TOWN OF TUFTONBORO BOARD OF SELECTMEN 240 MIDDLE ROAD, P.O. BOX 98

CENTER TUFTONBORO, NH 03816

Fax: (603) 569-4328 Telephone: (603) 569-4539 www.tuftonboro.org

Selectmen's Meeting 9:00 am - Town Offices Monday, August 13, 2018

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

CALL TO ORDER

Chairman Marcussen called the meeting to order at 9:00 am and led the pledge of allegiance.

PUBLIC INPUT

Wayne and Diane Ulwick, new property owners of a lot that abuts Lang Pond Road and Piper Road, asked to speak with the Selectmen as there is frequently evidence of illegal trash dumping on Piper Road. They would like to put an unlocked barricade across Piper Road to discourage unnecessary traffic. The Ulwicks presented letters of support from abutters. As Piper Road is a Class VI road, the Selectmen will review the RSA before deciding on whether or not to allow the road to be barricaded.

Kermit Cross, long time Cow Island property owner, met with the Selectmen to express his concern about the proposed Conservation easement on the Town owned Cow Island property. Historically private leach fields have been allowed to be put on this property and he is concerned that this easement would eliminate this possibility. Additionally he doesn't think that more walking trails are necessary as there are already walking trails on the property. Chairman Marcussen responded that the potential need of this property for private leach field installations has been discussed with the Conservation Commission and is something that will need to be incorporated into the easement.

REVIEW AND APROVAL OF MINUTES

Selectman Albee moved to approve the 7/30/18 meeting minutes as corrected, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve the 7/30/18 non-public minutes as written, seconded by Selectman Wood with all in favor.

APPOINTMENTS/DEPARTMENT UPDATES

Christie Sarles gave the Library update. Please see attached. Dennis Guilmette will be representing our area library coop Wednesday at the State Library for the new interlibrary loan system vendor demo. As a result of the completed summer reading program, 301 items were donated to the Lakes Region Humane Society. (Sponsors donated one item for each book read.) This information was posted to the Library's Facebook page and numerous towns have inquired about replicating this program. Spectrum's replacement of the Library's modem and replacement of all lines from pole to modem have resolved connectivity issues. Jack Parsons will contact Lakes Region Paving again to patch the back walkway of the Library. The Library received an anonymous pledge of \$50,000 to match any new gifts or pledges. In addition to this matching donation there is \$255,500 in the capital campaign (approximately \$41,000 in cash with the remainder in pledges), \$293,000 in gifts and donations and \$419,723 in the capital reserve fund as of the end of June. The Library's goal for the capital campaign is \$500,000. Hopkinton Town Library will pay for any Tuftonboro loaner books that were lost in their recent fire.

Jack Parsons gave the Building Department update. To date there have been 72 building permits, 9 new houses and 290 inspections. The Town Offices front entrance doors were installed by Granite State Glass. All Town boilers will be inspected with the insurance company this Wednesday. Mr. Parsons gave an update on pending septic concerns at Cow Island. Chairman Marcussen added that John Norton, owner of Windswept Island, invited the Selectmen to come visit his property. Mr. Parsons is obtaining a quote for a permanent generator for emergency power at the Town House.

Ron Ruth, owner of 119 Cow Island, met with the Selectmen for permission to install a two bedroom leach field for his property on the Town owned Cow Island property. Chairman Marcussen moved to allow Mr. Ruth to proceed with the design of a septic system to go on the Town owned property, seconded by Selectman Albee with all in favor.

Clay Gallagher gave the Transfer Station update. Please see attached. Selectman Wood will work with Karen Koch to push Spectrum to correct the Transfer Station's telephone number porting issues. Mr. Gallagher presented a document suggesting three courses of action for dealing with the shortfall in construction debris (C/D) revenue collection. Of the three, Mr. Gallagher recommends doing a test program from Sept 1 through Dec 31 to see if a 30% increase in large trailer usage fees fixes the shortfall. Selectman Albee moved to accept Mr. Gallagher's recommendation for dealing with C/D, seconded by Selectman Wood with all in favor. Discussion followed. As waste generation is required to be from the Town of Tuftonboro, Mr. Gallagher will develop a form that requests the origin of construction debris with a legality/falsification statement for people to fill out when bringing debris to the Transfer Station. There have not been any changes in the operation of the swap shop. Chairman Marcussen welcomes anyone that would like to volunteer to run the swap shop to contact the Town. Selectman Wood asked that Mr. Gallagher resubmit his white paper in regards to an incentive program for recycling.

Jim Bean gave the Highway Department update. His crew is working on getting Brown Road ready for grinding and paving. When removing rocks they found that the area from the entrance of Hidden Valley to the Town line is all clay for the first 12 inches below the surface. They have uncovered a lot of rocks. If they dig this whole area they will go over budget about \$10,000-\$20,000. Numerous potential solutions were discussed. Chairman Marcussen moved to use part of the extra state funds to put towards this project (additional allocation of Highway Block Grant Funds), seconded by Selectman Albee. Selectman Wood read aloud a breakdown of cost estimates for completing the Brown Road project and suggested specifying the amount of extra grant money that can be used for this project. There was further discussion about the particulars of the project. The motion was revised to state that the amount of grant money used will not exceed \$36,000. Vote passed 3-0.

Jim Bean updated Selectman Wood regarding Durgin Road granite posts, road striping, and former beaver issues at Mirror Lake. The six wheeler truck safety inspection appointment is this Thursday. The 10 wheeler has not been dropped off for painting as the truck needs to be left for a month and the Town can't be without this vehicle for that long. Selectman Wood will speak with Fletch's Sandblasting & Painting to see if different arrangements can be made. Mr. Bean has not touched base with Dave Wentworth yet regarding painting of Highway buildings due to timing and hasn't contacted him regarding the County Road Bridge repair and painting as he doesn't feel that this falls under his department. Selectman Wood will meet with Mr. Bean about putting up two sign posts at the Melvin Village Fire Station.

SIGNATURE FILE

Selectman Albee moved to approve a revised MS-535 and MS-232, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve a Yield Tax Levy for PID 65-3-2, seconded by Selectman Wood with all in favor. The Selectmen signed thank you letters to R.M. Piper, Inc. and HEB Engineers for the completion of the Sodom Road Bridge repair.

SELECTMEN'S UPDATE

Selectman Albee shared that he reviewed some welfare cases recently with Diane Falcey. He gave an update on the Substance Use Disorder meeting that he attended last Tuesday. He would like to review the Town's health insurance plan even though we are in a two year contract. He will start working on a clerical salary review request received from the Budget Committee. Selectman Wood will provide former salary research that was done. Selectman Albee is going to try to do the election law seminar in Conway tomorrow. He also shared that a robotics company may be interested in the former PAK 2000 building.

Selectman Wood shared information regarding the first CIP meeting to be held 8/22/18. CIP submissions are due 9/12/18. Per Selectman Wood's request, Karen Koch will contact Cory Hunter regarding infested trees at the Town Offices. Chairman Marcussen responded to Selectman Wood that there is no update to the Master Plan completion date. In response to Selectman Wood's concern, Selectman Albee will craft a letter with Karen Koch to Chief Shagoury requesting overdue job performance reviews. Later in the meeting Selectman Albee suggested adding to the letter and requesting an update on the policy facility.

Chairman Marcussen shared that the Tuftonboro Islanders rescheduled their annual meeting to 10/6/18 on Ragged Island. Steve Wingate will be talking with the Islanders about the proposed Conservation easement. Selectman Wood will look into reserving the Fire Station as an alternate meeting venue in case of inclement weather. The Planning Board is reviewing an application Thursday. As Chairman Marcussen mentioned earlier in the meeting, John Norton extended an invitation for the Selectmen to visit him at Windswept Island. After some discussion, it was agreed to invite him to a Selectmen's meeting.

CORRESPONDENCE

The Selectmen reviewed Stantec's data submittal to the Department of Environmental Services for the July 2018 seep sampling at the old landfill. They reviewed advice from Larry Gil and Steve Wingate regarding the results of the seep sampling and Stantec's proposed preliminary hydrogeological study. Selectman Wood moved to put this project out to bid, seconded by Selectman Albee for discussion. Discussion followed. As Mr. Wingate has an alternative contractor in mind that he feels would provide the Town with good service, Selectman Albee moved to revise the previous motion to direct Mr. Wingate to get in touch with his contact to bring the Selectmen an intermediary proposal for dealing with the seep, seconded by Selectman Wood with all in favor. The Parks and Recreation Commission is in need of members. Anyone interested can contact Gina Lessard directly or via email at parksandrec@tuftonboro.org. Selectman Wood moved to donate \$50 to HPH Hospice in memory of Norma Auger, seconded by Chairman Marcussen for discussion. There was discussion in regards to limiting donations to individuals that provide(d) service to the Town. Vote passed with all in favor. As a follow up to the 8/7/18 Substance Use Disorder meeting, Chairman Marcussen spoke about a past meeting that mentioned a new program being established to replace the DARE program. Elissa Paquette was included in the conversation. Mr. Alden Ringer also declined acceptance of the Boston Post Cane as did Ms. Irene Ivester. The Selectmen will offer the Boston Post Cane to the next in line, Lincoln Sinclair. Selectman Wood moved to proceed with the Groundwater Protection Ordinance grant funding application with Lakes Region Planning Commission, seconded by Selectman Albee with all in favor. The Selectmen agreed to review FEMA Pre-Disaster Mitigation Program information with Chief Thompson. The Selectmen reviewed Fire and Rescue CIP submissions.

The following items were also reviewed: State Highway Block Grant Aid information; NHMA's 8/3/18 Legislative Bulletin; Building Permit Applications for PIDs 52-3-53, 43-2-60, 29-2-3, 4-1-20 and 63-1-8-2; Varney Engineering response letter to letter of deficiency for PID 40-5-3; ZBA Hearing Notices for Judkins and American Youth Foundation; ZBA Notice of Decision for Albrecht and Hudson Revocable Trust; DES SWOT Webinar information; UNH T2 Workshop information; 8/16/18 Solid Waste Roundtable Event information; NH LES August newsletter; BET Hi-Lites August edition; Councilor Kenney 8/8/18 Report; NH Economic Development August newsletter; Thank you letters from The Nick, the Hunt family, End 68 Hours of Hunger and the American Red Cross; 2020 LUCA submission confirmation; E-Waste II Solid Waste Roundtable 8/16/18 Event information; Instream Flow 8/27/18 public hearing information; NewsLink 9/1/18; NH Lakes Advocacy Alert 8/1/18; Councilor Kenney 7/27/18 Report; NHDES Clean Water State Revolving Fund Loan information; various meeting minutes; various emails and other correspondence.

PUBLIC INPUT

The first CIP meeting date was clarified for Joe Kowalski.

NON-PUBLIC SESSION

At approximately 11:53 am, Selectman Albee moved to enter non-public session per RSA 91-A: 3 II (a) for personnel, seconded by Selectman Wood. Roll call vote: Marcussen – Yes; Albee – Yes; Wood – Yes. At approximately 12:03 pm, Selectman Albee moved to come out of non-public session and back into public session, seconded by Selectman Wood with all in favor. Selectman Albee moved that these non-public minutes be sealed, seconded by Chairman Marcussen with all in favor.

ADJOURNMENT

At approximately 12:03 pm, Selectman Albee moved to adjourn, seconded by Selectman Wood with all in favor.

Respectfully submitted, Karen Koch, Administrative Secretary

			TF	L PATE	RONAGI	STAT	ISTICS				1		
	JAN	FEB	MAR		MAY	JUN		F 4446			_		
PATRONAGE:		1.00	1415417	AFR	IVIAT	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2018
New Library Cards	6	17	8	5	10	2	40						
Computer Users	63	53	81	70	83	102	19						68
Netbook/Chromebook Users	1	2	3	3	4		110						562
WiFi Users	113	87	94	112	132	6	6						25
Casual Users	42	46	39	43	38	157	301						996
Open Days	21	19	22	20		77	76						361
Open Hours	168	152	169		23	22	20						147
Service Assistance	36	44	43	160	186	175	160						1,169
Technical Assistance	17	26	28	32	44	55	68						322
Adult Reference	26	24		21	23	47	48						210
Kids' Reference	3		24	30	20	25	20						169
Volunteer Hours	9	2	3	3	1	5	6						23
HAMEL MEETING ROOM USE:	- 3	9	10	26.50	11.50	13.50	6.00						86
Adult Library Drawn (1)		1							-				00
Adult Library Programs/Meetings	8	7	12	8	8	11	8						
Adult Lib Prgm/Mtng Attendance	81	96	116	54	65	118	38						62
Kids' Library Programs	6	7	7	6	10	5	8						568
Kids' Library Program Attendance	80	69	73	77	168	52	228						49
Outreach Library Programs	1	1	0	0	0	1	0						747
Outreach Attendance	19	16	0	0	0	60	0						3
Total Library Programs/Meetings	15	15	19	14	18	17	16						95
Total Lib Prgm/Mtng Attendance	180	181	189	131	233	230	266						114
Other Meeting Room Users	9	15	7	8	9	10							1,410
INCOME:	-	-	-			10	12						70
Out of Town Patron Fees	\$0.00	\$30.00	¢0.00	400.00								1	-
Overdue Fines	\$34.00	\$13.00	\$0.00	\$30.00	\$30.00	\$0.00	\$60.00						\$150.00
Book Sales	\$257.33	7	\$37.00	\$39.00	\$18.00	\$36.00	\$35.00						\$212.00
Copier/Printer/Fax	\$50.00	\$261.32	\$242.88	\$136.75	\$180.11	\$196.90	\$422.59						\$1,697.88
Donations		\$67.50	\$55.00	\$64.00	\$53.00	\$71.50	\$105.00						\$466.00
Other	\$6,701.88	\$2,029.00	\$2,213.00	\$257.00	\$10,558.00	\$2,701.00	\$3,839.00						\$28,298,88
TOTAL INCOME:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						\$20,298.88
		\$2,400.82	\$2,547.88	\$526.75	\$10,839.11	\$3,005.40	\$4,461.59	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Allocated to Collection:	\$3,186.21	\$304.32	\$279.88	\$345.75	\$228.11	\$426.90	\$517.59				\$0.00	30.00	\$30,824.70
Allocated to Programs:	\$1,787.00	\$25.00	\$107.00	\$53.00	\$50.00	\$250.00	\$225.00						\$5,288.76
Allocated to Supplies:	\$50.00	\$67.50	\$55.00	\$64.00	\$53.00	\$71.50	\$105.00						\$2,497.00
Allocated to Building Fund:	\$1,020.00	\$4.00	\$2,106.00	\$64.00	\$10,508.00	\$2,257.00	\$3,614.00						\$466.00
Illocated to Other:	\$1,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						\$19,573.00
TOTAL ALLOCATED:	\$7,043.21	\$2,400.82	\$2,547.88	\$526.75	\$10,839.11	\$3,005.40	\$4,461.59	to co	40.55				\$3,000.00
LLs sent to other libraries	400					φυ,υυυ.4U	\$4,401.39	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,824.76
res seur to orner iibtaties	137	159	158	160	146	128	154						40.45
Count Weeks													1042
				346			473						819

TFL CIRCULATION STATISTICS													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ОСТ	NOV	DEC	2018
CIRCULATION:			_									D10	2016
Adult Fiction	536	500	621	505	606	709	852						4 330
Adult Non-Fiction	165	170	182	163	206	197	234						4,329
Large Print	79	42	64	51	62	97	105						1,317
Young Adult Fiction	30	27	27	24	29	66	69						500
Young Adult Non-Fiction	3	1	0	0	.0	0	0						272
Kids' Fiction	498	350	464	525	533	542	745						2 (57
Kids' Non-Fiction	103	160	107	93	115	130	140						3,657
Inter-Library Loans	56	82	89	75	84	79	72						848 537
TOTAL BOOKS:	1,470	1,332	1,554	1,436	1,635	1,820	2,217	0	0	0	0	0	
Adult DVDs								U	U	U	0	0	11,464
Adult DVDs Adult CDs - Music (Holiday only)	744	669	678	644	687	774	767						4,963
Adult Books on CD	NA 67	NA 61	NA	NA	NA	NA	NA	NA	NA	NA			0
Kids' DVDs		61	80	69	113	104	88						582
Kids' CDs - Music	179	150	166	113	110	151	144						1,013
Kids' Books on CD	2	1	1	3	1	0	5						13
	19	18	12	13	9	7	16						94
Games (Wii & Board) Kindle	10	8	3	6	1	4	4						36
Museum Passes	0	0	0	0	0	1	0						1
Periodicals	2	0	4	5	9	24	37						81
	56	44	73	55	60	59	51						398
Puppets Snowshoes	4	5	2	5	3	7	5						31
Telescope	9	5	4	0	NA	NA	NA	NA	NA	NA			18
Vertical File	0	0	1	0	0	1	2						4
Overdrive Audiobooks	9	4	4	8	3	7	9						44
	25	42	61	33	46	60	53						320
Overdrive Books	75	76	96	97	75	74	103						596
Overdrive Periodicals	NA	NA	NA	NA	NA	NA	9						9
Hoopla Audiobooks	61	53	50	59	43	78	55						399
Hoopla eBooks	15	35	33	26	15	16	31						171
Hoopia Comics	2	0	1	0	0	0	0						3
Hoopla Music	23	19	20	20	29	33	35						179
Hoopia Movies	19	6	8	14	5	10	12						74
Hoopla TV	7	0	2	0	10	15	20						54
EBSCO Databases	72	37	6	3	14	35	54						221
Ancestry.com (ProQuest)	118	1,064	620	632	364	159	259						3,216
Heritage Quest Online (ProQuest)	75	111	33	8	9	0	46						282
TOTAL OTHER MATERIALS:	1,593	2,408	1,958	1,813	1,606	1,619	1,805	0	0	0	0	0	12,802
TOTAL CIRCULATION:	3,063	3,740	3,512	3,249	3,241	3,439	4,022	0	<u>0</u>	0	0	0	24,266
Total # Materials Added:		152	166	152	219	166	128				-		1,156
Total # Materials Deleted:	88	127	174	315	136	79	108						1,136
Collection Count:	32.746	32.771	32 763	32 600	32 683	32 770	22 700						0

B.O.S. Meeting 8/13/2018:

Transfer Station

- 1. Monthly Totals for July 2018 (11 SW compactors, 15 C/D containers, 5 Plastic Containers)
 - a. 1 x Scrap Metal P/U (8.2 tons, revenue \$732)
 - b. 1 x Non-ferrous Scrap, revenue \$ 1,023
 - c. 1 x OCC shipment out (23 tons, revenue \$1,925)
 - d. Freon/Propane pickup (4 prop tanks/31 Freon tanks drained)
 - e. Cash Revenues up thru July 2018 are approx. \$47,025.
- 2. General Info Items:
 - a. Spectrum Cable 13 June (incorrect tel number installed, STILL awaiting fix to retain current #)
 - b. Island Day 21 July 8:30am 12 noon at Pier 19 went great.
 - c. LRPC Hazardous Waste Days were 28 July (Meredith) and 4 Aug (Ossipee). Went great!
- 3. Mixed Paper New procedures are that Mixed Paper goes in with house hold trash compactor until further notice. Corrugated cardboard will still be recycled in recycle building. Process going well
- 4. Glass recycle procedures for residents. Drop glass directly in 30 yd container behind loading dock.
- 5. C/D Proposal

Date	Expense Action	Revenue Action	Notes	Cost SW	Cost C/D	Cost	Revenue
3-Jul-18	WM Comp #2 & C/D		\$245 P/U vs \$334	XXX	XXXX		
3-Jul-18	WM C/D & Plastic		\$245 P/U vs \$334		XXXX	XXX	
5-Jul-18	WM Comp #1 & Plastic		\$245 P/U vs \$334	XXX		XXX	
10-Jul-18	WM Comp #2 & C/D		\$245 P/U vs \$334	XXX	XXXX		
10-Jul-18	WM Comp #1 & C/D		\$245 P/U vs \$334	XXX	XXXX		
10-Jul-18	Freon and Propane P/U	AC & G	4 Prop 31 Freon				N/A
11-Jul-18	WM C/D & C/D		\$245 P/U vs \$334		XXXX x2		
11-Jul-18	WM C/D & Plastic		\$245 P/U vs \$334		XXXX	XXX	
	WM Comp #2 (single)		\$245 P/U vs \$334	XXX			
17-Jul-18	WM Comp #1 & C/D		\$245 P/U vs \$334	XXX	XXXX		
17-Jul-18	WM Comp #2 & C/D		\$245 P/U vs \$334	XXX	XXXX		
18-Jul-18		OCC - \$87.50/ton	NRRA (23 TONS)				\$ 1,925.00
19-Jul-18		Scrap Mtl - \$100/ton	Berwick Mtl /XXtons				\$ 732.00
19-Jul-18	WM Comp #1 & C/D		\$245 P/U vs \$334	XXX	XXXX		
19-Jul-18	Plastic		\$245 P/U vs \$334			XXX	
21-Jul-18	WM Island Day C/D		WM Island Day C/D		free		
24-Jul-18	WM Comp #2 & C/D		\$245 P/U vs \$334	XXX	XXXX		
24-Jul-18	C/D & Plastic		\$245 P/U vs \$334		XXXX	XXXX	
24-Jul-18		Non Ferrous turn in	Harding Metal 842lbs				\$ 1,023.00
	Electronics W/CRT		ECER 6000 lbs			1275	
26-Jul-18	WM Comp #1 & C/D		\$245 P/U vs \$334	XXX	XXXX		
31-Jul-18	WM Comp #2 & C/D		\$245 P/U vs \$334	XXX	XXXX		

11 Solid Waste		WM (XXXX tons)	XXX			
15 C/D Containers		WM (xxxx tons)		XXX		
5 Plastic		WM (XXXX tons)			XXX	
0 Glass		WM (XXXX tons)			XXX	
Freon and Propane P/U	AC & G	4 Prop 31 Freon				N/A
	OCC - \$87.50/ton	NRRA (23 TONS)				\$ 1,925.00
	Scrap Mtl - \$100/ton	Berwick Mtl /XXtons				\$ 732.00
Electronics W/CRT		ECER 6000 lbs			1275	
	Non Ferrous turn in	Harding Metal 842lbs				\$ 1,023.00
Resident Usage fees paid						\$5,461.00
Stickers fees collected						\$295.00
		Total				\$9,436.00

47,025

	Monthly Total	Prev Balance	Year to Date
Solid Waste	11 (XXXX tons)	50 (468.11 tons)	61 (xxx tons)
C&D	15 (XXXX tons)	62 (414.11 tons)	77 (xxx tons)
Plastic co-mingle	5 (XXXX tons)	14 (11.6 tons)	19 (xxx tons)
Glass		3 (37.36 tons)	3 (37.36 tons)
Paper		1 (23 tons)	1 (23 tons)
Cardboard Bales	1 (23 tons)	1 (22 tons)	2 (45 tons)
Alum Bales			,
Steel / Tin Cans		1 (4.4 tons)	1 (4.4 tons)
Electronics W/screen	1 (6000 lbs)	1 (6000 lbs)	2 (12,000 lbs)
car batteries			
Freon	1 (31 units)	3 (59 units)	4 (90 units)
Metal Scrap	1 (XXXX tons)	6 (41.4 tons)	7 (XXXX tons)
Non-Ferrous Metal - Cop	1 (842 lbs)		1 (842 lbs)
Non-Ferrous Metal - other			
Propane	1 (4 units)	3 (23 units)	4 (27 units)
Tires		, ,	
Used Oil		2 (600 Gallons)	2 (600 Gallons)
Call 2 Recycle	1 (50 lbs)	1 (50 lbs)	2 (100 lbs)
Bulbs		1 (2084 Lin Feet)	1 (2084 Lin Feet)