

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

Monday, October 2, 2017

Correction in bold and italics

IMPORTANT NOTICE: Official unedited videos of the Selectmen's meetings can now be found on the ***Town of Tuftonboro's*** new ***YouTube*** site at: <https://www.youtube.com/channel/UCCUmJqZvFTS23RMEFSDQzmw>.

This specific meeting can be found at:

https://www.youtube.com/watch?v=JPPMn4tLhXM&list=PL2euaVLigTV9vk0yti_0FiFEORvg7Z16d

MINUTES

Present: Chairman Lloyd Wood, Selectman Bill Marcussen, Selectman Chip Albee and Administrative Secretary Karen Koch. (Selectman Marcussen arrived at 9:30 am.)

Chairman Wood called the meeting to order at 9:05 am and proceeded with the Pledge of Allegiance. During public input, Max Ledoux suggested that the flag in the Selectmen's room be moved. Selectman Albee responded to him in regards to Tuftonboro vs. Maxim Ledoux & Robert McWhirter.

Christie Sarles gave the Library update. Statistics will be available after October 5th. Number of attendees reached capacity at the Friends of the Library annual meeting in September. A Book and Author event is scheduled for 10/28/17. A benefit concert is being planned (more details to follow). The septic was pumped on 9/12/17 and is planned to be pumped once a month. The Library was hoping to be open for the holiday weekend but after enduring a few obstacles it will remain closed November 11th. Jack Parsons is working on the septic system design and cost estimate for the Town Warrant. The broken heat pipe has been replaced and the moisture barrier is back in. The valves on the boiler have been repaired. The ceiling tiles still need to be replaced. The Library submitted their budget on 9/29/17.

Jack Parsons gave the Building department update. To date there have been 82 building permits, 19 new houses, and 344 inspections. The Library septic plan designs will be approximately \$2000. A quote to do the design will be sent this week. The design will be done this fall. A price can be estimated for the septic system after the plans are received. The quote for the Town Offices' front entrance was reduced since his presentation to CIP (now \$21,000 vs. \$22,000). After some discussion, the Selectmen agreed to have a work session with Mr. Parsons to review questions from the vendor in regards to the Union Wharf reconstruction project.

Chief Thompson gave the Fire Department update. Please see attached. In response to questions from HEB regarding grant funding, Chief Thompson notified the Selectmen of the information listed in the Hazard Mitigation Plan but explained that the Road Agent would have any backup data. Discussion followed regarding the pros and cons of creating budget line items in the Emergency Management section of the budget for future storm expenses rather than these expenses coming from the Road Agent's budget. There was discussion about red-listed bridges, about the Sodom Road bridge weight limit and HEB's offer to provide a proposal to repair this bridge.

Clay Gallagher gave the Transfer Station update. Please see attached. The Transfer Station budget has been submitted. Some budget lines may have to be adjusted, particularly for landfill monitoring. There was discussion regarding the Transfer Station's CIP submission for weight scales. In response to Selectman Marcussen, Mr. Gallagher explained that the infrastructure going into the project will take time and would consist of major changes so he would not advise expediting the project.

Rod Wood, Assessor, met with the Selectmen to discuss utility values. He explained the difference between DRA's valuations and those generated by Attorney Sansoucy. When Tuftonboro's MS-1 was completed and signed the higher value provided by Attorney Sansoucy was used, which is a difference of about \$7000 in additional pole revenue. Mr. Wood confirmed that a final decision needs to be made by the Selectmen before the tax rate is set. There was discussion regarding inactive pole removal and trees that have been cut but not removed. Mr. **Rod** Wood will research if utilities are being taxed for both active and inactive poles. Valuation of utility poles will be on the next agenda.

Jim Bean gave the Highway update. He thanked the Fire Department for providing a new carbon monoxide detector for the Highway Garage. He received a quote of \$6150 to paint and repair all the Highway buildings. His crew has been cleaning out a lot of the ditch lines and culvert ends. They have crack sealed bridges, one of the large culverts and some roads. They installed signs on Lang Pond Road and weight limit signs on the Sodom Road bridge. They completed graveling on the road edge of Union Wharf Road and took in the swim lines at the Town Beach. Knotweed areas have been sprayed. There was discussion regarding the increasing beaver population, Sodom Road bridge weight limit signs, 2018 paving schedule, 2018 paving warrant article, quoting rubber alternative to paving for Shirley Way, 2018 budget, remainder of 2017 paving warrant article, Lang Pond Road remaining funds and roadside mowing. It was agreed to put a notice on the Town's website about the reduced weight limit on the Sodom Road bridge and to alert contractors. Selectman Wood asked Mr. Bean to obtain a quote from Fletchers in Epsom for painting the dump body of the 10-wheeled truck for the 2018 budget. The Highway Department's 2018 budget submission should be ready by the end of this week. Mr. Bean feels that we should be in good shape for the remainder of the 2017 budget.

The Selectmen signed a letter addressed to Beveridge Craft Beer & Soap Co. regarding the January beer fest. Selectman Marcussen moved to approve an authorization with Stantec Consulting Services for additional services in regards to the annual post-closure monitoring of the landfill, seconded by Selectman Albee with all in favor.

Selectman Albee and Selectmen Marcussen shared some updates regarding the NHMA Budget workshop that they attended last week. The Selectmen will meet Friday with the Library and Transfer Station department heads to review their 2018 budgets.

The Selectmen agreed to put in a grant request towards replacement of the 6-wheeled plow truck once it is confirmed that the grant is available. Selectman Marcussen shared an update regarding milfoil harvesting.

Chairman Wood asked Karen Koch to work with Chief Shagoury and Clay Gallagher to advertise Drug Take Back Day and to verify with Chief Shagoury if the appropriate paperwork was received from the Attorney General's Office.

Selectman Albee moved to approve the 9/22/17 meeting minutes as written, seconded by Selectman Marcussen with all in favor. Karen Koch noted that Christie Sarles would like to add clarification to the 9/22/17 minutes. The Trustees have no plans at this time to increase the number of employees for an expanded library. There is not yet enough information to estimate the increase in utility expenses for an addition. For the previously planned new building, the Trustees projected that operating expenses other than salaries would increase by less than 10%. Selectman Marcussen moved to approve the 9/25/17 meeting minutes as corrected, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve the 9/25/17 non-public meeting minutes as written, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to unseal the 9/25/17 non-public meeting minutes, seconded by Chairman Wood with all in favor.

The following correspondence was also reviewed: Lakes Region Shared Services Survey Study Results April 2017; revised pay structure grid with the 1.2% COLA; PA-34s for PIDs 15-3-32 and 44-1-49; ZBA Hearing Notice for Sentinel Ministries; Charter Communications letter regarding Sportsman Channel; Beards for Bucks Press Release; Conservation Commission 2018 budget submission; Grant Writing workshop information; Road Maintenance workshop information; NH Lakes 9/23/17; Debris Management Planning course information; Americorps State Competitive Grant information; EDC initiatives information; Newslink 9/27/17; Wetlands Permit Application for PID 2-1-71; WebDPW webinar information; CDFA-CDBG Administrative Rules Initiative information; Councilor Kenney's 9/27/17 report; Town's computer inventory;

DHHS Influenza Health Alert; Primex training information; NRRRA Annual Meeting information; Energy Star Upcoming Training; Building Permit Applications for PID 56-3-3; Selectmen's Tuftonboro Times Fall submission; various meeting minutes; various emails and other correspondence.

BUDGET REVIEWS

4153 Legal: Selectman Albee moved to approve for \$42,800, seconded by Selectman Marcussen with all in favor.

4199 Other Government: Selectman Marcussen moved to approve for \$150, seconded by Selectman Albee with all in favor. This amount was later changed. Selectman Marcussen moved to add \$350 to 01-4199-03-690 CIP for a total budget amount of \$500, seconded by Selectman Albee with all in favor.

4442 Welfare: Selectman Albee moved to reduce 01-4442-01-690 Shelter to \$11,500 and 01-4442-04-690 Food to \$2500 for a total budget amount of \$25,000, seconded by Chairman Wood with all in favor.

4583 Patriotic Purposes: Selectman Marcussen moved to approve for \$1500, seconded by Selectman Albee with all in favor.

4589 Gifts and Donations: Chairman Wood moved to approve for \$500, seconded by Selectman Albee with all in favor.

4619 Other Conservation: This budget was tabled until the Milfoil budget is completed.

4711 Long Term Bond & Notes: Chairman Wood moved to approve for \$236,554, seconded by Selectman Albee with all in favor.

4721 Long Term Bonds & Note Int.: Chairman Wood moved to approve for \$44,749, seconded by Selectman Albee with all in favor.

Selectman Albee responded to Betsy Frago in regards to the budget amount approved for legal expenses. Max Ledoux shared that he emailed Selectman Albee a sample mutual aid agreement. The Selectmen responded to Max Ledoux and Betsy Frago regarding the six wheeled plow truck. Mr. Ledoux asked questions about the Assessor and made suggestions about a means to increase budget review feedback from the public. The Selectmen responded to Max Ledoux regarding his support of weight scales at the Transfer Station. Carla Lootens shared that the Budget Committee was well represented at the NHMA Budget workshop.

The Selectmen accepted HEB's offer to prepare a proposal for the repair of the Sodom Road bridge.

At approximately 11:50 am, Selectman Albee made a motion to adjourn, seconded by Selectman Marcussen with all in favor.

Respectfully submitted, Karen Koch, Administrative Secretary

October 2, 2017

Fire Calls	164	Gas Furnace Inspection	18
EMS Calls	228	Oil Burner Inspection	07
Service Calls	37	Wood/Pellet Stove Inspections	05
SPD	21	Life Safety	12
Total	450		42

The town's reimbursement paper work for Category B (emergency protective measures) has made it through the initial FEMA reviews. It has been approved by NH HSEM. It now will go back to FEMA for final review.

\$695.37 for Captain Pikes 13.5 hours of OT and the police departments 2.5 hours of OT.

\$694.47 for 18 hours of direct administrative cost associated with completing paperwork for the storm.

Vehicles emergency generator and ATV totaled \$2084.16. All reimbursement will be at 85% for a total of \$ 2952.90

The call fire fighters pay will not be reimbursable because we did not go over the yearly amount that was budgeted for them. If we had gone over the budget the amount we went over would have been budgeted.

My time on March 14-15th does not apply because I am a salaried employee. FEMA is still up in the air reference Category A which is debris removal work, which covers the road agent's expenses for storm clean up.

I will keep the board of selectman updated as I get more information.

We have updated our DUNS number to be able to accept the money from FEMA, this was a long process.

The departments three class A pumpers have had their pump test for the year and engine four needs to go in for some pump work as it failed its dry prime test.

All apparatus are currently going through their fall inspections.

Boat one had some minor engine repairs completed since our last update.

Three members of the department received a unit citation from the NH Fire and Emergency medical services committee of merit on September 25th in Concord. They were recognized for their efforts while performing an ice rescue with the airboat off the east end of Rattlesnake Island on Lake Winnepesaukee on February 11th 2017. These members were LT. Christopher Morgan, Paramedic Roswell Skip Galvin and Firefighter Kyle Williams.

I have been working on completing my three budgets for 2018. I am still waiting on some quotes.

I have given Karen the disk for that contains the towns all hazard plan information last updated in 2015.

Sodom Road bridge was not listed as a bridge being red listed them. Tuftonboro Neck was and the New Road bridge over Melvin River was.

Now that the signs are up for the Sodom Road Bridge that has been red listed and weight limited to 15 tons. The department will make proper notification to its members and mutual aid companies not to travel over the bridge as all of our class A pumpers are over 15 tons.

The department has been notified by the State of NH that all camps in the town of Tuftonboro must be inspected by the Fire department every year before they receive proper paperwork from the state to operate for the year. We have been inspecting the camps each year if time allows. As it is now its mandatory we will need to complete all inspections every year by June.

B.O.S. Meeting 10/2/2017:

Transfer Station

- 1. Monthly Totals for Sep 2017 (9 SW compactors and 13 C/D containers)↵**
 - a. 1 load scrap metal shipped out (XX tons \$650 revenue)**
 - b. 3 X 30 yd Plastic containers shipped out**
 - c. Total revenue at end of Sep is approx. \$78,027(this is over \$25K higher than same time last year)**
- 2. Have submitted 2018 budget proposal and ready to move forward as requested.**
- 3. Have submitted 4 CIP entries. (Cable 2018, Weight scales 2019, Comp Reno 2019/2023, Storage Fac 2020)**
- 4. Meeting with Cable rep tomorrow, 10/3**
- 5. CIP meeting Wed, 10/4**
- 6. Budget will have some modifications later in fall (Landfill monitoring, C/D, etc)**

Date	Expense Action	Revenue Action	Notes	Cost SW	Cost C/D	Cost	Revenue
1-Sep-17	WM Comp #1 & Plastic		\$245 P/U vs \$334	XXX		XXXX	
1-Sep-17	WM Comp #2 & CD		\$245 P/U vs \$334	XXX	XXX		
5-Sep-17	WM Comp #1 & CD		\$245 P/U vs \$334	XXX	XXX		
7-Sep-17	WM Comp #2 & CD		\$245 P/U vs \$334	XXX	XXX		
12-Sep-17	WM Comp #1 & CD		\$245 P/U vs \$334	XXX	XXX		
12-Sep-17	WM C/D & Plastic		\$245 P/U vs \$334		XXX	XXXX	
14-Sep-17	WM Comp #2 & CD		\$245 P/U vs \$334	XXX	XXX		
14-Sep-17		Scrap Mtl - bulk	Berwick - (XXX tons)				\$650.00
19-Sep-17	WM Comp #1 & CD		\$245 P/U vs \$334	XXX	XXX		
19-Sep-17	CD & CD (double)		\$245 P/U vs \$334		XXX x2		
22-Sep-17	WM C/D & Plastic		\$245 P/U vs \$334		XXX	XXXX	
26-Sep-17	WM Comp #1 & CD		\$245 P/U vs \$334	XXX	XXX		
27-Sep-17	CD & CD (double)		\$245 P/U vs \$334		XXX x2		
26-Sep-17	WM Comp #1 single		\$245 P/U vs \$334	XXX			
30-Sep-17	Glass P/U X 2		NRRA (18.86 tons)			566	

9 Solid Waste		WM (XXXX tons)	XXX			
13 C/D Containers		WM (xxxx tons)		XXX		
3 Plastic		WM (XXXX tons)			XXX	
	Scrap Mtl - bulk	Berwick - (XXX tons)				\$650.00
Glass P/U X 2		NRRA (18.86 tons)			566	
Resident Usage fees paid						\$4,921.35
Stickers fees collected						\$245.00
		Total				\$5,816.00

78,027

	Monthly Total	Prev Balance	Year to Date
Solid Waste	9 (XXXX tons)	70 (700.04 tons)	79 (XXXX tons)
C&D	13 (XXXX tons)	78 (486.31 tons)	91 (XXXX tons)
Plastic co-mingle	3 (XXXX tons)	21 (19.92 tons)	24 (XXXX tons)
Paper		2 (46 tons)	2 (46 tons)
Glass	2 (18.86 tons)	3 (32.95 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		1 (3.33 tons)	1 (3.33 tons)
Electronics W/screen		3 (18,860 lbs)	3 (18,860 lbs)
car batteries		1 (2,073 lbs)	1 (2,073 lbs)
Freon		5 (154 units)	5 (154 units)
Metal Scrap	1 (XXXX tons)	7 (57.32 tons)	8 (XXXX tons)
Non-Ferrous Metal- Alum			
Non-Ferrous Metal- Cord			
Non-Ferrous Metal- Other			
Non-Ferrous Metal- Other			
Propane		5 (51 units)	5 (51 units)
Tires		2 (10 tons)	2 (10 tons)
Used Oil		3 (445 gallons)	3 (445 gallons)
Vegtable Oil			
Call 2 Recycle batteries		2 (98 lbs)	2 (98 lbs)
Brush Removal			
BULBS		1 (1504 LF)	1 (1504 LF)