

**TOWN OF TUFTONBORO
BOARD OF SELECTMEN
240 MIDDLE ROAD, P.O. BOX 98
CENTER TUFTONBORO, NH 03816
Telephone: (603) 569-4539 Fax: (603) 569-4328
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Selectmen's Meeting
8:30 am – Town Offices

Monday, December 10, 2018

Corrections in bold and italics.

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 Selectmen's meeting to order at 8:30 am and led the pledge of allegiance.

SNOW PLOWING BID OPENING

No bids were received.

PUBLIC INPUT

None.

REVIEW AND APPROVAL OF MINUTES

Selectman Albee moved to approve the 12/3/18 meeting minutes as written, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve the first 12/3/18 non-public meeting minutes as written, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve the second 12/3/18 non-public meeting minutes as written, seconded by Selectman Wood with all in favor.

APPOINTMENTS/BUDGET REVIEWS

Christie Sarles gave the Library update. Please see attached. It was a quiet month due to the holiday closures and two weather-related delayed openings. The 20th annual Polar Express event was a success. The State system is back up and running. The November circulation statistics for Ancestry.com and Heritage Quest are irregular so she will confirm the numbers reported. The Library met their \$50,000 donation match in November.

Ms. Sarles and Gordon Hunt met with the Selectmen to give an update on the Library addition project. The Library received an anonymous gift of Fidelity Stock. The funds received for the sale of this stock total \$525,000. The capital campaign now totals \$1,607,380, leaving less than \$390,000 needed to be raised and the capital campaign is ongoing. Library funds alone equal \$939,398. There was a brief discussion regarding Selectman Albee's suggestion to separate the building and building furnishings amounts to be raised. This will be revisited when the warrant article is composed.

Clay Gallagher gave the Transfer Station update. Please see attached. Use of three phase equipment during a power outage ended up doing damage to compactor #1. All equipment is now back up and running. It was agreed that this expense should be submitted to Primex. The expense is currently being taken out of the Transfer Station Equipment Maintenance line (which results in a line overage of \$700 but the \$1300 left in the Vehicle-Fuel & Maintenance line will offset the expense). The new system that he and his crew have used to handle Construction Debris has ***proven*** to be an improvement in covering debris costs but the budget will still be over, due to Construction Debris expenses incurred earlier in the year. In preparation for the next power outage, hand cranks are needed for the two large ***overhead*** doors

in the main building (as a safety precaution) and a setup of a generator should be discussed with Scott Thompson and the Selectmen as it is a complex setup. Separately, there is water leakage **onto** the electrical system. This will be reviewed with Mr. Thompson as well.

Chief Thompson gave the Fire Department update. Please see attached. He also included an ambulance billing activity summary from when billing started in November 2017 through current. Use of an enterprise fund or revolving fund for transport revenues was discussed.

4215 AMBULANCE BUDGET

Chief Thompson presented the Ambulance budget. The contract with Stewart's for 2019 is \$192,480 (a 2.5% increase).

Motion: Selectman Albee moved to approve budget 4215 Ambulance for \$192,480, seconded by Selectman Wood. Previous yearly expenditures were discussed. Vote passed with all in favor.

Selectman Albee exited the meeting at 9:30 am.

Jack Parsons gave the Building Department update. To date there have been 122 building permits, 18 new homes and 468 inspections for 2018. The Town Offices walkway light and the light near his office have been installed. The ice heaters are in and he took the new ladder at Melvin Wharf in for the winter. There has been approximately \$41,000 collected in permit fees this year. Mr. Parsons is going to the Highway garage and Transfer Station tomorrow to review generator plans with Scott Thompson.

4195 CEMETERY BUDGET

Ms. Weeks revisited this budget with the Selectmen. No changes were made to the overall budget amount but individual budget lines changes were requested. The proposal for the Town Offices Cemetery gates was larger than expected. Funds from 2018 and 2019 are needed. The deposit has been made with 2018 funds and there will not be any funds left to encumber from 2018. Therefore \$3500 was moved to Cemetery Improvements (\$500 from Cemetery Maintenance and \$3000 from Old Cemeteries-Restoration).

Motion: Selectman Wood moved to approve the budget line revisions for budget 4195 for \$23,450, seconded by Chairman Marcussen. There was further discussion regarding the Town Offices Cemetery gates and access to the composting area. Vote passed with all in favor. Sue Weeks responded to Elissa Paquette regarding access to the composting area.

Chief Shagoury was not in attendance to give his Police Department update.

4153 LEGAL (revisit)

The 2019 overall budget increased to \$53,500 from \$42,800 in 2018. The Trustees of the Trust Funds lowered their request to \$600. The Selectmen added \$4000 to the main legal line in anticipation of potential legal services that might be needed to deal with the Wolfeboro RIB system. (Please see the 11/19/18 Selectmen's meeting minutes for further information regarding this budget.)

Motion: Selectman Wood moved to approve budget 4153 Legal for \$53,500, seconded by Chairman Marcussen with all in favor.

4313 OTHER HIGHWAY AND STREETS

Jack Parsons is waiting for information regarding permitting expenses for Union Wharf Road and Lake Road. These expenses will be taken out of the 2018 budget. Chairman Marcussen will research other aspects of this budget for 2019 (such as resident's power going to Melvin Wharf).

4414 ANIMAL CONTROL

This budget remained level funded at \$1750.

Motion: Selectman Wood moved to approve budget 4414 Animal Control for \$1750, seconded by Chairman Marcussen with all in favor.

4442 DIRECT ASSISTANCE

The 2019 budget request was reduced from \$25,000 in 2018 to \$21,750.

Motion: Selectman Wood moved to approve budget 4442 Direct Assistance for \$21,750, seconded by Chairman Marcussen with all in favor.

4583 PATRIOTIC PURPOSES

This budget remained level funded at \$1500.

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

4589 GIFTS & DONATIONS

This budget remained level funded at \$500.

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

SIGNATURE FILE

(Selectman Albee was present when the signature file was reviewed in between appointments.)

Selectman Wood moved to table a DES Shoreland Permit and a Wetlands Dredge and Fill application for PID 40-4-4 (Town Beach), seconded by Selectman Albee with all in favor. Further review will be done by White Mountain Survey in regards to adding sand to the perched beach. Selectman Albee moved to approve the Town of Tuftonboro Section 124 Flexible Benefits Plan Adoption Agreement, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve a Land Use Change Tax for PID 65-2-8, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve a Veteran's Exemption for PID 14-2-42 for 2019, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve a State of NH Forest Fire Report/Bill of \$700, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve a 2019 milfoil contract with Solitude Lake Management, seconded by Chairman Marcussen with all in favor.

SELECTMEN'S UPDATE

Selectman Wood mentioned an expense that was incurred due to an accident with the Town plow truck. Chairman Marcussen shared that he discussed the issue with Jim Bean. The driver was making a turn at the end of the road to head up the other way and clipped a mirror on the side of the road adjacent to the intersection. The \$765.43 expense was charged to the Highway Department General Expenses line. Selectman Wood suggested that this expense be taken out of the contingency fund rather than affect the Highway budget. Chairman Marcussen feels that the purposes of this fund should be researched before doing so.

The Selectmen reviewed topics that were discussed at the recent Regional Select Board meeting (such as cooperative purchases, regional solid waste efforts, regional cell phone coverage, document shredding, road striping, invasive species control, etc.).

Selectman Wood highlighted comments made by Deputy Commissioner Chris Waszczuk at the recent TAC meeting. He asked that the summary of the current priorities and challenges presented at the meeting be shared with the Budget Committee and CIP. He also shared cell phone mapping data recently gathered by Town volunteers working under the direction of LRPC.

CORRESPONDENCE

The LCHIP grant was awarded to the Conservation Commission Friday. Pictures of the event were reviewed. This grant funding will be used for acquisition of land in the Great Meadow. The following correspondence was also reviewed: NH Lakes low salt article; 3/15/19 NHWWC information; PA-34s for PID 28-1-35 and 55-1-6-31; Building Permit for 40-3-12; NH LES December newsletter; 2019 NH Emergency Preparedness 6/4/19 meeting information; Councilor Kenney's 12/6/18 Report; FEMA PrepTalk information; AllOne Health November 2018 newsletter; Wetlands Permit Application for PID 51-2-4; NewsLink 12/5/18; various meeting minutes; various emails and other correspondence.

PUBLIC INPUT

Joe Kowalski shared that he thought that the amount of the LCHIP grant was \$139,000. Elissa Paquette requested that the pictures of the grant award be sent to her.

Selectman Wood thanked Bald Peak Farm for their Christmas tree donation and spoke of the generosity of the Townspeople in regards to contributing to families in need.

The Selectmen will hold a work session on Friday, December 28th at 8:30 am to review end of year business.

ADJOURNMENT

At approximately 10:15 am, Selectman Wood moved to adjourn, seconded by Chairman Marcussen with all in favor.

Respectfully submitted, Karen Koch, Administrative Secretary

TFL PATRONAGE STATISTICS

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2018
PATRONAGE:													
New Library Cards	6	17	8	5	10	3	19	31	19	13	7		138
Computer Users	63	53	81	70	83	102	110	117	100	58	44		881
Netbook/Chromebook Users	1	2	3	3	4	6	6	6	3	2	2		38
WiFi Users	113	87	94	112	132	157	301	229	169	123	95		1,612
Casual Users	42	46	39	43	38	77	76	82	74	42	33		592
Open Days	21	19	22	20	23	22	20	23	21	22	20		233
Open Hours	168	152	169	160	186	175	160	186	165	177	163		1,859
Service Assistance	36	44	43	32	44	55	68	61	41	28	31		483
Technical Assistance	17	26	28	21	23	47	48	51	44	27	19		351
Adult Reference	26	24	24	30	20	25	20	11	10	13	12		215
Kids' Reference	3	2	3	3	1	5	6	12	2	4	3		44
Volunteer Hours	9	9	10	26.5	11.5	13.5	6	9	12	11.00	10.50		128
HAMEL MEETING ROOM USE:													
Adult Library Programs/Meetings	8	7	12	8	8	11	8	11	9	7	6		95
Adult Lib Prgm/Mtng Attendance	81	96	116	54	65	118	38	139	143	30	31		911
Kids' Library Programs	6	7	7	6	10	5	8	4	5	7	6		71
Kids' Library Program Attendance	80	69	73	77	168	52	228	63	90	115	76		1,091
Outreach Library Programs	1	1	0	0	0	1	0	0	1	0	0		4
Outreach Attendance	19	16	0	0	0	60	0	0	16	0	0		111
Total Library Programs/Meetings	15	15	19	14	18	17	16	15	15	14	12		170
Total Lib Prgm/Mtng Attendance	180	181	189	131	233	230	266	202	249	145	107		2,113
Other Meeting Room Users	9	15	7	8	9	10	12	10	9	11	10		110
INCOME:													
Out of Town Patron Fees	\$0.00	\$30.00	\$0.00	\$30.00	\$30.00	\$0.00	\$60.00	\$30.00	\$30.00	\$30.00	\$60.00		\$300.00
Overdue Fines	\$34.00	\$13.00	\$37.00	\$39.00	\$18.00	\$36.00	\$35.00	\$42.00	\$33.50	\$37.00	\$28.00		\$352.50
Book Sales	\$257.33	\$261.32	\$242.88	\$136.75	\$180.11	\$196.90	\$422.59	\$309.26	\$246.56	\$199.84	\$143.00		\$2,596.54
Copier/Printer/Fax	\$50.00	\$67.50	\$55.00	\$64.00	\$53.00	\$71.50	\$105.00	\$139.00	\$88.00	\$38.50	\$38.00		\$769.50
Donations	\$6,701.88	\$2,029.00	\$2,213.00	\$257.00	\$10,558.00	\$2,701.00	\$3,839.00	\$7,514.00	\$9,896.00	\$5,023.50	\$31,713.00		\$82,445.38
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
TOTAL INCOME:	\$7,043.21	\$2,400.82	\$2,547.88	\$526.75	\$10,839.11	\$3,005.40	\$4,461.59	\$8,034.26	\$10,294.06	\$5,328.84	\$31,982.00	\$0.00	\$86,463.92
Allocated to Collection:	\$3,186.21	\$304.32	\$279.88	\$345.75	\$228.11	\$426.90	\$517.59	\$381.26	\$560.06	\$416.84	\$231.00		\$6,877.92
Allocated to Programs:	\$1,787.00	\$25.00	\$107.00	\$53.00	\$50.00	\$250.00	\$225.00	\$0.00	\$0.00	\$500.00	\$0.00		\$2,997.00
Allocated to Supplies:	\$50.00	\$67.50	\$55.00	\$64.00	\$53.00	\$71.50	\$105.00	\$139.00	\$88.00	\$38.50	\$38.00		\$769.50
Allocated to Building Fund:	\$1,020.00	\$4.00	\$2,106.00	\$64.00	\$10,508.00	\$2,257.00	\$3,614.00	\$7,514.00	\$9,646.00	\$4,373.50	\$31,713.00		\$72,819.50
Allocated to Other:	\$1,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$3,000.00
TOTAL ALLOCATED:	\$7,043.21	\$2,400.82	\$2,547.88	\$526.75	\$10,839.11	\$3,005.40	\$4,461.59	\$8,034.26	\$10,294.06	\$5,328.84	\$31,982.00	\$0.00	\$86,463.92
ILLs sent to other libraries	137	159	158	160	146	128	154	150	152	156	124		1624
Count Weeks				346			473			373			1192

TFL CIRCULATION STATISTICS

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2018
CIRCULATION:													
Adult Fiction	536	500	621	505	606	709	852	858	650	559	451		6,847
Adult Non-Fiction	165	170	182	163	206	197	234	206	189	221	174		2,107
Large Print	79	42	64	51	62	97	105	130	90	75	57		852
Young Adult Fiction	30	27	27	24	29	66	69	64	38	32	30		436
Young Adult Non-Fiction	3	1	0	0	0	0	0	0	0	1	1		6
Kids' Fiction	498	350	464	525	533	542	745	821	477	517	465		5,937
Kids' Non-Fiction	103	160	107	93	115	130	140	140	113	97	86		1,284
Inter-Library Loans	56	82	89	75	84	79	72	89	65	66	41		798
TOTAL BOOKS:	1,470	1,332	1,554	1,436	1,635	1,820	2,217	2,308	1,622	1,568	1,305	0	18,267
Adult DVDs	744	669	678	644	687	774	767	728	546	607	541		7,385
Adult CDs - Music (Holiday only)	NA		0										
Adult Books on CD	67	61	80	69	113	104	88	97	97	77	51		904
Kids' DVDs	179	150	166	113	110	151	144	220	111	129	136		1,609
Kids' CDs - Music	2	1	1	3	1	0	5	5	4	1	2		25
Kids' Books on CD	19	18	12	13	9	7	16	15	17	18	7		151
Games (Wii & Board)	10	8	3	6	1	4	4	3	1	8	9		57
Kindle	0	0	0	0	0	1	0	0	0	0	0		1
Museum Passes	2	0	4	5	9	24	37	39	13	8	7		148
Periodicals	56	44	73	55	60	59	51	47	49	44	39		577
Puppets	4	5	2	5	3	7	5	26	13	11	15		96
Snowshoes	9	5	4	0	NA		18						
Telescope	0	0	1	0	0	1	2	1	1	1	1		8
Vertical File	9	4	4	8	3	7	9	13	7	9	6		79
Overdrive Audiobooks	25	42	61	33	46	60	53	62	50	57	44		533
Overdrive eBooks	75	76	96	97	75	74	103	64	65	100	70		895
Overdrive Periodicals	NA	NA	NA	NA	NA	NA	9	6	2	2	3		22
Hoopla Audiobooks	61	53	50	59	43	78	55	86	86	65	78		714
Hoopla eBooks	15	35	33	26	15	16	31	20	19	30	44		284
Hoopla Comics	2	0	1	0	0	0	0	2	0	8	5		18
Hoopla Music	23	19	20	20	29	33	35	21	20	26	25		271
Hoopla Movies	19	6	8	14	5	10	12	9	16	12	11		122
Hoopla TV	7	0	2	0	10	15	20	19	17	6	8		104
EBSCO Databases	72	37	6	3	14	35	54	17	47	28	8		321
Ancestry.com (ProQuest)	118	1,064	620	632	364	159	259	503	551	459	59		4,788
Heritage Quest Online (ProQuest)	75	111	33	8	9	0	46	9	0	55	0		346
TOTAL OTHER MATERIALS:	1,593	2,408	1,958	1,813	1,606	1,619	1,805	2,012	1,732	1,761	1,169	0	19,476
TOTAL CIRCULATION:	3,063	3,740	3,512	3,249	3,241	3,439	4,022	4,320	3,354	3,329	2,474	0	37,743
Total # Materials Added:	173	152	166	152	219	166	128	139	175	152	162		1,784
Total # Materials Deleted:	88	127	174	315	136	79	108	19	100	136	99		1,381
Collection Count:	32,746	32,771	32,763	32,600	32,683	32,770	32,790	32,910	32,985	33,001	33,064		

B.O.S. Meeting 12/10/2018:

Transfer Station

- 1. Monthly Totals for Nov 2018 (9 SW compactors, 13 C/D containers, 2 Plastic Containers)**
 - a. 1 x Scrap Metal P/U (10.1 tons, revenue \$632)**
 - b. 1 x Glass P/U (15.98 tons, \$250 haul, \$559 crush fee)**
 - c. Cash Revenues up thru Nov 2018 are approx. \$87,188.**
- 2. General Info Items:**
 - a. Power failure on 27 Nov**
 - b. Damage to Comp #1 - \$ 3,206 to fix (15hp motor, starter motor, and overload circuit burned out)**

Date	Expense Action	Revenue Action	Notes	Cost SW	Cost C/D	Cost	Revenue
1-Nov-18	WM CD & C/D		\$245 P/U vs \$334		XXXX x2		
6-Nov-18	WM Comp #2 & C/D		\$245 P/U vs \$334	XXX	XXXX		
6-Nov-18		LLL/Berwick scrap p/u	Berwick (10.1 tons)				\$ 632.00
7-Nov-18	WM Comp #1 & C/D		\$245 P/U vs \$334	XXX	XXXX		
8-Nov-18	WM C/D & Plastic		\$245 P/U vs \$334		XXXX	XXXX	
13-Nov-18	WM Comp #2 & C/D		\$245 P/U vs \$334	XXX	XXXX		
13-Nov-18	WM Comp #1 & C/D		\$245 P/U vs \$334	XXX	XXXX		
15-Nov-18	WM C/D & C/D		\$245 P/U vs \$334		XXXX x2		
20-Nov-18	WM Comp #2 & C/D		\$245 P/U vs \$334	XXX	XXXX		
20-Nov-18	WM Comp #1 & Plastic		\$245 P/U vs \$334	XXXX		XXX	
23-Nov-18	WM C/D & GLASS		\$245 P/U vs \$334		XXXX	250	
23-Nov-18	NRRA Glass drop off fee		15.98 tons @35/ton			559	
26-Nov-18	WM Comp #2 & C/D		\$245 P/U vs \$334	XXX	XXXX		
27-Nov-18	WM Comp #1		\$245 P/U vs \$334	XXXX			
28-Nov-18	WM Comp #1 & C/D		\$245 P/U vs \$334	XXX	XXXX		

9 Solid Waste		WM (XXXX tons)	XXX				
13 C/D Containers		WM (xxxx tons)		XXX			
2 Plastic		WM (XXXX tons)				XXX	
1 Glass		WM (15.98 tons)				250	
	LLL/Berwick scrap p/u	Berwick (10.1 tons)					\$ 632.00
NRRA Glass drop off fee		15.98 tons @35/ton				559	
Resident Usage fees paid							\$6,950.00
Stickers fees collected							\$0.00
		Total					\$7,582.00

87,188

	Monthly Total	Prev Balance	This Year to Date	Last Year to date
Solid Waste	9 (XXXX tons)	97 (931.20 tons)	106 (XXXX tons)	95 (974.48 tons)
C&D	13 (XXXX tons)	129 (851.90 tons)	142 (XXXX tons)	115 (744.37 tons)
Plastic co-mingle	2 (XXXX tons)	29 (21.88 tons)	31 (XXXX tons)	29 (25.73 tons)
Glass	1 (15.98 tons)	4 (54.72 tons)	5 (70.70 tons)	5 (51.81 tons)
Paper		1 (23 tons)	1 (23 tons)	3 (70 tons)
Cardboard Bales		2 (45 tons)	2 (45 tons)	2 (45 tons)
Alum Bales				1 (14,880 lbs)
Steel / Tin Cans		2 (7.23 tons)	2 (7.23 tons)	2 (6.58 tons)
Electronics W/screen		3 (18,000 lbs)	3 (18000 lbs)	4 (25,110 lbs)
car batteries		1 (2050 lbs)	1 (2050 lbs)	2 (3957 lbs)
Freon		7 (183 units)	7 (183 units)	7 (214 units)
Metal Scrap	1 (10.1 tons)	12 (88.2 tons)	13 (98.3 tons)	12 (97.44 tons)
Non-Ferrous Metal - Cop		1 (842 lbs)	1 (842 lbs)	1 (507 lbs)
Non-Ferrous Metal - other				
Propane		7 (79 units)	7 (79 units)	7 (80 units)
Tires		1 (6 tons)	1 (6 tons)	3 (16 tons)
Used Oil		3 (835 Gallons)	3 (835 Gallons)	3 (445 gallons)
Call 2 Recycle		2 (100 lbs)	2 (100 lbs)	3 (146 lbs)
Bulbs		1 (2084 Lin Feet)	1 (2084 Lin Feet)	1 (1504 LF)

December 10, 2018

Fire Calls 187	Gas Furnace Inspections	21
EMS Calls 250	Oil Burner Inspections	10
Service Calls 28	Wood /Pellet Stove Inspections	6
SPD 22	Life Safety	24
Total 487	Total	61

On 11/27/2018 The department once again dealt with several calls due to the heavy snow/ice storm. That passed through the town. All calls were handled without incident.

The departments atv has been switched over to tracks for the winter season and the wheels have been removed from the rescue sled. The tank and pump used on the atv for brush fires has also been removed for the winter.

Boat 1 is now out of service for the season and at Melvin Marina for service and storage. The air boat will now handle all lake calls.

Prime example of all ambulance in our area being tide up quickly. On 12/5/2018 Wolfeboro Fire Rescue department had 4 medical calls occured back to back. Our ambulance responded mutual aid on the third call and the Stewart's unit that moved into Tuftonboro for line coverage was also sent out for the 4th call just as it was getting to the Tuftonboro Central Station. At 0850 am our department went out on a medical which was determined to be a lift assist only and was handled by Tuftonboro personnel and rescue 1.

I will be attending the practical part of red cross shelter training. Which will be put on by the American Red Cross in conjunction with the Town of Wolfeboro and C3PH at the Kingswood Arts Center on Friday December 28th from 9-3pm

The training is a comprehensive rundown on layout, set up and teardown of a scale able sheltering plan that facilitates 5-100 persons in a modular shelter environment hat could be set up in any shelter capable location.