

TOWN OF TUFTONBORO
BOARD OF SELECTMEN
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Selectmen's Meeting
9:00 am - Town Offices

Monday, August 14, 2017

MINUTES

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

Chairman Wood called the meeting to order at 9:00 am and proceeded with the Pledge of Allegiance. There was no public input.

Librarian Christie Sarles gave the Library update. Please see attached. The summer reading program wrapped up last Friday. Sponsors donated items to the Lakes Region Humane Society for each book read, over 200 items in total. No repairs have been done to the ceiling yet as they are still awaiting parts. The Library Trustees will have a work session Thursday at 8:30 to look at preliminary figures for the proposed addition. In response to Selectman Albee, Ms. Sarles shared that the payment for the design work for the addition came from the Tuftonboro Library Building fund for now but that may need to be changed. A work session will be scheduled between the Trustees and the Selectmen when the Trustees are ready to discuss their plans in regards to Library building options. Ms. Sarles shared that there is a link on Youtube of the proposed addition project. (Visit the Library website for more information.)

Jack Parsons gave the Building Department update. Year to date there have been 68 new building permits, 16 new houses, and 255 inspections. The Town owned property at Old Woods Road was cleaned up over the weekend as much as possible as the dumpster was filled. Clay Gallagher will have the dumpster replaced in order for cleanup to continue. Mr. Parsons has received prices for replacing the doors at the front entrance of the Town Offices. He will be obtaining quotes for window replacements at the Town Offices as well. In response to Chairman Wood, Mr. Parsons confirmed that the lumber bill has been received for the repair of the wooden fence at the Town Beach but a bill has not been received from the vendor for their services.

Clay Gallagher gave the Transfer Station update. Please see attached. There was discussion regarding construction debris and the possible use of weight scales. Kerry Long gave an update on this year's Lakes Region Planning Commission (LRPC) Hazardous Waste Collection. There was discussion regarding proper use of the scrap metal pile and swap shop.

Steve Wingate gave an update on the Tuftonboro Conservation Commission projects; one of which was the Wolfeboro Rapid Infiltration Basin. Further work is being done to find funding and support for a Watershed Study Plan. He encouraged the Selectmen to show their support for this Study to members of the Wolfeboro Select Board as it would greatly benefit Tuftonboro if they move ahead with the Study. The Conservation Commission would like to purchase two parcels (approximately 140 acres) adjacent to the Great Meadow. They have received an appraisal of the land and grant funding will be requested for this purchase. Easement possibilities are in the works as well. Special kudos were given to Nancy Piper for the community well water testing that was done in July. Mr. Wingate spoke of the importance of well water testing to reduce health risks. In response to Chairman Wood, Mr. Wingate explained that he is already working with Gina Lessard in regards to updates to the beach area.

Selectman Marcussen moved to approve the 8/4/17 meeting minutes as corrected, seconded by Selectman Albee with all in favor. Selectman Albee moved to approve the 8/7/17 meeting minutes as written, seconded by Chairman Wood

with all in favor. Selectman Albee moved to approve the 8/11/17 meeting minutes as written, seconded by Chairman Wood with all in favor.

There was discussion regarding deadlines for Capital Improvement Projects (CIP) and 2018 budget submissions. Selectman Marcussen shared that CIP meets on August 22nd but typically likes to have submissions by early September. Further information will be shared with department heads after their meeting. It was agreed that now is time to start working on budgets and getting preliminary information gathered. After some discussion the following deadlines were agreed upon: CIP submissions due 9/8/17 and budgets due 9/28/17. It was tentatively agreed for the Selectmen to make decisions by 9/8/17 in regards COLA.

Per Chairman Wood's suggestion it was agreed to ask Cory Hunter about replacing shrubbery at the Town Offices and to ask him to trim along the walls of the Gould Property after the State mows and before Old Home Days. Selectman Marcussen agreed to review the Town-Owned Electronic Equipment policy. It was agreed to wait for confirmation from Jim Bean before moving money between the Highway Department budget lines. There was discussion regarding SB38 non-lapsing funds of \$70,700 received for additional work on roads, docks and bridges. These funds are not for items that are already included in the budget. FEMA money from the March storm is expected soon and can be used to relieve some of the extra costs incurred in this year's budget.

Chairman Wood read aloud a congratulatory letter to Chief Shagoury from New Futures. The Flu clinic will be held October 10, 2017 from 10:00 am-12:00 pm at the Central Fire Station. The Selectmen agreed to meet with Lakes Region Planning Commission and the Road Agent on August 25, 2017 at 9:00 am to review the Culvert Assessment process.

During public input, **Fran Laase** gave input regarding parking regulations and suggested alternatives to weight scales for the Transfer Station. Bill Stockman shared that the Wild Wood Association is doing road work on Canaan Road/Wild Wood Road and needs to obtain the Town's approval before working on the Class 5 section of the road. The estimate to fix the Class 5 section of road is \$2400 and they are looking for any help from the Town in regards to this expense. The Selectmen will review this with Jim Bean.

At approximately 10:55, Selectman Marcussen moved to enter non-public session per RSA 91-A: 3 II (I) for consideration of legal advice, seconded by Selectman Albee with all in favor. Roll call vote: Wood – Yes; Marcussen – Yes; Albee – Yes. At approximately 11:19 am, Selectman Marcussen made a motion to end the non-public session and move back into public session, seconded by Selectman Albee with all in favor. Selectman Marcussen made a motion to seal the non-public minutes, seconded by Selectman Albee with all in favor. At approximately 11:20 am, Selectman Albee made a motion to adjourn, seconded by Selectman Marcussen with all in favor.

The following correspondence was also reviewed: NH Drug Monitoring Initiative; Butternut Lane washout information; FEMA Watershed letter; UNH Technology Transfer Center Training Calendar; DHHS **Health** Alert for West Nile Virus; Temporary Rumble Strip Study; Library financial information; email from Bill Lambert regarding parking along Route 109; email from Rick Weeks regarding Ledge Hill Road; Building Permit application for PID 59-2-31 and 28-1-37; correspondence regarding upgrades to beach area, Warrant Article-Road Paving mowing, brush at Lake Street, Lang Pond Road Encumbered funds and the pending culvert assessment; PA-34s for PIDs 25-2-165, 30-3-7, and 26-1-41; ZBA Notice of Decision for Case #478; NHDES Standard Dredge and Fill Application for Lane's End; various meeting minutes; various emails and other correspondence.

Respectfully submitted, Karen Koch, Administrative Secretary

TFL STATISTICS: Circulation

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		2017
<u>CIRCULATION:</u>														
Adult Fiction	623	530	578	509	628	730	789							4,387
Adult Non-Fiction	190	177	167	158	194	188	210							1,284
Large Print	41	62	49	38	80	79	82							431
Young Adult Fiction	54	39	43	46	40	59	75							356
Young Adult Non-Fiction	1	1	4	0	1	3	1							11
Kids' Fiction	443	406	488	383	418	450	501							3,089
Kids' Non-Fiction	208	171	128	150	120	102	109							988
Inter-Library Loans	37	34	68	51	52	97	62							401
TOTAL BOOKS:	1,597	1,420	1,525	1,335	1,533	1,708	1,829	0	0	0	0	0		10,947
Adult DVDs	635	690	786	671	621	697	869							4,969
Adult CDs - Music (Holiday)	n/a/	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a				0
Adult Books on CD	66	75	74	58	96	96	94							559
Kids' DVDs	168	157	170	202	140	231	217							1,285
Kids' CDs - Music	0	2	2	1	2	2	1							10
Kids' Books on CD	23	22	30	17	22	19	6							139
Games (Wii & Board)	10	15	10	9	16	11	3							74
Kill-A-Watt Meter	0	0	0	0	0	0	0							0
Kindle	0	0	0	1	0	0	1							2
Museum Passes	11	17	8	0	4	24	50							114
Periodicals	35	45	42	41	32	28	35							258
Puppets	9	10	5	7	0	2	5							38
Snowshoes	10	15	0	0	n/a	n/a	n/a	n/a	n/a					25
Telescope	1	3	1	0	0	0	2							7
Vertical File	6	6	3	1	5	3	4							28
Overdrive Audiobooks	17	29	43	37	25	16	25							192
Overdrive eBooks	65	83	122	101	95	81	86							633
Overdrive Periodicals	0	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		0
Hoopla Audiobooks	37	36	35	45	33	28	47							261
Hoopla eBooks	25	27	38	39	21	20	9							179
Hoopla Comics	0	0	2	2	1	0	2							7
Hoopla Music	23	14	26	22	7	24	23							139
Hoopla Movies	19	17	21	11	10	8	15							101
Hoopla TV	2	3	0	1	1	1	1							9
Database Usage (EBSCO, Genealogy)	419	551	640	353	572	472	635							3,642
TOTAL OTHER MATERIALS:	1,581	1,817	2,058	1,619	1,703	1,763	2,130	0	0	0	0	0		12,671
<u>TOTAL CIRCULATION:</u>	<u>3,178</u>	<u>3,237</u>	<u>3,583</u>	<u>2,954</u>	<u>3,236</u>	<u>3,471</u>	<u>3,959</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>23,618</u>
Total # Materials Added:	170	145	207	219	219	166	111							1,237
Total # Materials Deleted:	18	42	99	140	129	133	208							769
Collection Count:	32,242	32,345	32,453	32,532	32,622	32,655	32,558							

TFL STATISTICS: Patronage													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2017
PATRONAGE:													
New Library Cards	12	6	14	4	3	20	23						82
Computer Users	80	75	99	85	89	123	136						687
Netbook/Chromebook Users	3	6	4	3	6	4	7						33
WiFi Users	76	65	120	72	76	172	231						812
Casual Users	65	57	76	53	44	70	99						464
Open Days	21	20	22	20	22	22	20						147
Open Hours	169	154	174	148	177	178	157						1,156
Service Assistance	51	50	63	60	59	63	77						423
Technical Assistance	26	21	28	23	17	42	53						210
Adult Reference	19	15	13	11	17	22	21						118
Kids' Reference	5	3	7	3	13	13	11						55
Volunteer Hours	16	8	10.5	18	12	60	6						113
HAMEL MEETING ROOM USE:													
Adult Library Programs/Meetings	9	6	10	10	7	12	6						60
Adult Lib Prgm/Mtng Attendance	74	61	73	75	101	122	33						539
Kids' Library Programs	7	10	12	9	9	9	6						62
Kids' Library Program Attendance	81	125	187	116	129	136	203						977
Outreach Library Programs	1	0	1	1	2	2	0						7
Outreach Attendance	18	0	19	17	32	80	0						166
Total Library Programs/Meetings	17	16	22	20	18	23	12						128
Total Lib Prgm/Mtng Attendance	173	178	260	208	262	338	236						1,655
Other Meeting Room Usage	8	8	12	7	8	7	4						54
INCOME:													
Out of Town Patron Fees	\$30.00	\$30.00	\$0.00	\$0.00	\$40.00	\$30.00	\$0.00						\$130.00
Overdue Fines	\$32.00	\$22.00	\$27.50	\$17.00	\$20.00	\$22.00	\$45.00						\$185.50
Book Sales	\$262.90	\$142.79	\$169.93	\$125.08	\$124.76	\$296.93	\$109.00						\$1,231.39
Copier/Printer/Fax	\$54.00	\$50.00	\$79.00	\$39.00	\$70.00	\$50.50	\$103.00						\$445.50
Donations	\$5,056.07	\$207.00	\$97.00	\$775.00	\$63.00	\$153.00	\$362.00						\$6,713.07
Other	\$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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,705.46
Allocated to Collection:	\$3,259.97	\$194.79	\$227.43	\$342.08	\$184.76	\$398.93	\$254.00						\$4,861.96
Allocated to Programs:	\$1,583.00	\$192.00	\$50.00	\$572.00	\$0.00	\$0.00	\$250.00						\$2,647.00
Allocated to Supplies:	\$54.00	\$50.00	\$79.00	\$39.00	\$70.00	\$50.50	\$103.00						\$445.50
Allocated to Building Fund:	\$58.00	\$15.00	\$17.00	\$3.00	\$63.00	\$103.00	\$12.00						\$271.00
Allocated to Other:	\$480.00	\$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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,705.46
ILLs sent to other libraries	163	141	133	146	148	126	140						997
Count Weeks				342			492						834

B.O.S. Meeting 8/14/2017:

Transfer Station

1. **Monthly Totals for July 2017 (12 SW compactors and 15 C/D containers)**
 - a. **2. trailer loads scrap metal shipped out (15 tons \$680 revenue)**
 - b. **1 container swap out of tires – cost \$750**
 - c. **1 truckload glass shipped out (11.32 tons - cost \$340)**
 - d. **Total rev at end of July is approx. \$50,283**
2. **Still working a C/D study as requested (Budget vs. Revenue vs. Weight scales)**
3. **Lots of good comments on new paint on T.S. Buildings (on schedule and below cost estimate).**
4. **Island Day was on 15 July at Pier 19 – (spent approx. \$950 and received approx. \$400 revenue)**
5. **Field mowed covering landfill and surrounding area. Great job!**
6. **Used Oil collector tank purged and cleaned.... so at this time ALL transfer station required services are complete.**
7. **LRPC Hazardous waste collection was on 29 July in Meredith, and on 5 Aug in Ossipee. Kerry Long will brief you on basic summary of the events.**

July 2017

	Monthly Total	Prev Balance	Year to Date
Solid Waste	12 (122.07 tons)	45 (446.17 tons)	57 (568.24 tons)
C&D	15 (76.75 tons)	51 (339.18 tons)	66 (415.93 tons)
Plastic co-mingle	4 (2.94 tons)	13 (14.36 tons)	17 (17.3 tons)
Paper		2 (46 tons)	2 (46 tons)
Glass	1 (11.32 tons)	2 (21.63 tons)	3 (32.95 tons)
Cardboard Bales		1 (22 tons)	1 (22 tons)
Alum Bales			
Steel / Tin Cans 30 yd		1 (3.33 tons)	1 (3.33 tons)
Electronics W/screen		2 (12,360 lbs)	2 (12,360 lbs)
car batteries		1 (2,073 lbs)	1 (2,073 lbs)
Freon	2 (69 units)	2 (63 units)	4 (132 units)
Metal Scrap	2 (7.61 + XXx tons)	4 (34.57 tons)	6 (XXXX tons)
Non-Ferrous Metal- Alum			
Non-Ferrous Metal- Cord			
Non-Ferrous Metal- Other			
Non-Ferrous Metal- Other			
Propane	2 (24 units)	2 (19 units)	4 (43 units)
Tires	1 (5.0 tons)	1 (5.0 tons)	2 (10 tons)
Used Oil		2 (285 gallons)	2 (285 gallons)
Vegetable Oil			
Call 2 Recycle batteries		1 (48 lbs)	1 (48 lbs)
Brush Removal			
BULBS		1 (1504 LF)	1 (1504 LF)

Date	Expense Action	Revenue Action	Notes	Cost SW	Cost C/D	Cost	Revenue
3-Jul-17	WM Comp #2 & CD		\$245 P/U vs \$334	1014	334		
4-Jul-17	WM C/D & Plastic		\$245 P/U vs \$334		520	160	
5-Jul-17	WM Comp #1 & CD		\$245 P/U vs \$334	970	565		
6-Jul-17	WM Comp #2 & CD		\$245 P/U vs \$334	1068	464		
11-Jul-17	WM Comp #1 & CD		\$245 P/U vs \$334	903	639		
11-Jul-17	Freon /Propane P/U		47 Units- 12 Prop			Free	
12-Jul-17	WM Comp #2 & CD		\$245 P/U vs \$334	1181	540		
12-Jul-17		Scrap Mtl - bulk	Berwick - (7.61 tons)				\$340.00
13-Jul-17	WM Comp #1 & CD		\$245 P/U vs \$334	862	585		
15-Jul-17	Glass P/U		NRRA (11.32 tons)			340	
15-Jul-17	WM C/D (Island Day)		\$245 P/U vs \$334		N/C		
18-Jul-17	WM Comp #2 & CD		\$245 P/U vs \$334	1061	619		
18-Jul-17	Plastic & Plastic		\$245 P/U vs \$334			316	
19-Jul-17	WM Comp #1 & CD		\$245 P/U vs \$334	963	648		
20-Jul-17	WM Comp #2 & CD		\$245 P/U vs \$334	614	584		
25-Jul-17	WM Comp #1 & CD		\$245 P/U vs \$334	936	548		
25-Jul-17	WM C/D & Plastic		\$245 P/U vs \$334		928	154	
25-Jul-17	Tire Container Swap Out		NRRA - 5.0 tons			820	
25-Jul-17	Freon /Propane P/U		22 Units- 12 Prop			Free	
27-Jul-17	WM Comp #2 & CD		\$245 P/U vs \$334	1205	502		
27-Jul-17	WM Comp #1 & CD		\$245 P/U vs \$334	663	540		
28-Jul-17		Scrap Mtl - bulk	Berwick - (XXX tons)				XXXX

12 Solid Waste		WM (122.07 tons)	\$11,439			
15 C/D Containers		WM (76.75 tons)		\$8,016		
4 Plastic		WM (2.94 tons)			630	
Freon /Propane P/U		69 Units- 24 Prop			Free	
	Scrap Mtl - bulk	Berwick - (7.61 tons)				\$340.00
Glass P/U		NRRA (11.32 tons)			340	
Tire Container Swap Out		NRRA - 5.0 tons			820	
	Scrap Mtl - bulk	Berwick - (XXX tons)				XXXX
Resident Usage fees paid						\$6,429.00
Stickers fees collected						\$730.00
		Total	\$11,439	\$8,016		\$7,839.00

50,283