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 Meeting 9:00 am - Town Offices

Monday, January 8, 2018

The official video of this meeting can be found on the Town of Tuftonboro's YouTube at: <u>https://www.youtube.com/channel/UCCUmJqZvFTS23RMEFSDQzmw</u>.

MINUTES

Present: Chairman Lloyd Wood, Selectman Bill Marcussen, Selectman Chip Albee and Administrative Secretary Karen Koch.

CALL TO ORDER

Chairman Wood called the Selectmen's meeting to order at 9:00 am and proceeded with the Pledge of Allegiance. There was a moment of silence in memory of Mary Craigue's passing. Ms. Craigue was Tuftonboro's Town Clerk for 35 years.

PUBLIC HEARING PER RSA 31:95-e, II

Chief Thompson shared information regarding a donation from Melvin Village Marina of a 2017 coastal rigid inflatable boat (RIB). Chairman Wood read aloud the public hearing notice. There was no public input. Selectman Marcussen moved to accept this donation, seconded by Selectman Albee with all in favor.

PUBLIC INPUT

None.

DEPARTMENT UPDATES/APPOINTMENTS

Sarah Silk of the Lakes Region Household Hazardous Product Facility presented the Town a refund check for \$786.58.

Christie Sarles gave the Library update. Please see attached. Statistics are incomplete due to ongoing State database issues. The State Library's server also crashed. In 2017, 1195 new items were added to and 1424 items deleted from the Library's collection due to space restrictions. Selectman Albee and Ms. Sarles will research questions regarding revenue. There is \$304,527 in cash in the Library building fund. The Library also has confirmed pledges of \$112,000 for a private donations total of \$416,527.

Jack Parsons gave the Building Department update. In 2017 there were 100 building permits, 23 new houses, 463 inspections, 23 certificates of occupancy, 121 electric permits, 50 plumbing permits, 118 gas permits, a little over \$10,000,000 in building cost and \$6,600,000 in new homes. 2017 revenue numbers total \$38,053 versus \$28,837 in 2016. The Selectmen agreed to have Mr. Parsons ask Billy Graham to do trash pickup for the Town Offices and Library as the Town's current provider retired.

The Selectmen tabled the 2018 paving warrant articles in Mr. Bean's absence.

Clay Gallagher gave the Transfer Station update. Please see attached. He will have a 2017 year-end wrap up once he receives Waste Management's December bill. He completed his submission for the Tuftonboro Times Winter edition. There was discussion regarding the way that revenue is currently accounted for and how it should be accounted for when using weigh scales. Chairman Wood asked that Mr. Gallagher get in touch with Larry Gil and Steve Wingate regarding some issues at the old dump site. Mr. Gallagher responded to Chairman Wood regarding expected Waste

Management trends in 2018. NH Electric will be installing an utility pole to accommodate for Spectrum's internet cable installation.

Brenda Gagne of Tri-County Transit was unable to meet with the Selectmen as scheduled.

WARRANT ARTICLES

The Selectmen reviewed the following warrant articles for approval:

To see if the Town will vote to raise and appropriate the sum of Two Hundred Thirty-Five Thousand Dollars (\$235,000.00) for the preparation and paving of Town Roads.

Motion: Selectman Marcussen moved to approve moving forward with the article, seconded by Chairman Wood. It was agreed that no wording needs to be changed. Vote passed with all in favor.

To see if the Town will vote to raise and appropriate the sum of Twenty Six Thousand Dollars (\$26,000.00) to regrade and pave the Town Garage parking and loading areas.

The Selectmen believe that \$31,000 is needed to complete this project.

Motion: Chairman Wood moved to table the warrant article in order for more information to be collected, seconded by Selectman Albee with all in favor.

In regards to the total amount of funds requested, the Selectmen compared the proposed 2018 warrant articles to 2017.

Sodom Road Bridge Repair

Initially the Selectmen were advised of a cost range to repair the Sodom Road bridge of \$62,500-\$114,500. When going back to HEB to ask about an official cost estimate, HEB recommended that the Town obtain unofficial quotes as this is such as a specialized project. HEB could also put the project out to bid for approximately \$6000 and obtain official quotes. It was agreed to create a warrant article for an amount in the middle of the cost range estimate.

Motion: Selectman Marcussen moved to approve moving forward with an article to see if the Town will vote to raise and appropriate \$88,500 to repair the Sodom Road Bridge to be restored to full load carrying capacity, seconded by Selectman Albee with all in favor.

As the Selectmen previously approved the below warrant articles, they proceeded to review the language of each:

To see if the Town will vote to raise and appropriate Fifty Thousand Dollars (\$50,000.00) under RSA 31:19-a (V) to establish a trust fund for the payment of health insurance premiums for Town employees. Said sum to come from the Unassigned Fund Balance. The Trustees to be the Trustees of the Trust Fund and the Selectmen the agents to expend. The purpose is to set aside funds rather than increase the following year's budget. To be used only in the event that there is a significant increase in premiums.

Motion: Selectman Albee moved to table the above article until further consideration, seconded by Chairman Wood with all in favor.

To see if the Town will vote to authorize the Selectmen to enter into a five year lease/purchase agreement in the amount of \$580,000.00 for the purpose of purchasing and equipping a new fire truck for the Fire Department to replace Fire Engine 2, and to raise and appropriate the sum of \$123,142.00 for the first year's payment for that purpose. The lease agreement contains an escape clause.

There was discussion regarding budgeting of the first payment's expenditure amount.

Motion: Selectman Marcussen moved to keep the first payment amount as \$123,142, seconded by Selectman Albee with all in favor.

To see if the Town will vote to raise and appropriate the sum of Thirty Thousand Dollars (\$30,000.00) to replace the septic system at the Tuftonboro Public Library.

The Department of Revenue Administration (DRA) suggested that contingent language be added noting that this article will be removed if the new Library warrant article passes. The Selectmen discussed this article with Gordon Hunt. Selectman Marcussen will develop contingency language.

To see if the town will vote to establish a contingency fund for the current year for unanticipated expenses that may arise and further to raise and appropriate Five Thousand Dollars (\$5,000.00) for said purpose. Said sum to come from the Unassigned Fund Balance and no amount to be raised from taxation. Any appropriation left in the fund at year end will lapse into the general fund.

It was agreed to remove "no amount to be raised from taxation" from the article language.

REVIEW AND APROVAL OF MINUTES

Selectman Marcussen moved to approve the 12/8/17 meeting minutes as written, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve the 12/11/17 meeting minutes as written, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve the 12/15/17 meeting minutes as written, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve the 12/29/17 meeting minutes as written, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve the 12/29/17 meeting minutes as written, seconded by Selectman Albee with all in favor.

BUDGET REVIEWS

4191 Planning & Zoning (revisit)

As 2017 funds were not encumbered for the Master Plan, funds need to be added to the 2018 budget. **Motion:** Selectman Marcussen moved to increase budget line 01-4191-03-680 Master Plan Review to \$4,680 for a 4191 budget total of \$23,188, seconded by Selectman Albee with all in favor.

4155 Personnel Administration (revisit)

This budget needed to be revisited due to a slight calculation error for social security and retirement. **Motion:** Selectman Albee moved to revise budget 4155 from the previously approved \$588,313 (to increase social security and retirement) for a new total of \$588, 545, seconded by Selectman Marcussen with all in favor.

DEPARTMENT UPDATES/APPOINTMENTS (con't)

The Library Trustees, Librarian Christie Sarles and Treasurer Jack Widmer reviewed the following 2018 warrant articles with the Selectmen:

Library Addition Warrant Article:

Approximately \$830,000 is available in both capital reserve funds and pledges/donations, leaving a required loan amount of \$1.1 million or less. Mr. Widmer shared loan proposal information received from Meredith Village Savings Bank (MVSB). Mr. Widmer will contact other banks for their loan interest rates as well. There was discussion regarding the limitations of a bond versus a loan, the possibility of paying the project off in one year, Selectman Marcussen's recusal from voting on the article, investment returns, locking in of rates, etc.

It was agreed that wording from the 2015 warrant article would be used in drafting the 2018 article.

Motion: Chairman Wood moved to table voting on this article, seconded by Selectman Albee with all in favor.

Separately, there was discussion regarding contingency warrant articles for unanticipated maintenance issues.

An article to change the use of the previously established Library Capital Building Fund to be used for a new building or existing building addition.

It was agreed to draft the article by inserting the original warrant article language and then noting the change. Chairman Wood first moved to change the wording of this article and then to table this article, seconded by Selectman Albee with all in favor.

SIGNATURE FILE

Selectman Marcussen moved to approve an agreement with Lakes Region Humane Society for 2018, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve a secure portal authorized users' certification with HealthTrust, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve an authorization for prepayment of unassessed taxes, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve an authorization for prepayment of unassessed taxes, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve an intent to cut for PIDs 39-1-16 and 39-1-4, seconded by Selectman Albee with all in favor.

NEW BUSINESS

None.

CONTINUED BUSINESS

The Selectmen will revisit the Libby Park proposal at a later date.

SELECTMEN'S UPDATE

Guy Pike responded to Selectman Marcussen that the Cemetery Trustees will discuss their filing cabinet needs in terms of the 2018 budget at their meeting on 1/16/18. Chairman Wood shared that he attended the Eagle Scout event on 1/7/18. In response to Chairman Wood, Selectman Marcussen shared that work is continuing on the Master Plan. A final draft date is unknown.

CORRESPONDENCE

The Selectmen approved a draft of their Tuftonboro Times submission. It was agreed that Chairman Wood would write the Town Report submission. It was agreed to confirm cost information regarding the 19 Mile Beach design proposal prior to authorizing the Parks and Recreation Commission to sign the agreement and send the deposit.

The following correspondence was also reviewed: copy of NHEC Air Source heat pump rebate; Transfer Station Tuftonboro Times submission; Newslink 12/20/17 & 1/3/18; Police Department Officer hours; Wetlands Bureau Permit Application for PID 11-1-1; Legislative Bulletin 12/20/17 & 1/5/18; Legislative Alert 1/5/18; Keno warrant information; LRPC catch basins information; Transfer Station snow pusher information; correspondence with Wolfeboro Recreation regarding lifeguards; correction from Carla Lootens; Stewart's Ambulance billing information; Biennial inspection of municipally owned bridges; State of NH parking regulation for Route 109; correspondence regarding cable installation at the Transfer Station; Watershed Management Plan approval; Police Department CJIS compliance email; email from Jeffrey Newcomb regarding Shirley Way; Memo regarding Library Warrant Article payment options; Nancy Vittum thank you card; PA-34s for PIDs 42-2-12, 50-2-22, 65-2-8, 65-1-6, and 59-2-13; Legislative Bulletin 12/28/17; James Hathcock, Thomas Lafavre and Karl Koch course completion certificates; Tuftonboro v. Brousseau Notice of Decision; Library Financial information; 2017 Landfill Post Closure Annual Report for closed landfills; Construction Inspection Webinar information; NH Lakes Association 12/9/17 newsletter; C3PH Carroll County Roundtable 1/9/18 meeting information; DHHS Health Alerts; Councilor Kenney's 12/21/17 Report; Turnkey Landfill Expansion Public Notice; NH LES December Newsletter; NH Water & Watershed 3/23/18 Conference information; BET December 2017 Issue; NHDES approvals for PIDs 37-1-24, 2-1-71 and Lower Beach Pond; Shoreland Permit Application for PID 25-1-35; NHRAA Demo date information; NEAEB 2018 conference information; Primex frozen pipes literature; FHWA termination of Interim Approval for Rectangular Rapid Flashing Beacons; ISF Rules meeting information; EPA-Diesel Grant information; ZBA Notice of Decision for Ruth Conway Trust and Alan Brooks; Varney Engineering letter regarding application for a Shoreland Permit for PID 25-1-35; State of NH Supreme Court Order for Deitz v. Town of Tuftonboro; Driveway Permit for PID 44-1-3; State of NH Forest Fire Report/Bill; various meeting minutes; various emails and other correspondence.

The Selectmen will hold a work session on Friday, 1/12/18, at 9:00 am to revisit the Library warrant articles. Selectman Marcussen will be unavailable to attend.

PUBLIC INPUT

Joe Kowalaski commented on highway projects. Chairman Wood responded to Mr. Kowalski regarding Spectrum's cable installation at the Transfer Station.

NON-PUBLIC SESSION

At approximately 11:32 am, Selectman Albee moved to enter non-public session per RSA 91-A:3 II (I) for consideration of legal advice, seconded by Chairman Wood. Roll call vote: Wood – Yes; Marcussen – Yes; Albee – Yes. At approximately 11:52 am, Selectman Marcussen moved to end the non-public session and move back into public session, seconded by Selectman Albee with all in favor. Chairman Wood moved to seal these non-public minutes, seconded by Selectman Marcussen with all in favor.

ADJOURNMENT

At approximately 11:52 am, Selectman Marcussen moved to adjourn, seconded by Selectman Albee with all in favor.

Respectfully submitted, Karen Koch, Administrative Secretary

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PATRONAGE:													
New Library Cards	12	6	14	4	3	20	23	14	8	8	3	5	120
Computer Users	80	75	99	85	89	123	136	164	115	78	82	67	1,193
Netbook/Chromebook Users	3	6	4	3	6	4	7	13	6	2	1	1	56
WiFi Users	76	65	120	72	76	172	231	246	186	119	101	89	1,553
Casual Users	65	57	76	53	44	70	99	166	83	58	74	58	903
Open Days	21	20	22	20	22	22	20	23	22	21	19	21	253
Open Hours	169	154	174	148	177	178	157	186	175	169	154	166	2,005
Service Assistance	51	50	63	60	59	63	77	81	56	53	44	43	700
Technical Assistance	26	21	28	23	17	42	53	62	45	33	37	32	419
Adult Reference	19	15	13	11	17	22	21	25	13	23	10	16	205
Kids' Reference	5	3	7	3	13	13	11	13	6	2	3	6	85
Volunteer Hours	16	8	10.5	18	12	60	6	35	33	9.5	9	11	210
HAMEL MEETING ROOM USE:													
Adult Library Programs/Meetings	9	6	10	10	7	12	6	9	9	10	9	9	106
Adult Lib Prgm/Mtng Attendance	74	61	73	75	101	122	33	111	82	80	48	37	897
Kids' Library Programs	7	10	12	9	9	9	6	2	6	6	5	9	90
Kids' Library Program Attendance	81	125	187	116	129	136	203	24	88	86	63	178	1,416
Outreach Library Programs	1	0	1	1	2	2	0	0	0	1	0	0	8
Outreach Attendance	18	Ŏ	19	17	32	80	Ō	Ő	0	17	0	0	183
Total Library Programs/Meetings	17	16	22	20	18	23	12	11	15	17	14	18	203
Total Lib Prgm/Mtng Attendance	173	178	260	208	262	338	236	135	170	183	111	215	2,469
Other Meeting Room Usage	8	8	12	7	8	7	4	3	5	7	5	4	78
INCOME:													
Out of Town Patron Fees	\$30.00	\$30.00	\$0.00	\$0.00	\$40.00	\$30.00	\$0.00	\$60.00	\$0.00	\$0.00	\$0.00	\$30.00	\$220.00
Overdue Fines	\$32.00	\$22.00	\$27.50	\$17.00	\$20.00	\$22.00	\$45.00	\$55.50	\$49.90	\$32.50	\$33.00	529.00	\$385.40
Book Sales	\$262.90	\$142.79	\$169.93	\$125.08	\$124.76	\$296.93	\$109.00	\$171.99	\$152.79	\$186.31	\$149.06	\$298.41	\$2,189.95
Copier/Printer/Fax	\$54.00	\$50.00	\$79.00	\$39.00	\$70.00	\$50.50	\$103.00	\$145.30	\$54.00	\$60.00	\$51.50	\$44.00	\$800.30
Donations	\$5,056.07	\$207.00	\$97.00	\$775.00	\$63.00	\$153.00	\$362.00	\$2,283.00	\$624.00	\$52.00	\$10,303.00	\$10,738.00	\$30,713.07
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL INCOME:	\$5,434.97	\$451.79	\$373.43	\$956.08	\$317.76	\$552.43	\$619.00	\$2,715.79	\$880.69	\$330.81	\$10,536.56	\$11,139.41	\$34,308.72
Allocated to Collection:	\$3,259.97	\$194.79	\$227.43	\$342.08	\$184.76	\$398.93	\$254.00	\$367.49	\$327.69	\$218.81	\$2,282.06	\$357.41	\$8,415.42
Allocated to Programs:	\$1,583.00	\$192.00	\$50.00	\$572.00	\$0.00	\$0.00	\$250.00	\$475.00	\$20.00	\$30.00	\$100.00	\$0.00	\$3,272.00
Allocated to Supplies:	\$54.00	\$50.00	\$79.00	\$39.00	\$70.00	\$50.50	\$103.00	\$145.30	\$54.00	\$60.00	\$51.50	\$44.00	\$800.30
Allocated to Building Fund:	\$58.00	\$15.00	\$17.00	\$3.00	\$63.00	\$103.00	\$12.00	\$1,728.00	\$479.00	\$22.00	\$8,103.00		\$21,341.00
Allocated to Other:	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$480.00
TOTAL ALLOCATED:	\$5,434.97	\$451.79	\$373.43	\$956.08	\$317.76	\$552.43	\$619.00	\$2,715.79	\$880.69	\$330.81	\$10,536.56	\$11,139.41	\$34,308.72
ILLs sent to other libraries	163	141	133	146	148	1.26	140	161	140	157	127	101	1683
	105	747											
Count Weeks			······································	342	· .		492			369			1203

Date	Expense Action	Revenue Action	Notes	Cost SW	Cost C/D	Cost	Revenue
1-Dec-17	WM Comp #2 & CD		\$245 P/U vs \$334	XXX	XXX		
1-Dec-17	WM C/D & Plastic		\$245 P/U vs \$334		XXX	XXXX	
5-Dec-17	WM Comp #1 & CD		\$245 P/U vs \$334	XXX	XXX		
8-Dec-17	WM Comp #2 & CD		\$245 P/U vs \$334	XXX	XXX		
8-Dec-17		Scrap Mtl - bulk	Berwick - (6.6 tons)				\$ 413.00
12-Dec-17	WM C/D & Plastic		\$245 P/U vs \$334		ХХХ	XXXX	
13-Dec-17	WM Comp #1 & CD		\$245 P/U vs \$334	XXX	XXX		
19-Dec-17	WM Comp #2 & CD		\$245 P/U vs \$334	XXX	XXX		
21-Dec-17	WM Comp #1 & CD		\$245 P/U vs \$334	XXX	XXX		
26-Dec-17	WM Comp #2 & CD		\$245 P/U vs \$334	XXX	XXX		
26-Dec-16	Electronics W/CRT		ECER 5000 lbs			1075	
12-Dec-17	WM Comp #1 & Plastic		\$245 P/U vs \$334	XXX		XXXX	
					+		

8 Solid Waste		WM (XXXX tons)	XXX			
9 C/D Containers		WM (xxxx tons)		XXX		
3 Plastic		WM (XXXX tons)			XXX	
	Scrap Mtl - bulk	Berwick - (6.6 tons)				\$ 413.00
Electronics W/CRT		ECER 5000 lbs			1075	
			_	-		
Resident Usage fees paid						\$4,921.00
Stickers fees collected			T			\$25.00
		Total				\$5,359.00

101,690

1/8/18

	Monthly Total	Prev Balance	Year to Date
Solid Waste	8 (XXXX tons)	95 (974.48 tons)	103 (1060.00 tons)
C&D	9 (XXXX tons)	115 (744.37 tons)	124 (800.00 tons)
Plastic co-mingle	3 (XXX tons)	29 (25.73 tons)	32 (28.25 tons)
Paper		3 (70 tons)	3 (70 tons)
Glass		5 (51.81 tons)	5 (51.81 tons)
Cardboard Bales		2 (45 tons)	2 (45 tons)
Alum Bales		1 (14,880 lbs)	1 (14,880 lbs)
Steel / Tin Cans 30 yd		2 (6.58 tons)	2 (6.58 tons)
Electronics W/screen	1 (5000 lbs)	4 (25,110 lbs)	5 (30,110 lbs)
car batteries		2 (3957 lbs)	2 (3957 lbs)
Freon		7 (214 units)	7 (214 units)
Metal Scrap	1 (6.6 tons)	12 (97.44 tons)	13 (104.04 tons)
Non-Ferrous Metal- Alum			
Non-Ferrous Metal- (Cop)			
Non-Ferrous Metal- (SW)		1 (507 lbs)	1 (507 lbs)
Non-Ferrous Metal- Other			
Propane		7 (80 units)	7 (80 units)
Tires	····	3 (16 tons)	3 (16 tons)
Used Oil		3 (445 gallons)	3 (445 gallons)
Vegtable Oil			
Call 2 Recycle batteries	· · · · · · · · · · · · · · · · · · ·	3 (146 lbs)	3 (146 lbs)
Brush Removal			
BULBS		1 (1504 LF)	1 (1504 LF)

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