

TOWN OF TUFTONBORO
BOARD OF SELECTMEN
240 MIDDLE ROAD, P.O. BOX 98
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Selectmen's Meeting
9:00 am - Town Offices

Monday, September 11, 2017

IMPORTANT NOTICE: Official unedited videos of the Selectmen's meetings can now be found on the [Town of Tuftonboro's](https://www.youtube.com/channel/UCCUmJqZvFTS23RMEFSDQzmw) new [YouTube](https://www.youtube.com/channel/UCCUmJqZvFTS23RMEFSDQzmw) site at: <https://www.youtube.com/channel/UCCUmJqZvFTS23RMEFSDQzmw>. This specific meeting can be found at: https://www.youtube.com/watch?v=0dQavsRHK1A&list=PL2euaVLigTV-2Sgeh_Y3ORjCnOAWRknH5.

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, had a moment of silence in memory of 9/11/01 then proceeded with the Pledge of Allegiance. Chairman Wood read the public hearing notice pursuant to RSA 31:95-b, III (a) in regards to Senate Bill 38 for additional allocation of highway block grant funds. Selectman Marcussen explained the background of the additional non-lapsing funding. The Selectmen responded to Sue Weeks confirming the dollar amount and shared that no project has been selected yet. Selectman Marcussen moved to accept the additional allocation of Highway Block Grant Funds provided under Senate Bill 38 in the amount of \$70,710.48, seconded by Selectman Albee with all in favor.

Christie Sarles gave the Library update. Please see attached. While beginning the inventory process there have only been 30 missing items out of almost 14,000. Gordon Hunt shared that the Library's septic leach field has failed. Mr. Hunt asked that if Selectmen do put in a new field that they don't put it in the same location as the current one as the new building design includes a new leach field in a different location. Jack Parsons confirmed that a replacement leach field would require a new design in a new location. Until a final resolution is decided upon, it was agreed to pump the septic once a month as an interim solution. **DJ's Septic Pumping Systems** offered a reduced cost of \$200 per month. These pump bills as well as the diagnostic bill from last week need to be paid by the Town. The appropriate budget line will be decided. Mr. Hunt also shared that the Library will be receiving a gift of appreciated stock around \$3000 for the building fund.

Jack Parsons gave the Building update. To date there have been 75 building permits, 18 new houses, and 310 inspections. He is working on quotes for Town Offices repairs. Some repairs are over \$10,000 and will be submitted to CIP. He will look into what is needed for the library septic as far as designs, etc. Some junkyard property cleanups have been successful. The Town attorney is working on two of the cleanups. The Town House and Town Offices will soon have a thorough cleaning. Closet clean-up is underway at the Town House.

Clay Gallagher gave the Transfer Station update. Please see attached. In response to Selectman Marcussen, Mr. Gallagher gave an update on the use of the swap shop and suggested it be manned by a volunteer.

David Ladd met with the Selectmen in regards to the River Reach boat launch and the Lane's End culvert. Jim Bean won the bid for the installation of the boat slip replacements. Work should begin around October 1st. The cost for the Town is reduced from the original quote (was \$1774.17, now \$1513.75). The Town will pay its portion this year if there is money left in December. Otherwise it will be budgeted for 2018. There continues to be an issue with sand building up in the Lane's End Culvert even though work has been done by Mr. Bean and the State to help the situation. The sand seems to come from the Hatfield property on Harvest Lane. Chairman Wood explained that a Watershed Plan is in the

works, spoke of rain gardens, and the culvert study. Mr. Ladd will keep the Selectmen updated and the Board will continue to work towards a resolution.

Chris Fournier from HEB met with the Selectmen to discuss the Sodom Road and Tuftonboro Neck Road bridges. Applications for Construction submitted to NHDOT are still under review. It is likely these bridges will be programmed for FY 2025 and 2026. Unfortunately even though the Sodom Road Bridge is now weight limit posted, it doesn't accelerate the Town in regards to the state schedule. Mr. Fournier reviewed FEMA DR-4316 Hazard Mitigation Grant funding and FEMA Pre-Disaster Mitigation funding. Before applying for FEMA DR-4329 HMGP funding a benefit cost analysis would need to be performed. As this funding requires a history of flooding, which does not apply in these instances, the Selectmen chose not to have HEB complete a cost analysis. To keep the Town's options open to grant availability, Selectman Marcussen moved to submit a letter to the State requesting that the Town's previous letters of intent be considered for the DR-4329 Hazard Mitigation Grant Program (HMGP), seconded by Selectman Albee with all in favor.

Sue Weeks met with the Selectmen to share that the Cemetery budget is in process. They are putting in a new fence at the Town Offices and it will be relocated from where the fence is currently. Stone repair work will not be done this year. Two separate donations have been received; one to replace the fence at the Thomas Cemetery and the other for major repairs at the French Cemetery. Peter Sluski is researching the correct procedure to accept the donations and a trust fund is being created.

Selectman Albee moved to approve the 8/28/17 meeting minutes as written, seconded by Selectman Marcussen with all in favor. Selectman Marcussen moved to approve the 8/28/17 non-public meeting minutes as written, seconded by Selectman Albee with all in favor.

Selectman Marcussen moved to approve a Notice of Appointment for Laureen Hadley as an Alternate Member to the Planning Board for a one year term, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve revised Rights of Burial for Lots E 55 and E 53-54, seconded by Selectman Albee with all in favor.

In regards to deciding a COLA amount, Selectman Marcussen shared consumer price index information from the Bureau of Labor Statistics website. The percentage change in the CPI in the northeast region in the last 12 months through July 2017 is 1.3%. Selectman Albee confirmed an amount of 1.2%. Selectman Albee moved to approve COLA at 1.2%, seconded by Selectman Marcussen with all in favor. There was discussion regarding disconnecting COLA from step increases. COLA would be applied for the whole year. Step increases would occur at the employee's anniversary date and when it is shown that an employee has improved their skills which have prevented the Town from having to hire additional help. Selectman Albee moved to direct department heads to give step increases for each employee, concurrent with their service anniversary date, seconded by Selectman Marcussen. After some discussion, this motion was tabled to allow for employee input.

Selectman Albee shared an update on the previous Parks and Recreation Commission meeting. They discussed the commission's potential involvement with a fall school event scheduled for October 21st, are looking for direction in regards to the Butterfly Garden, discussed the revolving fund surplus and worked on the 2018 budget. The budget includes an increased use of lifeguards to 5 days a week. This did not adversely affect the budget as other lines were reduced. The Selectmen agreed that there needs to be further discussion on how the revolving funds surplus can be used and who has authority to do so.

Selectman Marcussen shared that CIP met last week with Fire and Rescue and reviewed their submissions. CIP meets again next Wednesday. The State completed their fall milfoil survey last week. Harvesting will begin next week in Winter Harbor, Winter Harbor Basin and 19 Mile Bay. The Planning Board met last week. They did not elect officers. Mike Izard, from LRPC, came to review the progress and next steps of the Master Plan review.

Chairman Wood asked that Karen Koch confirm that Jim Bean is working with a resident regarding water runoff in his garage. It was agreed to ask Mr. Bean about the handicapped ramp at Davis Field to see whether or not it is the Town's responsibility to repair it. Chairman Wood shared information regarding DERA (Diesel Emission Reduction Act) grant information. As the funds can't be used for any CIP projects, he suggested that it could be used for replacement of the current 6 wheeled dump truck. Application deadline is October 15, 2017. Selectman Marcussen will research the grant eligibility further.

The Selectmen will revisit Lisa Beveridge's request to have the beer fest again next year after a few issues are resolved with Chief Thompson and feedback is given by Chief Shagoury. A certificate of insurance will be needed also. Selectman Albee agreed to write the Fall submission for the Tuftonboro Times on behalf of the Selectmen. The Selectmen agreed that the Wild Wood Association has permission to repair the Class V section of Canaan Road. Payment deadline information will be requested. The Future of the County Farm Property Public Hearings are on 9/16, 9/23 and 9/28.

The following correspondence was also reviewed: Transfer Station Tuftonboro Times article; Driveway Permits for PIDs 46-1-15, 59-2-31 and 16-1-17; PA-34s for PIDs 44-1-15, 55-1-6-31, 28-1-38 and 13-1-14; 2017 NH Salt Symposium information; NHMA Newslink 8/30/17; NHMA Municipal Law Lecture Series; Energy Star upcoming training opportunities; SWANA NNE 10/24/17 technical session information; UNH 9/13/17 Coffee and Conversations information; FHWA Road Safety Webinar information; LRHHW 9/6 meeting information; NH Gravel and Dirt Road Maintenance 9/29/17 Workshop information; Primex training information; GIS/GPS workshop information; BET upcoming training information; NH DES Instream Flow Rules 9/19/17 meeting information; Holden Engineering and Surveying information; Wetlands Permit Application 37-1-235; Moultonborough Sale of Surplus property; HealthTrust 12/7/17 Annual Meeting information; CIP submissions; Stantec April 2017 GMP Landfill Sampling Report; Building Permit Applications for PID 61-1-23 and 46-1-10; various meeting minutes; various emails and other correspondence.

During public input, Joe Kowalski suggested lawn maintenance be done outside of meeting times. Sue Weeks offered suggestions regarding the Fire Department's equipment replacement schedule. Selectman Marcussen responded to Ms. Weeks regarding reoccurring milfoil in certain areas. Max Ledoux shared his support of putting items out to bid.

At approximately 11:35 am, Selectman Marcussen made a motion to adjourn, seconded by Selectman Albee with all in favor.

Respectfully submitted, Karen Koch, Administrative Secretary

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	14					96
Computer Users	80	75	99	85	89	123	136	164					851
Netbook/Chromebook Users	3	6	4	3	6	4	7	13					46
WiFi Users	76	65	120	72	76	172	231	246					1,058
Casual Users	65	57	76	53	44	70	99	166					630
Open Days	21	20	22	20	22	22	20	23					170
Open Hours	169	154	174	148	177	178	157	186					1,341
Service Assistance	51	50	63	60	59	63	77	81					504
Technical Assistance	26	21	28	23	17	42	53	62					272
Adult Reference	19	15	13	11	17	22	21	25					143
Kids' Reference	5	3	7	3	13	13	11	13					68
Volunteer Hours	16	8	10.5	18	12	60	6	9					122
HAMEL MEETING ROOM USE:													
Adult Library Programs/Meetings	9	6	10	10	7	12	6	9					69
Adult Lib Prgm/Mtng Attendance	74	61	73	75	101	122	33	111					650
Kids' Library Programs	7	10	12	9	9	9	6	2					64
Kids' Library Program Attendance	81	125	187	116	129	136	203	24					1,001
Outreach Library Programs	1	0	1	1	2	2	0	0					7
Outreach Attendance	18	0	19	17	32	80	0	0					166
Total Library Programs/Meetings	17	16	22	20	18	23	12	11					139
Total Lib Prgm/Mtng Attendance	173	178	260	208	262	338	236	135					1,790
Other Meeting Room Usage	8	8	12	7	8	7	4	3					57
INCOME:													
Out of Town Patron Fees	\$30.00	\$30.00	\$0.00	\$0.00	\$40.00	\$30.00	\$0.00	\$60.00					\$190.00
Overdue Fines	\$32.00	\$22.00	\$27.50	\$17.00	\$20.00	\$22.00	\$45.00	\$55.50					\$241.00
Book Sales	\$262.90	\$142.79	\$169.93	\$125.08	\$124.76	\$296.93	\$109.00	\$171.99					\$1,403.38
Copier/Printer/Fax	\$54.00	\$50.00	\$79.00	\$39.00	\$70.00	\$50.50	\$103.00	\$145.30					\$590.80
Donations	\$5,056.07	\$207.00	\$97.00	\$775.00	\$63.00	\$153.00	\$362.00	\$2,283.00					\$8,996.07
Other	\$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	\$0.00	\$0.00	\$0.00	\$0.00	\$11,421.25
Allocated to Collection:	\$3,259.97	\$194.79	\$227.43	\$342.08	\$184.76	\$398.93	\$254.00	\$367.49					\$5,229.45
Allocated to Programs:	\$1,583.00	\$192.00	\$50.00	\$572.00	\$0.00	\$0.00	\$250.00	\$475.00					\$3,122.00
Allocated to Supplies:	\$54.00	\$50.00	\$79.00	\$39.00	\$70.00	\$50.50	\$103.00	\$145.30					\$590.80
Allocated to Building Fund:	\$58.00	\$15.00	\$17.00	\$3.00	\$63.00	\$103.00	\$12.00	\$1,728.00					\$1,999.00
Allocated to Other:	\$480.00	\$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	\$0.00	\$0.00	\$0.00	\$0.00	\$11,421.25
ILLs sent to other libraries	163	141	133	146	148	126	140	161					1158
Count Weeks				342			492						834

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	949					5,336
Adult Non-Fiction	190	177	167	158	194	188	210	251					1,535
Large Print	41	62	49	38	80	79	82	117					548
Young Adult Fiction	54	39	43	46	40	59	75	62					418
Young Adult Non-Fiction	1	1	4	0	1	3	1	0					11
Kids' Fiction	443	406	488	383	418	450	501	618					3,707
Kids' Non-Fiction	208	171	128	150	120	102	109	141					1,129
Inter-Library Loans	37	34	68	51	52	97	62	62					463
TOTAL BOOKS:	1,597	1,420	1,525	1,335	1,533	1,708	1,829	2,200	0	0	0	0	13,147
Adult DVDs	635	690	786	671	621	697	869	737					5,706
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	116					675
Kids' DVDs	168	157	170	202	140	231	217	310					1,595
Kids' CDs - Music	0	2	2	1	2	2	1	2					12
Kids' Books on CD	23	22	30	17	22	19	6	14					153
Games (Wii & Board)	10	15	10	9	16	11	3	7					81
Kill-A-Watt Meter	0	0	0	0	0	0	0	0					0
Kindle	0	0	0	1	0	0	1	0					2
Museum Passes	11	17	8	0	4	24	50	46					160
Periodicals	35	45	42	41	32	28	35	41					299
Puppets	9	10	5	7	0	2	5	4					42
Snowshoes	10	15	0	0	n/a	n/a	n/a	n/a	n/a				25
Telescope	1	3	1	0	0	0	2	1					8
Vertical File	6	6	3	1	5	3	4	0					28
Overdrive Audiobooks	17	29	43	37	25	16	25	30					222
Overdrive eBooks	65	83	122	101	95	81	86	74					707
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	58					319
Hoopla eBooks	25	27	38	39	21	20	9	10					189
Hoopla Comics	0	0	2	2	1	0	2	0					7
Hoopla Music	23	14	26	22	7	24	23	37					176
Hoopla Movies	19	17	21	11	10	8	15	4					105
Hoopla TV	2	3	0	1	1	1	1	0					9
Database Usage (EBSCO, Genealogy)	419	551	640	353	572	472	635	435					4,077
TOTAL OTHER MATERIALS:	1,581	1,817	2,058	1,619	1,703	1,763	2,130	1,926	0	0	0	0	14,597
TOTAL CIRCULATION:	3,178	3,237	3,583	2,954	3,236	3,471	3,959	4,126	0	0	0	0	27,744
Total # Materials Added:	170	145	207	219	219	166	111	150					1,387
Total # Materials Deleted:	18	42	99	140	129	133	208	118					887
Collection Count:	32,242	32,345	32,453	32,532	32,622	32,655	32,558	32,590					

B.O.S. Meeting 9/11/2017:

Transfer Station

- 1. Monthly Totals for Aug 2017 (13 SW compactors and 12 C/D containers)**
 - a. 1 trailer loads OCC shipped out (23 tons \$4,270 revenue)**
 - b. 1 load scrap metal shipped out (8.5 tons \$455 revenue)**
 - c. 1 truckload UBC shipped out (14,820 lbs \$9,300 revenue)**
 - d. 1 Electronics container shipped out Cost - \$1075**
 - e. 2 X 30 yd C/D containers used at Old Woods Road – Cost TBD**
 - f. Total revenue at end of July is approx. \$72,211 (this is over \$20K higher than same time last year)**
- 2. Lots of good comments on the new Hazardous Waste Collection program .**
- 3. I gave a class on maximizing recyclables revenue at LRPC in Meredith to about 30 operators and about 5 selectmen from different towns. Was very well received.**
- 4. Have a couple articles I obtained from Casella and from LRPC for you to read reference future China drawdown and elimination of buying certain type recyclables and how this may affect our operations (what we bale or put in containers) in the future. Currently, we are well positioned (by good previous planning) in how we currently do recyclables to counter these upcoming changes.**
- 5. Copy of the Sep/Oct Tuftonboro Times article for TS**
- 6. Have submitted 4 CIP entries before due date**
- 7. Awaiting COLA in order to finish TS 2018 Budget request**

Date	Expense Action	Revenue Action	Notes	Cost SW	Cost C/D	Cost	Revenue
1-Aug-17	WM Comp #2 & CD		\$245 P/U vs \$334	XXX	XXX		
1-Aug-17	WM C/D & Plastic		\$245 P/U vs \$334		XXX	XXXX	
1-Aug-16	Electronics W/CRT		ECER 6500 lbs			1075	
1-Aug-17		OCC Cardboard	Casella 23ton 185/ton				\$ 4,270.00
2-Aug-17	WM Comp #1		single rate	XXX			
3-Aug-17	WM Comp #2		single rate	XXX			
8-Aug-17	WM Comp #1 & CD		\$245 P/U vs \$334	XXX	XXX		
9-Aug-17	WM C/D & Plastic		\$245 P/U vs \$334		XXX	XXXX	
11-Aug-17	WM Comp #2 & CD		\$245 P/U vs \$334	XXX	XXX		
11-Aug-17	WM Comp #1		single rate	XXX			
15-Aug-17	WM Comp #2 & CD		\$245 P/U vs \$334	XXX	XXX		
15-Aug-17	Freon /Propane P/U		22 Units- 8 Prop			Free	
15-Aug-17	WM C/D(old wd) & Plastic		\$245 P/U vs \$334			XXXX	
17-Aug-17	WM Comp #1 & CD		\$245 P/U vs \$334	XXX	XXX		
18-Aug-17	WM Comp #2 & CD		\$245 P/U vs \$334	XXX	XXX		
21-Aug-17		Scrap Mtl - bulk	Berwick - (8.5 tons)				\$455.35
22-Aug-17	WM Comp #1 & CD		\$245 P/U vs \$334	XXX	XXX		
23-Aug-17		Alum Cans (UBC)	NRRA 14,880 lb \$.625				\$ 9,300.00
23-Aug-17	WM Comp #2 & CD		\$245 P/U vs \$334	XXX	XXX		
24-Aug-17	WM Comp #1 & Plastic		\$245 P/U vs \$334	XXX		XXXX	
29-Aug-17	WM Comp #2 & CD		\$245 P/U vs \$334	XXX	XXX		
30-Aug-17	WM C/D(old wd) & C/D		\$245 P/U vs \$334		XXX		

13 Solid Waste		WM (XXXX tons)	XXX			
12 C/D Containers		WM (xxxx tons)		XXX		
4 Plastic		WM (XXXX tons)			XXX	
	OCC Cardboard	Casella 23ton 185/ton				\$ 4,270.00
Electronics W/CRT		ECER 6500 lbs			1075	
Freon /Propane P/U		22 Units- 8 Prop			Free	
	Scrap Mtl - bulk	Berwick - (8.5 tons)				\$455.35
	Alum Cans (UBC)	NRRA 14,880 lb \$.625				\$ 9,300.00
Resident Usage fees paid						\$7,022.42
Stickers fees collected						\$925.00
		Total				\$21,972.77

72,211

	Monthly Total	Prev Balance	Year to Date
Solid Waste	13 (XXXX tons)	57 (568.24 tons)	70 (XXXX tons)
C&D	12 (XXXX tons)	66 (415.93 tons)	78 (XXXX tons)
Plastic co-mingle	4 (XXXX tons)	17 (17.3 tons)	21 (XXX tons)
Paper		2 (46 tons)	2 (46 tons)
Glass		3 (32.95 tons)	3 (32.95 tons)
Cardboard Bales	1 (23 tons)	1 (22 tons)	2 (45 tons)
Alum Bales	1 (14,880 lbs)		1 (14,880 lbs)
Steel / Tin Cans 30 yd		1 (3.33 tons)	1 (3.33 tons)
Electronics W/screen	1 (6,500 lbs)	2 (12,360 lbs)	3 (18,860 lbs)
car batteries		1 (2,073 lbs)	1 (2,073 lbs)
Freon	1 (22 units)	4 (132 units)	5 (154 units)
Metal Scrap	1 (8.5 tons)	6 (48.82 tons)	7 (57.32 tons)
Non-Ferrous Metal- Alum			
Non-Ferrous Metal- Cord			
Non-Ferrous Metal- Other			
Non-Ferrous Metal- Other			
Propane	1 (8 units)	4 (43 units)	5 (51 units)
Tires		2 (10 tons)	2 (10 tons)
Used Oil	1 (160 gallons)	2 (285 gallons)	3 (445 gallons)
Vegetable Oil			
Call 2 Recycle batteries	1 (50 lbs)	1 (48 lbs)	2 (98 lbs)
Brush Removal			
BULBS		1 (1504 LF)	1 (1504 LF)