly service/maintance and state inspection was \$1,546.78 Eastern Fire Apparatus, Crowell Garage.

Engine 2 yearly service/maintance and state inspections was \$1,337.44 Eastern Fire apparatus / Crowell's Garage.

Engine 4 State Inspection and repairs needed to meet state inspection needed steering shaft u joints front axle wheel bearings needed to be retorqued LRFA \$633.84

Rescue 1 yearly maintance state inspection LRFA \$411.19

Utility 1 State inspection LRFA \$ 60.00

The new furnace install has been completed at the Mirror Lake Station on 9/26/2023 by Ed Butler heating and is working great.

The central station had a circulator pump issue on both boilers at Central Station. Both have been replaced by Brookside Plumbing and Heating and are back up and running 100% cost \$ 3,924.89.

The emergency generator at Melvin Station is now up and running.

Working on employee performance evaluations.

We heard from FEMA this morning 10/23/2023 and working on setting up a meeting for next week and a 15-minute call this week. This is in reference to the 7/9-7/17/2023 disaster declaration.

Still working with Stewarts Ambulance in reference the use of Mirror Lake Station. They are still interested in using the station. We are working on gathering information on weather or not the station would need a sprinklers system to have an ambulance crew there.

The Pier 19 association confirmed that they were still willing to work with the fire department to allow boat 1 to be docked at their dock while the wharf project is being completed.

TOWN OF TUFTONBORO TRANSFER STATION & RECYCLING CENTER

Date September Totals Person Completing Form C. Ruel Authorized Signature _____

# OF STICKERS:	AMOUNT COLLECTED FOR STICKERS:
24	\$120

FEES CHARGED:

# Of Items 12	Appliances With Freon	Fees Collected \$115
# Of Items 1	Waste Oil	Fees Collected \$5
# Of Items 4	Car Tires	Fees Collected \$36
# Of Items	Truck Tires	Fees Collected
# Of Items	Bulky Items	Fees Collected
# Of Items 20	Electronics	Fees Collected \$248
# Of Items 15	Brush	Fees Collected \$150
# Of Items 126	C&D	Fees Collected Collected \$7,430 Cost \$8,921.93
# Of Items	Bulbs	Fees Collected
# Of Items	Misc.	Fees Collected

TOTAL FEES COLLECTED \$8,104

CD -\$1,491.93

Month	Freon	W/O Freon	Car Tires	Oil	Stickers	Electronics	Brush	C&D	Bulbs	Misc	2021
January	\$45.00	\$0.00	\$18.00	\$0.00	\$965.00	\$160.00	\$30.00	\$3,248.00	\$0.00	\$831.00	5,297
February	\$0.00	\$0.00	\$15.00	\$0.00	\$575.00	\$95.00	\$0.00	\$863.00	\$3.00	\$400.00	1,951
March	\$25.00	\$0.00	\$111.00	\$0.00	\$1,060.00	\$120.00	\$70.00	\$4,477.00	\$9.00	\$580.00	6,452
April	\$73.00	\$0.00	\$299.00	\$0.00	\$1,120.00	\$245.00	\$337.00	\$7,585.00	\$45.00	\$400.00	10,104
May	\$130.00	\$70.00	\$112.00	\$0.00	\$700.00	\$490.00	\$170.00	\$6,747.00	\$68.00	\$500.00	8,987
June	\$325.00	\$0.00	\$66.00	\$0.00	\$725.00	\$275.00	\$100.00	\$8,024.00	\$60.00	\$300.00	9,875
July	\$242.00	\$0.00	\$88.00	\$0.00	\$695.00	\$165.00	\$100.00	\$6,068.00	\$85.00	\$400.00	7,843
August	\$205.00	\$0.00	\$109.00	\$0.00	\$435.00	\$508.00	\$155.00	\$7,044.00	\$0.00	\$785.00	9,241
Sept.	\$286.00	\$15.00	\$127.00	\$0.00	\$245.00	\$250.00	\$190.00	\$6,948.00	\$69.00	\$400.00	8,530
Oct.	\$320.00	\$0.00	\$321.00	\$0.00	\$110.00	\$220.00	\$95.00	\$8,625.00	\$72.00	\$400.00	10,163
Nov.	\$275.00	\$0.00	\$357.00	\$0.00	\$110.00	\$306.00	\$125.00	\$5,029.00	\$80.00	\$612.50	6,894
Dec.	\$85.00	\$0.00	\$40.00	\$0.00	\$100.00	\$155.00	\$55.00	\$4,486.00	\$70.00	\$600.00	5,591
Totals	\$2,011.00	\$85.00	\$1,663.00	\$0.00	\$6,840.00	\$2,989.00	\$1,427.00	\$69,144.00	\$561.00	\$6,208.50	Grand Total \$90,928.50

Totals	Freon	Car Tires	Oil	Stickers	Electronics	Brush	C&D	Bulbs	Misc	Grand Total	2022
January	\$50	\$0.00	\$88	\$0.00	\$110	\$125	\$0.00	\$2,372	\$40	\$350	3,135
February	\$35	\$0.00	\$0.00	\$0.00	\$170	\$95	\$0.00	\$2,879	\$12.00	\$600	6,926
March	\$60	\$0.00	\$80	\$0.00	\$110	\$195	\$50	\$3,141	\$2	\$750	10,564
April	\$70	\$0.00	\$191	\$0.00	\$130	\$200	\$220	\$5,421	\$4	\$900	17,550
May	\$100	\$0.00	\$189	\$0.00	\$275	\$310	\$300	\$10,533	\$34	\$12,782	30,332
June	\$85	\$0.00	\$70	\$0.00	\$175	\$245	\$200	\$6,873	\$12	\$1,077	\$39,171
July	\$180	\$0.00	\$146	\$0.00	\$230	\$95	\$154	\$5,969	\$15	\$490	\$46,520
August	\$230	\$0.00	\$351	\$0.00	\$125	\$180	\$260	\$9,852	\$21	\$840	58,409
Sept.	\$160	\$0.00	\$45	\$0.00	\$70	\$60	\$85	\$8,040	\$17	\$500	67,606
Oct.	\$180	\$0.00	\$89	\$0.00	\$25	\$140	\$75	\$6,649	\$4	\$2,845	77,753
Nov.	\$230	\$0.00	\$273	\$94	\$15	\$360	\$95	\$8,098		\$1,285	88,203
Dec.	\$70		\$49	\$1,310	\$90	\$740	\$3,368			\$700	94,530
Totals	1,450	1,571	\$637	\$2,745	\$2,255	\$2,179	73,195	\$161	\$10,337	Grand Total 94,530	3,602

Freon	Bulky	Car Tires	Oil	Stickers	Electronics	Brush	C&D	Bulbs	Misc	Grand Total	2023
January	\$80	\$105	\$37	\$1,720	\$100	\$260	\$4,763.00	\$20	\$250	\$7,115.00	78,694
February	\$35	\$10	\$15	\$730	\$105	\$50	\$5,228	\$2	\$5	\$6,475.00	71,078
March	\$50	\$15	\$50	\$405	\$90	\$85	\$4,031	\$5	\$5	\$4,736.00	
April	\$90	\$40	\$67	\$795	\$220	\$455	\$7,960	\$5	\$800	\$10,457.00	
May	\$180	\$20	\$174	\$143	\$169	\$575	\$10,527	\$2	\$25	\$12,495.00	
June	\$145	\$75	\$148	\$35	\$630	\$160	\$8,787		\$475	\$10,730.00	
July	\$200	\$60	\$4	\$535	\$275	\$80	\$7,552	\$2	\$500	\$9,075.50	
August	\$200	\$40	\$60	\$375	\$320	\$175	\$8,312.50	\$2	\$5	\$9,497	
September	\$115	\$0	\$36	\$120	\$248	\$150	\$7,430	\$0	\$0	\$8,104.00	
October											
November											
December											

64,590.00 Income
60,379 Cost

40212.5

	Monthly Total	Prev Balance	Year to Date	Last Year to date
Solid Waste	Nine	104 (971.11)	104 (971.11)	117 (932.06)
C&D	13	121 (649.81)	121 (649.81)	126 (692.60)
Plastic co-mingle	1	23 (23.08)	23 (23.08)	26 (18.36)
Glass	1			4 (59.36)
Paper				
Cardboard Bales		48 Bales (22.3 T)	48 Bales (22.3 T)	90 Bales (43.89 T)
Alum Bales				3.58 Tons
Steel / Tin Cans		2 (8.34)	2 (8.34)	2.72 Tons
Electronics W/screen		2 Loads	2 Loads	
car batteries				.77 Tons
Freon				(201 Units)
Metal Scrap	1 Load NC Recycling	53 Units	53 Units	12 Loads 37.78 Tons
Non-Ferrous Metal - Cop		14 (53 T)	14 (53 T)	
Non-Ferrous Metal - other				3 loads
Propane		27 Units	27 Units	61 units
Tires	1 Load		1 load	1
Used Oil				
Call 2 Recycle		4 (396 Lbs)	4 (396 Lbs)	
Bulbs		200 Bulbs	200 Bulbs	404 bulbs
Brush				3 loads



SOLID WASTE MANAGEMENT PERMIT-BY-NOTIFICATION FOR LIMITED PUBLIC TRANSFER STATION

Issued by the NH Department of Environmental Services, Waste Management Division (NHDES)
pursuant to RSA 149-M and the New Hampshire Solid Waste Rules, Env-Sw 100 et seq. (Rules)

I. PERMIT/FACILITY IDENTIFICATION:

Permit No.: DES-SW-PN-23-013

Permittee: Town of Tuftonboro

Facility Name: Town of Tuftonboro Transfer Station

Facility Location: 20 Sargents Crossing Rd, Tuftonboro NH

Facility Type: Collection/Storage/Transfer Facility per Env-Sw 407.02

Service Type: Limited

Service Area: Town of Tuftonboro

II. FILE REFERENCE/RECORD OF APPLICATION:

Activity/Application No.: 2023-65651

Date(s) Received: 8/7/2023

WMD Document Log No.(s): 2023-65651-01

III. TERMS AND CONDITIONS: Eight (8) conditions are attached.

IV. AUTHORIZATION: Pursuant to RSA 149-M and Part Env-Sw 311 of the Rules, this permit is hereby issued to the permittee identified in Section I above to operate the solid waste management facility identified in Section I above, subject to the terms and conditions in Section III above. This authorization is based on information provided to NHDES by the permittee in documents referenced in Section II above. The information is subject to audit pursuant to Env-Sw 311.06. If the information is false, misleading or incomplete, the permit may be revoked or suspended in accordance with Part Env-Sw 306 of the Rules. The meaning of specific terms in this authorization is as defined in the Rules on the effective date of this permit. The Rules and statute are available for reference on NHDES' website at www.des.nh.gov.

This permit is effective on the date of signature, below, and is subject to modification or termination and reissuance by NHDES as necessary to assure the terms and conditions remain current with the Rules, as amended. **BY EXERCISING ANY RIGHTS UNDER THIS PERMIT, THE PERMITTEE HAS AGREED TO ALL TERMS AND CONDITIONS OF THE PERMIT.** Failure to comply with these terms and conditions could result in administrative, civil or criminal penalties, and suspension or revocation of the permit.

No liability is incurred by the State of New Hampshire by reason of any approval of this solid waste facility. No warranty/guarantee is intended or implied by reason of any advice given by NHDES or its staff.

Issuance of this permit shall not be construed in any way as authorization of any activity which occurred prior to the effective date of the permit; or authorization of any activity that does not comply with RSA 149-M, the Rules, and the permit; or a waiver of any cause of action for violation(s) of RSA 149-M or the Rules pre-dating this approval. This permit shall not eliminate the permittee's obligation to obtain all requisite federal, state or local permits, licenses or approvals, or to comply with all other applicable federal, state, district and local permits, ordinances, laws, approvals or conditions relating to the facility.

Leah McKenna, Administrator
Solid Waste Management Bureau

October 5, 2023

Date

Waste
Management
Division

Digitally signed by Waste
Management Division
Date: 2023.10.05
13:54:17 -04'00'



Section III: Terms and Conditions

(1) **Authorized Waste:** Subject to the limitations specified in (2) below, this permit authorizes the facility to receive and manage the following types of solid waste only, generated within the limited service area identified in Section I of this permit:

- | | |
|--|--|
| a. Mixed municipal solid waste; | d. Construction and demolition debris; |
| b. Source separated select recyclable materials (i.e., paper, cardboard, glass, plastic, ferrous and non-ferrous metal, and textile material); | e. Tires; |
| c. Bulky waste, including white goods, furniture, and stumps; | f. Wood ash from household stoves; and |
| | g. Source separated food waste. |

(2) **Unauthorized Waste:** This permit does not authorize the facility to receive any of the following types of solid wastes or materials:

- | | |
|---|--|
| a. Asbestos waste; | e. Infectious waste; |
| b. Explosive waste; | f. Animal carcasses; |
| c. Contained gaseous waste, unless collected for recycling; | g. Contaminated soils and other absorbent media; |
| d. Liquid waste; | h. Out-of-state waste, unless the waste is received for recycling. |

(3) **Facility Capacity:** This facility shall operate within the capacity limits specified below.

- a. **Waste Receipt Rate:** Pursuant to Env-Sw 1204.04, the rate of incoming authorized waste shall be limited to the quantity of waste the facility is able to actively manage¹ and properly handle and process in accordance with this permit, but in no case shall exceed 30 tons per day on average.
- b. **Waste Storage Capacity:** No more than 420 tons at any one time, not including fully processed select recyclable materials that are being actively managed¹ and are stored in accordance with the Rules.

(4) **Location Restrictions:** The location of the facility shall comply with siting requirements provided in Env-Sw 1203.

(5) **Operating Requirements:**

- a. The Permittee shall operate the facility in compliance with RSA 149-M, applicable Rules specifically including Env-Sw 407.02, and a written up-to-date Operating Plan prepared by the Permittee in conformance with Env-Sw 1105.11. A copy of the Operating Plan shall be kept at the facility for reference by facility operators and, upon request, inspection by NHDES, and shall be updated as needed to assure that it stays current.
- b. Facility operations shall be protective of the environment, public health and safety;
- c. All waste shall be actively managed¹;
- d. Facility operators shall be trained and certified as required by the Rules; and
- e. Annual facility reports shall be filed with NHDES in accordance with the Rules.

(6) **Closure Requirements:** The Permittee shall close the facility in compliance with RSA 149-M, applicable Rules as amended, specifically including Env-Sw 1205, and a written up-to-date Closure Plan prepared by the Permittee in conformance with Env-Sw 1106.04. A copy of the Closure Plan shall be kept at the facility for reference by facility operators and, upon request, inspection by NHDES, and shall be updated as needed to assure that it stays current.

(7) **Permit Transfer and Modification Limitations:** This permit is non-transferable. Modification of this permit shall be limited to the scope of operations allowed by the Rules for this type of facility and permit.

(8) **Verification of Permit Information:** NHDES may audit this facility pursuant to Env-Sw 311.06 to verify compliance.

¹ Pursuant to Env-Sw 102.04 effective July 1, 2014, the term "actively manage" means to handle a waste or material, including waste-derived products and recyclable materials, in a controlled manner without causing: (a) a nuisance; (b) an adverse effect to the environment, public health and safety; (c) accumulations which have no identifiable destination or value; and (d) a loss of material value in the market place due to material damage, degradation and/or contamination.

Town Administrator Report

October 2023

The final NHMA Financial course is on Wednesday October 25th. I am trying to set up a meeting with the Treasurer to establish a method to forecast. There are several policies that I have not been able to find. I am hoping the Treasurer may have some of them. I also have several questions about the reporting and access of funds.

All of the departments have their budget spreadsheets. I am supporting the Budget Committee but need some direction from the BoS in how much time and what scope of work I should dedicate to them.

After the October 6th work session regarding the police station, the Board has to determine what direction they are taking. I received a call from the engineering firm asking for a status.

The New Hampshire Retirement System has implemented new software. There was a webinar in August which I attended but there is a learning curve and NHRS is ironing out bugs. For a couple of months, I have to report in both systems.

I have created an employee expense voucher to be used in the rare case that employees incur expenses.

Lakes Region computer helped set up email on my phone so I am available to respond while I am out of the office. It is my intent that I will not check it regularly but will be able to return calls and address some things when I am out of the office in workshops. For emergencies I should be called.

Starting October 30th my hours will be 8:30 to 4:00 with a half hour break. With BoS meetings going past 4:00 the Executive Budget should be reviewed to build in an additional 60 hours to attend meetings. This would be an additional \$2,589. The alternative would be for me to leave early one day however this is not ideal for Cami and I to have overlapping hours.

I have reached out to DRA regarding the 2023 tax rate. The response related to the village district which I was not aware of.

Health Trust published the 2024 rates. I will reach out for comparison plans.

Respectfully Submitted,

Audrey Fraizer