

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

Tuesday February 11, 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>.

**MINUTES**

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

**CALL TO ORDER**

Chairman Albee called the Selectmen's meeting to order at 9:00 am and led the pledge of allegiance.

**PUBLIC INPUT**

None.

**MINUTES**

Selectman Marcussen moved to approve the 2/3/20 meeting minutes as written, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to approve the first 2/3/20 non-public meeting minutes as written, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to approve the second 2/3/20 non-public meeting minutes as written, seconded by Selectman Wood with all in favor.

**APPOINTMENTS**

Christie Sarles gave the Library update. Please see attached. Circulation numbers are lower this January versus last January as the Library was open 22 fewer hours due to construction. New windows are being installed in the old building. They are starting to move things into the new addition. The Library will be closed from 2/22/20-3/3/20 to continue moving and will reopen 3/4/20. There is a sign-up sheet at the Library this week and next week for volunteers that would like to help. \$34,000 in outstanding pledges is expected to be collected by the end of April. Selectman Marcussen will attend the next building team meeting 2/13/20 at 10:00 am. There will be a building training session scheduled as well that the Selectmen will be invited to. Some Wolfeboro patrons are choosing to stay non-resident members of the Tuftonboro Free Library. As the Hurbert Trust is now only funding organizations that specifically ask for assistance, Ms. Sarles will submit the Library's request so they can be considered. Selectman Wood shared that Clay Gallagher had the first pickup from the book repository. Per Selectman Wood's suggestion, Ms. Sarles will review historical books at the Town Offices and Town House to see if they should be saved.

Jim Bean gave the Highway update. His crew has been called out to either plow or treat roads 20 times so far this year. There was more ice than normal this past January. In between storms his crew has been hauling in winter sand, mixing in salt with the sand, opening up drainage ways before rain storms, pushing back the snow banks and cutting dead trees along the roadsides as well as around the Town House. Mr. Bean shared his comments and observations regarding Willand Road in light of the petitioned warrant article to make it a Class V road. He couldn't see the depth of the gravel, or evaluate drainage or culverts due to snow. The road is only 15 feet wide. He feels that guard rails are crucial where the road drops off steeply on one side where the two hills meet at the bottom. He also feels that it would be wise to pave this road to lessen maintenance expenses. This led to discussion regarding 2020 paving projects. Paving for this year includes grinding and paving (base coat) all of Northline Road and finishing the top section of Dame Road. Mr. Bean estimates that it would cost \$150,000 to do the lower section of Dame Road. Culverts, drainage and tree removal could be done in 2020 in anticipation of paving this section in 2021. Mr. Bean will review sanding bills with Selectman Wood. Mr. Bean responded to Selectman Marcussen in regards to posting Town roads earlier this year due to frost heaves coming up earlier. If roads are posted earlier than they need to be unposted earlier as there is only a certain length of

time that they can be posted. Mr. Bean will work with Ossipee and Wolfeboro to agree upon a time to post the roads. Mr. Bean responded to Selectman Wood regarding differing posting weight limits between towns. He responded to Chairman Albee that there is not a statewide organization/association for road agents but they work together through the T2 road scholar program. Chairman Albee suggested starting an association so road agents can have further authority regarding road closures.

Clay Gallagher gave the Transfer Station update. Please see attached. The Town offers our condolences and prayers to Robert Dean's family after the recent passing of his daughter. Mr. Gallagher responded to Chairman Albee regarding recycling of used oil and upcoming capital improvement projects. He added that the cost of waste management/solid waste disposal is always increasing. He responded to Selectman Wood that he feels that disposal fees are reasonable and don't need to be adjusted except for brush disposal. Brush amounts received are increasing and the cost for disposal is exceeding the revenue received. Mr. Gallagher will provide a recommendation for the Selectmen's review. (It will take time to come up with this information as brush disposal is seasonal.)

Alba Architects gave their presentation of the proposed Police facility. Selectman Wood shared his concerns regarding the proposed heating system based on the heating problems that the Fire Department has dealt with. This led to further discussion regarding use of the newest technology versus a more well-known system as well as energy efficiency alternatives. The building is 4300 square feet. Mr. Bennett addressed Chairman Albee's concern for room duplication by recognizing that this plan incorporates room for expansion and includes certain space availability that is required in order to obtain Emergency Operations Center (EOC) funding. Mr. Bennett also responded to the Board that the interior layout of the building is just a schematic plan at this point and can be changed. Mr. Bennett reiterated his recommendation of building on a slab as the cost of a full basement outweighs the limited benefits.

Mr. Bennett responded to Selectman Wood in regards to the implications involved if they follow his suggestion of relocating the building further back in order to plow around the building and to allow for additional parking. The building was placed to make plowing as easy as possible as there wouldn't be much curbing in the area to be plowed. As the plan is now vehicle lock-up could be easily relocated if expansion ever takes place. Additionally the grade drops off quite a bit and if the building is pushed over further (to incorporate a loop around the building) it would be a lot more expensive to develop that area. Selectman Marcussen added that the Library project includes a lot of additional parking so this might not be as much of a concern for the new Police building. Alternatively Alba Architects could relocate the building further back but this option was not something that the Select Board was previously in favor of. Mr. Bennett confirmed that they can add an entrance to the mechanical room from the outside and include two doors to the squad room for security purposes per Selectman Wood's suggestions. They can also add an exterior door to the meeting room in order to not disturb the operation of the Police Station per his suggestion as well. Selectman Wood read a statement into the record regarding use of solar energy (see attached). This led to discussion regarding the benefit of using ground mounted solar panels instead of building mounted panels. A representative from Alba Architects will attend Town Meeting to answer questions regarding the Police building. The Moderator will be asked to put this topic at the beginning of the meeting. The Selectmen will come back to Alba Architects and let them know what materials they would like them to bring to Town Meeting. After much discussion regarding 3-phase versus single phase power, Mr. Bennett agreed to go back to the engineers to see if single phase can be used. The size of the generator could also be reduced if the building is changed to single phase. An energy model will be done as final plans are completed.

Jack Parsons gave the Building update. To date there have been 2 new houses, 11 building permits and 38 inspections this year. Updated external lighting is complete at the Town House. Selectman Wood complimented Jack Parsons for successfully installing all the new generators. Mr. Parsons is awaiting an estimate for a new cupola at the Town Offices. In response to the Board, Mr. Parsons shared his concerns regarding the new Police Facility in regards to use of 3-phase power and the size of the diesel generator. He feels that the only downfall to solar is being at the mercy of NH Electric Cooperative. He confirmed that the Library building project is running well.

## **SIGNATURE FILE**

Selectman Marcussen moved to approve the 2020 Town Warrant, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to approve a pole license for NH Electric Coop to install a pole on Chase Point Road, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to approve a CDFA waiver request form for posting of the CDBG public hearing notice in a weekly paper rather than a daily one, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to approve a printer maintenance agreement with Porter Office Products, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to approve a Yield Tax Levy for PIDs 60-2-20 through 60-2-23, seconded by Selectman Wood with all in favor.

## **SELECTMEN'S UPDATE**

Selectman Marcussen shared that Agricultural Commission had their meeting last Tuesday. They are transitioning the community garden to have permanent walkways along the plots. There will be a meeting with community garden members this April to discuss this.

Selectman Marcussen responded to Selectman Wood that he understands that Lakes Region Planning Commission is due to provide the remaining pieces of the Master Plan in March. Selectman Wood will work with Karen Koch to schedule dates for the Board to work on outstanding personnel reviews.

Chairman Albee shared that the budget hearing went well. The biggest conundrum was health insurance. The Selectmen will consider the appropriate formation of a committee to work on this topic, in preparation of 2021, in order for the Executive Board to not lose authority over the matter. There was discussion regarding the 2020 budget compared to 2019. The 2020 operating budget is a 1.6% increase over 2019. This led to discussion about working towards a small increase in 2021 as well.

## **CORRESPONDENCE**

The Board reviewed letters written from Chairman Albee, on behalf of the Board, advising Skip Hurt and Al Greymont of the Board's decision to withhold their vote on their petitioned warrant articles. The Selectmen reviewed Skip Hurt's suggested presentation for his petitioned warrant article to reclassify Willand Road. They had no changes and the Selectmen will have a reworded article amendment on hand at Town Meeting. The Selectmen agreed to Tim Yee's request to do site walks at the Central Fire Station and Highway Garage in order to provide further information regarding the benefits of installing wireless towers at each location. The Town's 2019 equalization rate is 100.1%. The next Carroll County Broadband Meeting is scheduled for 2/13/20 at 10:00 am at the Mt. Washington Valley Economic Council in Conway. If a Selectmen's presence is required, Chairman Albee will attend a CDBG Site Visit on 2/17/20 for the North Country Village project.

Other correspondence reviewed included: NHMA 2/7/20 Legislative Bulletin; State of NH DRA's 2019 sales monitoring information; Councilor Cryans 2/5/20 report; NH Lakes 1/31/20 newsletter; NHCDFR Minigrant Program information; NHDES January 2020 Municipal EcoLink; NHDHHS Novel Coronavirus update; Education Funding update; Primex workshop information; UNH T2 workshop information; NH Emergency Preparedness 6/23/20 Conference information; BEA February 2020 Newsletter; various emails; various minutes and other various correspondence.

## **PUBLIC INPUT**

The Selectmen agreed with Joe Kowalksi's suggestion to have handouts about the Police Facility at Town Meeting. They also responded to him regarding use of the holding cell at the proposed police station (for detaining purposes, not for overnight use) and regarding lack of communication from contributors of our tax rate (county, state and school representatives).

**NON-PUBLIC SESSION**

At approximately 11:03 am, Chairman Albee moved to enter non-public session per RSA 91-A:3 II (I) legal correspondence, seconded by Selectman Marcussen. Roll call vote: Albee – Yes; Wood – Yes; Marcussen – Yes. At approximately 11:26 am, Chairman Albee moved to end the non-public session and move back into public session, seconded by Selectman Wood with all in favor. Selectman Wood moved to seal these non-public minutes, seconded by Selectman Marcussen with all in favor.

Karen Koch exited the meeting. The Selectmen held session until completion of the elections. They worked on the Selectmen’s annual report submission and reviewed historical non-public minutes for unsealing. They also discussed the potential of extending the deadline for landfill monitoring bids as the NH Department of Environmental Services (DES) website has been down for over a month. The Board agreed to keep the deadline the same (2/21/20) as the necessary information can be requested through the Town Offices.

**ADJOURNMENT**

At approximately 7:00 pm, Chairman Albee moved to adjourn, seconded by Selectman Wood with all in favor.

Respectfully submitted,  
Karen Koch, Administrative Secretary





**B.O.S. Meeting 2/11/2020:**

**Transfer Station**

1. **Monthly Totals for Jan 2020 (10 SW compactors, 7 C/D containers, 3 Plastic Containers)**
  - a. **1 x Scrap Metal P/U - 11.8 tons, Revenue \$317**
  - b. **Revenues thru Jan 2020 are approx. \$5,037.**
  
2. **General Info Items**
  - a. **Administrative requirements due:**
    - i. **Tuft Times Article – Complete.**
    - ii. **Employee Evaluation Reports – Complete.**
    - iii. **Updated bids for CIP inputs - Complete. (Compactor with new hopper \$23,995, Baler \$11,750)**
    - iv. **TS Budget for 2020 – Complete: thru BOS and Public Budget Meeting**
    - v. **Landfill Monitoring contract – Complete and out for bids.**
    - vi. **DES Annual Facility Report – working (need landfill monitoring info and dates and it will be complete)**
    - vii. **Annual Report for Town Meeting – Complete (need avoided costs summary and it will be complete)**
    - viii. **Avoided costs Matrix – Complete (need final numbers from W/M and it will be complete)**
    - ix. **NHTB Grant for new Baler – working**
    - x. **New Transfer Station Brochure - working**
  - b. **2 pallets of lead acid batteries – awaiting p/u**

Date	Expense Action	Revenue Action	Notes	Cost SW	Cost C/D	Cost	Revenue
1-Jan-20	WM Comp #1 & C/D		\$264 P/U vs \$360	XXXX	XXX		
4-Jan-20	WM Comp #2 & Plastic		\$264 P/U vs \$360	XXXX		XXX	
6-Jan-20	Scrap metal P/U	LLL/Berwick	Berwick 11.8 Tons				\$317.00
7-Jan-20	WM Comp #1 & C/D		\$264 P/U vs \$360	XXXX	XXX		
9-Jan-20	WM Comp #2 & C/D		\$264 P/U vs \$360	XXXX	XXX		
14-Jan-20	WM Comp #1 & Plastic		\$264 P/U vs \$360	XXXX		XXX	
17-Jan-20	WM Comp #2 & C/D		\$264 P/U vs \$360	XXXX	XXX		
22-Jan-20	WM Comp #1 & C/D		\$264 P/U vs \$360	XXXX	XXX		
23-Jan-20	WM Comp #2 & C/D		\$264 P/U vs \$360	XXXX	XXX		
28-Jan-20	WM Comp #1 & Plastic		\$264 P/U vs \$360	XXXX		XXX	
29-Jan-20	WM C/D (single)		\$264 P/U vs \$360		XXX		
31-Jan-20	WM Comp #2 (single)		\$264 P/U vs \$360	XXXX			

10 Solid Waste		WM (XXXX tons)	XXX				
7 C/D Containers		WM (xxxx tons)		XXX			
3 Plastic		WM (XXXX tons)			XXXX		
0 Glass		WM (XXXX tons)			XXXX		
	LLL/Berwick	Berwick 11.8 Tons					\$317.00
Resident Usage fees paid							\$4,155.00
Stickers fees collected							\$565.00
		Total					\$0.00

	Monthly Total	Prev Balance	Year to Date	Last Year to date
Solid Waste	10 (XXXX tons)			
C&D	7 (XXXX tons)			
Plastic co-mingle	3 (XXXX tons)			
Glass	0 (XXXX tons)			
Paper				
Cardboard Bales				
Alum Bales				
Steel / Tin Cans				
Electronics W/screen				
car batteries				
Freon				
Metal Scrap	1 (11.8 tons)			
Non-Ferrous Metal - Cop				
Non-Ferrous Metal - other				
Propane				
Tires				
Used Oil				
Call 2 Recycle				
Bulbs				