

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
www.tuftonboro.org

Selectmen's Meeting
9:00 am - Town Offices

Monday, April 11, 2016

MINUTES

Present: Chairman Carolyn Sundquist, Selectman Bill Marcussen, Selectman Lloyd Wood, and Administrative Secretary Karen Koch

Chairman Sundquist called the meeting to order at 9:00 am and proceeded with the Pledge of Allegiance.

Chairman Sundquist made a motion to approve the regular meeting minutes of 4/4/16 with corrections, seconded by Selectman Wood. Vote unanimous.

Christie Sarles and Jack Parsons were not present to share their Library and Building Department updates. Librarian Sarles provided financial information in her absence.

Jim Bean gave a Highway Department update. He reviewed the activities that the Highway Department has been conducting, including the start of road paving projects. The Selectmen and Mr. Bean scheduled a drive around for April 15, 2016 at 10 am. Chairman Sundquist asked for an update regarding the list of Red Listed Bridges that seem to be sitting in same spot since October 2014. Mr. Bean confirmed that the cost analysis came through. He will follow up for more information. Selectman Wood asked about the void on Sodom Road Bridge. Mr. Bean confirmed that they filled a pot hole/sink hole and will confirm that this is all that is required. Selectman Marcussen asked that the road maintenance schedule that Mr. Bean presented to CIP in the past be updated. It was decided that this will be reviewed during the drive around on Friday. There was discussion about the state mileage paperwork. Selectman Wood suggested setting up a meeting with the University of New Hampshire to do an inventory of roads. Mr. Bean was agreeable.

Clay Gallagher gave a Transfer Station Department Update. He spoke of the Dore property (4 Old Woods Road) cleanup. He shared pictures of the property, its outbuildings, etc. The jail is able to send workers with supervision to do the cleanup but Mr. Gallagher thinks it's best to hire a company instead due to liability issues. The Selectmen will review the property with Jim Bean on Friday.

Mr. Gallagher reviewed Revenue and Expense information for the Transfer Station. He noted that there is more C/D than last year. Revenue for commodities will be down again this year. He also shared information regarding equipment repairs.

Chairman Sundquist made a motion to approve a report of the Great Meadow Conservation property for the Land Trust Accreditation Commission accreditation process, seconded by Selectman Wood. Vote unanimous.

Chairman Sundquist made a motion to approve a Gravel Tax Levy for Map 16-2-19, seconded by Selectman Wood. Vote unanimous.

The Selectmen signed the Discretionary Preservation Easement Deed for Map 55-2-18. The easement application was approved at their previous meeting.

Chairman Sundquist made a motion to approve the Yield Tax Levy for Maps 57-2-7 and 57-2-10, seconded by Selectman Wood. Vote unanimous.

Chairman Sundquist made a motion to approve an Intent to Cut for Map 41-3-14, seconded by Selectman Wood. Vote unanimous.

Chairman Sundquist made a motion to approve the NH DRA MS-60A for signature, seconded by Selectman Wood. Vote unanimous.

The Selectmen discussed the Pier 19 Crosswalk project. Chairman Sundquist reviewed an email from Tom Hall stating that he believes that what he sent covers the required points stated by the DOT. The email also lists the items that his organization would be willing to provide funding for, as well as their requests of the Town. The Selectmen agreed that they would rather meet with him in person to discuss the details of the project. Chairman Sundquist will work with Mr. Hall to arrange a time when they can all meet.

The Selectmen reviewed a memo from Karen Koch in regards to Town Building Fuel Pricing. She will obtain formal quotes for each fuel type for the 2016/2017 season.

The Selectmen reviewed a Town Buildings maintenance list from 2009. Selectman Marcussen will work with Jack Parsons to update this list.

Chairman Sundquist shared that she attended a Parks and Recreation meeting last Thursday. They worked on rewording the beach signs. A revised template will be reviewed before sending to the sign maker. They talked about planting and gardening at the triangle on County Road and Ledge Hill Road, cleaning up the butterfly garden at the school and the flag pole at 19 Mile Bay needing to be straightened. The Summer Program Kick off was announced as June 25, 2016. The group also discussed some master plan work.

Chairman Sundquist stated that the issue of Great Meadows not being separated from the Town Garage will be fixed and put back on the list of town owned properties.

Chairman Sundquist reviewed a letter from the NH Department of Revenue Administration stating that they completed their review of the Town's 2015 Assessment. Tuftonboro met all of the standards as recommended by the Assessing Standards Board and is seen as an excellent example for other communities to follow.

Chairman Sundquist reviewed a completed State of NH Board of Tax and Appeals Notice to All Tax Collectors that confirmed that Tuftonboro's final tax bills for 2015 were sent on November 30, 2015.

A memo from Chief Shagoury regarding Office and Garage Cleanup was also reviewed. The Police Department cleanup is anticipated to be completed by the September 26, 2016 Selectmen's meeting.

Other information that was reviewed was a Wetlands Permit Application for Map 46-3-8; Wetland Permit Application for Map 63-1-4; Email from the Carroll County Registry of Deeds stating that access to documents is now available online; Conservation Commission Draft Minutes of 3-28-16; Cemetery Trustees Draft Minutes of 4-5-16; PA-34 for Map 2-3-4; an email request from Mr. Eric Roseen

requesting the schedule and terms for the sale of the town properties; A Laconia Daily Sun article entitled "Stewart's Ambulance Service sold, but poised for growth"; and other miscellaneous informational items.

Chairman Sundquist shared that she received a list from Tax Collector, Jackie Rollins, of 21 potential properties to be tax deeded.

Chairman Sundquist confirmed that the 17 Beachwood Drive property was taken by the Town on May 20, 2013. She feels that it should be put on our list of properties for sale as it's coming to our third year anniversary. She asked that Karen Koch send this property information to the Conservation Committee and Planning Board for their consideration.

Chairman Sundquist reviewed a news release regarding the Northern Borders Regional Commission Grant Program Information Session on April 21, 2016 from 2-4pm at Great Hall in Wolfeboro.

Selectman Marcussen shared that the Planning Board met last Thursday. He shared that they approved a one year extension on the subdivision permit for the Shaw View subdivision and spoke of the details involved in the project. The Planning Board also spoke of town owned properties. They would like to see that the abutters have the right to buy at the highest bid price.

Selectman Marcussen also shared that the Milfoil Committee meets tomorrow morning for the first time this season.

Selectman Marcussen added that he will be attending the Town Officials workshop.

Selectman Wood asked if the Parks and Recreation Department is advertising, as other towns are at this time, for lifeguards. Chairman Sundquist responded that they have it well under control.

Selectman Wood has spoken with Bill Stockman. The Garden is tentatively prepped to be ready by the second week in May.

The Selectmen agreed to send a thank you letter to Robert Murray, as he will be completing 19 years as a member of the Zoning Board, 15 years as chairman.

Sue Weeks asked if the Selectmen's walk around with Jim Bean, with exclusion of the public, is a violation of RSA 91-A. Chairman Sundquist asked that Karen Koch check with the NH Municipal Association regarding this.

Ms. Weeks also handed out her concerns of town road maintenance issues, with pictures. The Selectmen will review these points with Mr. Bean.

At approximately 10:15 am, Chairman Sundquist made a motion to adjourn, seconded by Selectman Marcussen. Vote unanimous.

Respectfully submitted,

Karen Koch
Administrative Secretary

Tuftonboro Free Library
4-11-16 BOS Meeting

<u>2016</u>	Town	Gifts	Total
1 Salaries (gross)	\$144,853		\$144,853
2 Collection Development	\$18,000	\$14,225	\$32,225
6 Electric	\$3,300		\$3,300
11 Equipment	\$0	\$1,000	\$1,000
10 Maintenance	\$3,914		\$3,914
5 Heat	\$3,500		\$3,500
9 Postage	\$300		\$300
7 Telephone	\$850		\$850
8 Supplies	\$2,900	\$400	\$3,300
3 Programs	\$1,000	\$1,150	\$2,150
4 Staff Dev	\$900		\$900
12 IT	\$2,800	\$400	\$3,200
	\$182,317	\$17,175	\$199,492
			\$199,492

1 Salaries (7 staff)	\$144,853
2 Collection Development	\$18,000
3 Public Programs	\$1,000
4 Staff Development	\$900
5 Oil Heat	\$3,500
6 Electricity	\$3,300
7 Telephone	\$850
8 Supplies	\$2,900
9 Postage	\$300
10 Maintenance: B&G	\$3,914
11 Equipment & Furniture	\$0
12 Technology	\$2,800
Totals:	\$182,317

Tuftonboro Free Library Bldg Fund
YTD 2015

	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Income:													
Interest - Money Market	3.00	2.82	3.01										8.83
General Donations			100.00										100.00
Friends of the Library													
Holiday Festival Book Sale													
Yard Sale													
Plant Sale													
Sheldon Cram mem donations													
Art & Artisan Raffle/Sale													
Window Clings	15.00		13.00										28.00
Bookmarks	3.00	22.00											25.00
Raffle													
Exhibit Sales	75.00												75.00
Tomb Charit. Fund income													
Total Income	\$96.00	\$24.82	\$116.01										\$236.83
Transfer from CD													

Expenses (pd thru NOW):													
Renovations													
Total Expenses													
Transfer to new CD													

Bldg MMkt Balance	\$22,139.52	\$22,164.34	\$22,280.35	\$22,280.35	\$22,280.35	\$22,280.35	\$22,280.35	\$22,280.35	\$22,280.35	\$22,280.35	\$22,280.35	\$22,280.35	\$22,280.35
Building Acct. CD	160,594.61	160,728.59	160,871.92										
Fidelity (Bldg)	53,248.35	52,752.00	55,899.78										
Sub-total Building Funds	\$235,982.48	\$235,644.93	\$239,052.05	\$22,280.35									
Town Capital Fund	280,512.75	280,512.75	281,356.05										
Total Building Fund Accts	\$516,495.23	\$516,157.68	\$520,408.10	\$22,280.35									
Expenses paid 2005-2015	33,514.10	33,514.10	33,514.10	33,514.10	33,514.10	33,514.10	33,514.10	33,514.10	33,514.10	33,514.10	33,514.10	33,514.10	33,514.10
Expenses paid 2016													
Total Raised by Library	\$269,496.58	\$269,159.03	\$272,566.15	\$55,794.45									

Tuftonboro Free Library
YTD 2016

	January	February	March	April	May	June	July	August	September	October	November	December	Year to Date
Income:													
Book Sales	66.95	71.62	130.00										268.57
Copy Machine	81.00	54.00	95.00										230.00
Fines	54.00	15.50	16.00										85.50
Gifts - General	5,450.00	100.50	78.00										5,628.50
Town Funds			9,366.00										9,366.00
Interest - Checking Acc	0.97	0.89	1.06										2.92
Non-resident Fee			30.00										30.00
Other													0.00
Investments Income		559.32											559.32
Total Income	\$5,652.92	\$801.83	\$9,716.06	\$0.00	\$16,170.81								
Transfers from Bldg Fund													0.00

Non-Town Income	Budget	Actual
	Col. Dev.	14,225.00
Programs	1,150.00	1,213.50
Supplies	400.00	230.00
Equipment	1,000.00	1,000.00
IT	400.00	400.00
Other		0.00
Total	17,175.00	6,801.89

Expenses:	January	February	March	April	May	June	July	August	September	October	November	December	Petty Cash YTD	TOTAL BUDGET	YTD TOTALS	Total as % of Budget	INCOME YTD (NON-TOWN)	
Salaries (gross)	9,453.82	9,665.28	16,504.81											35,623.91	144,853.00	35,623.91	24.59%	3,958.39
Collection Development	2,478.05	2,936.30	2,489.39										0.00	7,903.74	32,225.00	7,903.74	24.53%	3,958.39
Electric	242.26	232.03	235.94										0.00	710.23	3,300.00	710.23	21.52%	0.00
Equipment		619.89											0.00	619.89	1,000.00	619.89	N/A	1,000.00
Maintenance	452.20	136.00	136.00										0.00	724.20	3,914.00	724.20	18.50%	0.00
Heat	496.86	327.96	261.39										0.00	1,086.21	3,500.00	1,086.21	31.03%	0.00
Postage	49.00												21.24	70.24	300.00	70.24	23.41%	0.00
Telephone	69.68	69.94	69.94										0.00	209.56	850.00	209.56	24.65%	0.00
Supplies	308.92	221.47	581.34										0.00	1,111.73	3,300.00	1,111.73	33.69%	230.00
Programs	68.00	57.00	75.00										111.16	311.16	2,150.00	311.16	14.47%	1,213.50
Staff Dev		45.00	60.00										0.00	105.00	900.00	105.00	11.67%	0.00
Petty Cash	100.00		100.00											200.00		83.29		0.00
IT	2,500.00													2,500.00	3,200.00	2,500.00	78.13%	400.00
Transfers														0.00		0.00		
Other		450.61												450.61		450.61		0.00
Total Expenses before Salaries	\$6,764.97	\$5,086.20	\$4,009.00	\$0.00	\$132.40	\$16,002.57	\$54,639.00	\$16,002.57	29.29%	\$6,801.89								
Total Expenses including Salaries	\$16,218.79	\$14,761.48	\$20,513.81	\$0.00	\$132.40	\$51,626.48	\$199,492.00	\$51,509.77	25.82%									
Building Renovations Paid *																		\$0.00
New Building Expenses Paid *																		\$0.00

Checking NOW Acct.	\$38,265.98	\$33,971.61	\$39,678.67	\$39,678.67	\$39,678.67	\$39,678.67	\$39,678.67	\$39,678.67	\$39,678.67	\$39,678.67	\$39,678.67	\$39,678.67	\$39,678.67
Money Market Acct. (Hopplin)	\$3,429.61	\$3,429.69	\$3,429.78	\$3,429.78	\$3,429.78	\$3,429.78	\$3,429.78	\$3,429.78	\$3,429.78	\$3,429.78	\$3,429.78	\$3,429.78	\$3,429.78
Interest income	0.09	0.08	0.09										
Transfers to NOW													
Money Market Acct. (Hopplin)	3,429.61	3,429.69	3,429.78	3,429.78	3,429.78	3,429.78	3,429.78	3,429.78	3,429.78	3,429.78	3,429.78	3,429.78	3,429.78

Year to Date
\$0.26
\$0.00

GEN FUND INVESTMENTS TOTAL	\$21,380.05	\$21,757.69	\$22,523.20	\$0.00									
HOPPIN FUND (In MMA)	3,429.61	3,429.69	3,429.78										
Fidelity - HOPPIN (*0907)	17,950.44	18,328.00	19,093.42										

TFL GEN FUND ACCOUNTS TOTAL	\$59,646.03	\$55,729.30	\$62,201.87										
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BUILDING FUNDS Sub-Total *	\$235,982.48	\$235,644.93	\$239,052.05	\$0.00									
Building Acct. CD	160,594.61	160,728.59	160,871.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Building Money Market	22,139.52	22,164.34	22,280.35										
Fidelity (Bldg)	53,248.35	52,752.00	55,899.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Town Capital Res Fund	\$280,512.75	\$280,512.75	\$281,356.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
BUILDING FUNDS Total *	\$516,495.23	\$516,157.68	\$520,408.10	\$0.00									

* see separate sheet for Bldg Acct details

Transfer station

BOS Meeting, 11 Apr 2016

- **Numbers....**
 - **Mar / Apr numbers**
 - **C/D is double what we had at end of Mar last year....80 plus tons vs. 46 tons...Grrrrr**
- **First truckload shipment out of Mixed Paper this year and also bulk Scrap metal P/U**
- **Personnel evaluations completed**
- **Annual DES Facility Report is complete and submitted.**
- **Previous Electrical issue fix completed. New pole / wiring for Quonset Hut and Fuel shed**
 - **Cost was as quoted \$1500**
 - **We saved at least an additional \$1500 at least on sitework by Rob doing trenching / dirt work / and backfill. Good job to Rob!!**
- **International Baler motor quit working Tues afternoon. Atlantic Recycle (Todd) was very responsive and was here at 7 am next day. Trouble shot and found loose wires from vibration over years. Will make that wire check part of our annual servicing requirements**
- **Dore property info:**
 - **Site check on Friday**
 - **Lots of work....need 30 yd container...W/M will do for same pricing we get....my guess total clean up would be \$800..guessing high end...probably will be less**
 - **Tires have to be separated out...W/M will charge \$25 for each tire. If they are separated out and brought to TS we do it for \$4 each tire. Easily a dozen or more tires are there.**
 - **Carroll county will provide prisoners to work ...we must provide equipment and safety gear..... Gloves, etc. Lead time needed...and weather dependant.**
 - **Proper way would be to have a backhoe with thumb and be able to load and compact the container to get the most bang for the buck...and inside of all out buildings should be cleaned out as well.**
 - **An abandoned vehicle is in the way, and would need to be removed for placement of C/D container and to be able to clean property with backhoe**
 - **My recommendation for job is to hire a company that has equip (backhoe) to do job.... in order to limit the towns liability...lots of stuff there to get cut with that needs to be picked up, and we don't know what is living in the piles of crap/cans...or what may be living in outbuildings that are overflowing with junk/cans...**
- **Annual maintenance on equipment in Fall**

Date	Expense Action	Revenue Action	Notes	Cost SW	Cost C/D	Cost	Revenue
1-Mar-16	WM Pup Comp #1 & CD		\$245 P/U vs \$334	XXX	XXX		
4-Mar-16	WM Pup Comp #2 & Plast		\$245 P/U vs \$334	XXX		XXX	
9-Mar-16	WM Pup Comp #1 & CD		\$245 P/U vs \$334	XXX	XXX		
15-Mar-16	WM Pup Comp #2 & CD		\$245 P/U vs \$334	XXX	XXX		
15-Mar-16	Electronics W/CRT		ECER - 5,640 lbs			975	
15-Mar-16	WM Pup CD & CD		\$245 P/U vs \$334		XXX (X2)		
17-Mar-16	WM Pup Comp #1 & Plast		\$245 P/U vs \$334	XXX		XXX	
23-Mar-16	WM Pup Comp #2 & CD		\$245 P/U vs \$334	XXX	XXX		
30-Mar-16	WM Pup Comp #1 & CD		\$245 P/U vs \$334	XXX	XXX		
30-Mar-16	Freon /Propane P/U		AC&G 14 Units-1 Prop			Free	

7 Solid Waste		WM (XXX tons)	XXXX				
7 C/D Containers		WM (XXX tons)		XXXX			
2 Plastic		WM (XXX tons)				XXXX	
0 Paper	Mixed paper	Casella (0 tons)					
Electronics W/CRT		ECER - 5,640 lbs				975	
Freon /Propane P/U		AC&G 14 Units-1 Prop				Free	
Resident Usage fees paid							\$3,040.00
Stickers fees collected							\$115.00
		Total					\$3,155.00

	Monthly Total	Prev Balance	Year to Date
Solid Waste	7 (xxx tons)	11 (115.73 tons)	18 (XXXX tons)
C&D	7 (xxx tons)	8 (46.88 tons)	15 (xxxx tons)
Plastic co-mingle	2 (xxx tons)	3 (3.21 tons)	5 (XXX tons)
Paper	0 (xxx tons)	0 (xxx tons)	0 (xxx tons)
Glass			
Cardboard Bales			
Alum Bales			
Steel Bales			
Electronics W/screen	1 (5,640 lbs)		1 (5,640 lbs)
car batteries			
Freon	1 (14 units)		1 (14 units)
Metal Scrap		1 (9.1 tons)	1 (9.1 tons)
Non-Ferrous Metal- Alum			
Non-Ferrous Metal- Cord			
Non-Ferrous Metal- Other			
Non-Ferrous Metal- Other			
Propane	1 (1 unit)		1 (1 unit)
Tires			
Used Oil			
Vegetable Oil			
Call 2 Recycle batteries			
Brush Removal			

