

TOWN OF TUFTONBORO
BOARD OF SELECTMEN
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Selectmen's Meeting
9:00 am – Town Office

Monday, December 12, 2016

MINUTES

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

Chairman Sundquist called the meeting to order at 9:00. There was a moment of silence for Niel Hansen prior to the Pledge of Allegiance. Mr. Hansen was a valuable member of the ZBA as well as a Veteran.

Selectmen Marcussen made a motion to approve the 12/5/2016 meeting minutes as corrected, seconded by Chairman Sundquist with all in favor.

Christie Sarles gave the Library report. Please see attached. The Library had the busiest November in 3-4 years. The Library is finding that they have to take things off the shelf in order to put up new material due to lack of shelving space. The Library Trustees voted to move their monthly meetings back to 8:00 to accommodate Story Time. Central NH VNA Hospice used the Library meeting room for training last month. The Library had a very successful tree lighting, carol sing and Polar Express reading. Ms. Sarles gave thanks to Jack Parsons for getting the walkway project done. **Karin** and **Don Hargy** donated a children's table for the children's area.

Jack Parsons gave the Building Department update. There have been 89 building permits, 16 new houses (a lot are new to the property, not just rebuilds) and 450 inspections. All lake ice eaters are in.

Selectman Marcussen shared that the overhead doors at the Highway Garage have deteriorated. An updated quote will be provided. (An older quote estimated the cost to be \$7,500.) Selectman Marcussen feels that money from Milfoil can be encumbered to cover this cost. Chairman Sundquist shared that there needs to be an agreement in order to encumber the funds. If the doors are ordered before the end of the year then the money can be encumbered.

Selectman Marcussen moved to approve an updated ACH agreement with Meredith Village Savings Bank, seconded by Selectman Wood with all in favor.

Chairman Sundquist moved to approve an Intent to Cut for PID 34-1-1, seconded by Selectman Wood with all in favor.

Chairman Sundquist signed a State of NH Department of Transportation Fuel Distribution Agreement for the Highway Department, certifying that the fuel is for the exclusive use of a NH local government town created under RSA Chapter 56.

The Selectmen signed thank you letters to David Ford, Ben Ladd, L.A. Drew, Norway Plains, HEB Engineers, Jack Parsons, and Eugene Kelley for their help with the Lang Pond Road Project.

The Selectmen discussed the 2017 Warrant Articles. They reviewed the list of 8 articles presented by CIP.

CIP Article #1: Chairman Sundquist shared that Tuftonboro will most likely receive \$65,000 in grant money for the Watershed Management Plan. Selectman Marcussen moved to move forward with an article for \$15,000 for a Watershed Management Plan, seconded by Chairman Sundquist with all in favor.

CIP Article #2: This article was for \$180,000 to purchase new portable and mobile radios for the Fire/Rescue Department. Chief Thompson found that only mobile radios need to be replaced this year. Portable radio replacements can wait until 2019. This reduces the requested amount from \$180,000 to \$41,268. Chairman Sundquist moved to move forward with an article for \$41,268 for the purchase and installation of mobile radios, seconded by Selectman Wood with all in favor.

CIP Article #3: Selectman Marcussen moved to move forward with an article for \$42,000 to be added to the Fire/Rescue Department SCBA Capital Reserve Fund, seconded by Selectman Wood with all in favor

CIP Article #4: Selectman Marcussen moved to move forward with an article for \$235,000 for paving of town roads and road improvement projects, seconded by Chairman Sundquist with all in favor.

CIP Article #5: \$13,000 to purchase and install a new air filtration system in the Town Garage. Selectman Wood shared that the estimate of \$13,000 was based on the system in the Melvin Village Fire Station. The Selectmen want to go forward with this project but need the estimate updated specifically for the Town Garage.

CIP Article #6: Selectman Wood moved to move forward with an article for \$25,000 for the boat ramp at Lake Road in Melvin Village, seconded by Selectman Marcussen with all in favor. It was noted that this amount may change.

CIP Article #7: Selectman Wood moved to move forward with an article for \$50,000 to be added to the Library Capital Reserve Fund, seconded by Selectman Marcussen with all in favor.

CIP Article #8: Chairman Sundquist moved to move forward with an article for \$55,000 for the purchase of a new police vehicle, seconded by Selectman Marcussen with all in favor.

CIP Article #9: Chairman Sundquist moved to move forward with an article for \$50,000 to be added to the Police Facility Capital Reserve Fund, seconded by Selectman Wood with all in favor.

The Selectmen also discussed other warrant articles that did not go through CIP:

Selectman Wood moved to move forward with an article for \$9,206 for the Mirror Lake Boat Launch and Improvements, seconded by Selectman Marcussen with all in favor.

Selectman Wood moved to move forward with an article for a \$5,000 Contingency to come out of the Fund Balance, seconded by Selectman Marcussen with all in favor.

Selectman Wood moved to move forward with an article for \$500 to support MWV Supports Recovery, seconded by Selectman Marcussen with all in favor.

Selectman Wood moved to move forward with an article for \$10,000 for the Pier 19 Crosswalk Project, seconded by Selectman Marcussen with all in favor. There may be fundraising to offset this amount.

CIP put the Transfer Station Internet Connectivity project on the schedule for 2018. Selectman Marcussen moved to move forward with an article for 2017 for \$12,000 for the improved internet connectivity at the Transfer Station, seconded by Selectman Wood with all in favor. This number may change if a lesser amount is negotiated.

The Selectmen agreed to use the Fund Balance for the Capital Reserve items for a total of \$142,000. This includes SCBA and the two building funds.

Chairman Sundquist shared that there was a Budget Committee meeting last week and CIP provided their presentation of the CIP Report. The next Budget Committee meeting is January 3rd. Chairman Sundquist noted that the new website is up and looks good. Chairman Sundquist thanked Karen Koch for her work on the site.

Selectman Wood shared that a resident let him know that the Tuftonboro vertical town sign is missing on Durgin Road.

As Jim Bean was absent, the Selectmen reviewed the Lang Pond Road checklist with Jack Parsons for any outstanding items. Mr. Parsons shared that the engineer for this project feels that rocks shouldn't be added to the perched beach. It was agreed that signs could be under Mr. Bean's budget next year. The Selectmen would like a cost estimate and completion dates from Mr. Bean for the signs, cleaning out the inlet to the single culvert, channel to the lake and culvert and twice annual cleaning of the rain garden located at the turn around.

Selectman Wood suggested that it might be good to designate someone from the town, and suggested that it be Mr. Bean, to work with the snowmobile club to designate and construct an alternate entrance to the Lake so that machines are not entering and exiting over the new perched beach. Selectman Wood suggested working with Wolfeboro in regards to beaver control. It was agreed that this is not a budgetary item, that it is ongoing maintenance.

Selectman Wood moved to encumber the remaining balance of budget line **4909-15-730 Lang Pond Road Warrant Article**, in the amount of **\$25,908.57**, seconded by Chairman Sundquist with all in favor.

Selectman Marcussen shared that he attended the third workshop on energy master planning last week. He feels that it is a very well structured program and something that has merit for Tuftonboro. The consultant that's working with utilities can do an introductory session with the Town when an opportunity is available. Selectman Marcussen suggested that the best time would be after Town Meeting. There are currently two people appointed to the Town Energy Committee and more are needed.

Chairman Sundquist will do the Selectmen's portion for the Tuftonboro Times Winter Edition.

The Selectmen reviewed a request from Lisa Beveridge to hold the third annual Beer Fest on January 28, 2017. The Selectmen agreed that she would need to have the Fire Chief and Police Chief sign off on it. She also needs to provide a Certificate of Insurance with the Town named.

The following correspondence was also reviewed: White Church News Release; Board of Selectmen's meeting schedule for January-June 2017; PA-34 for 46-2-14; Library financial information; Building Permit for PID 52-1-39; letter from Lakes Region Humane Society; NHDES Municipal EcoLink Nov/Dec 2016; NewsLink 12/7/16; Certificate of Achievement for Chief Shagoury; Councilor Kenney Report; various meeting minutes; various emails and other correspondence.

During public input, Max Ledoux offered information for trappers that could help with Lang Pond Road and he mentioned a telephone pole that is at an extreme angle on Durgin Road. Selectman Marcussen suggested that Mr. Ledoux check the pole to see who owns it and call the company for assistance. In response to Betsy Frago, Chairman Sundquist shared that she will follow up with counsel for an update on Brown Road.

Chairman Sundquist shared that the Selectmen's Request for the operating budget for 2017 is \$3,618,490.

At approximately 10:12 am, Chairman Sundquist made a motion to adjourn, seconded by Selectman Wood with all in favor.

Respectfully submitted, Karen Koch, Administrative Secretary

TFL STATISTICS

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2016
CIRCULATION:													
Adult Fiction	524	522	580	575	569	697	774	803	644	577	522		6,787
Adult Non-Fiction	175	143	156	187	183	188	218	227	201	160	155		1,993
Large Print	33	50	44	42	41	53	82	93	89	48	70		645
Young Adult Fiction	54	38	50	61	50	58	85	120	58	42	25		641
Young Adult Non-Fiction	0	1	0	0	2	2	3	4	4	3	2		21
Kids' Fiction	425	498	595	512	477	535	769	603	517	482	529		5,942
Kids' Non-Fiction	76	147	125	143	126	90	166	148	98	71	114		1,304
Inter-Library Loans	26	33	39	49	31	30	28	31	46	43	35		391
TOTAL BOOKS:	1,313	1,432	1,589	1,569	1,479	1,653	2,125	2,029	1,657	1,426	1,452	0	17,724

Adult DVDs	636	615	693	567	586	748	896	861	636	604	513		7,355
Adult CDs - Music (Holiday)	N/A		4										
Adult Books on CD	76	69	61	71	75	104	110	114	103	100	91		974
Kids' DVDs	181	242	241	261	186	203	292	318	227	167	294		2,612
Kids' CDs - Music	0	0	1	0	1	7	0	2	0	1	1		13
Kids' Books on CD	11	6	10	10	13	12	9	15	3	10	9		108
Games (Will & Board)	19	19	21	12	18	9	26	22	10	11	15		182
Kill-A-Watt Meter	0	1	0	1	0	0	0	0	0	0	0		2
Kindle	0	0	0	1	0	0	0	0	0	0	1		2
Museum Passes	10	7	2	0	11	10	35	38	15	3	3		134
Periodicals	45	29	40	43	29	41	37	35	36	29	50		414
Puppets	3	0	4	4	0	1	3	6	1	3	2		27
Snowshoes	2	3	0	0	0	1	3	6	1	1	0		5
Telescope	N/A		14										
Vertical File	4	4	3	5	7	5	6	10	12	4	5		65
Overdrive Audiobooks	62	60	44	34	43	40	39	35	24	24	26		431
Overdrive eBooks	158	159	192	128	145	129	132	113	93	80	93		1,422
Overdrive Periodicals	3	2	3	8	6	2	8	2	2	6	0		42
Hoopla Audiobooks	11	32	28	30	17	30	17	27	34	27	38		291
Hoopla eBooks	4	19	18	8	11	16	20	15	17	23	29		180
Hoopla Comics	1	1	1	0	0	1	4	1	0	0	1		15
Hoopla Music	16	6	10	1	12	12	13	8	6	10	14		108
Hoopla Movies	14	20	18	28	22	11	8	5	5	15	9		155
Hoopla TV	0	7	12	3	6	0	0	11	7	14	6		66
Database Usage (EBSCO, Genealogy, Transparent ID	95	122	119	159	185	206	228	199	215	337	253		2,118
TOTAL OTHER MATERIALS:	1,351	1,423	1,521	1,374	1,377	1,587	1,886	1,841	1,446	1,476	1,457	0	16,739

TOTAL CIRCULATION:	2,664	2,855	3,110	2,943	2,856	3,240	4,011	3,870	3,103	2,902	2,909	0	34,463
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Total # Materials Added:	100	204	219	133	176	138	78	140	162	158	203		1,711
Total # Materials Deleted:	92	102	70	174	168	5	122	73	42	297	233		1,378
Collection Count:	31,728	31,830	31,979	31,938	31,946	32,079	32,035	32,102	32,222	32,083	32,053		

TFL STATISTICS

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2016
PATRONAGE:													
New Library Cards	15	5	9	7	5	13	12	24	14	6	5		115
Computer Users	64	71	102	87	52	85	104	131	101	80	103		980
Netbook/Chromebook Users	23	14	18	20	1	2	6	9	0	3	9		105
WIFI Users	70	88	67	92	85	116	268	239	116	130	62		1,333
Casual Users	44	50	45	53	37	41	52	82	38	30	38		510
Open Days	20	20	23	22	21	22	22	22	22	21	19		234
Open Hours	144	144	167	158	152	159	158	159	161	148	150		1,698
Service Assistance	42	47	42	45	40	38	57	65	43	55	48		522
Technical Assistance	24	27	26	18	19	23	44	52	41	23	28		325
Adult Reference	8	7	11	28	10	20	11	11	8	14	3		131
Kids' Reference	1	9	5	6	3	5	4	6	5	8	6		58
Volunteer Hours	13	17	21.5	15	21	39	98	52	23	14.5	9.5		323.5
HAMEL MEETING ROOM USE:													
Adult Library Programs/Meetings	12	10	11	10	9	15	19	11	13	12	11		133
Adult Lib Prgm/Mtng Attendance	34	51	53	91	71	69	90	60	91	51	44		705
Kids' Library Programs	9	9	12	10	9	8	5	0	6	8	5		81
Kids' Library Program Attendance	135	120	181	164	112	104	202	0	76	78	75		1,247
Outreach Library Programs	0	0	0	1	0	1	0	2	0	2	0		6
Outreach Attendance	0	0	0	18	0	63	0	75	0	40	0		196
Total Library Programs/Meetings	21	21	22	20	18	19	23	13	19	22	16		214
Total Program/Meeting Attendance	169	171	227	255	183	236	292	135	167	169	119		2,123
Other Meeting Room Usage	9	12	11	9	8	6	6	6	4	7	10		88
INCOME:													
Out of Town Patron Fees	\$0.00	\$0.00	\$30.00	\$0.00	\$60.00	\$0.00	\$0.00	\$0.00	\$90.00	\$60.00	\$0.00		\$240.00
Overdue Fines	\$54.00	\$15.50	\$16.00	\$25.00	\$23.50	\$32.50	\$22.50	\$25.00	\$41.00	\$61.00	\$24.00		\$340.00
Book Sales	\$66.95	\$71.62	\$130.00	\$50.00	\$51.00	\$145.65	\$87.00	\$160.00	\$95.00	\$131.21	\$171.98		\$1,160.41
Copier/Printer/Fax	\$81.00	\$54.00	\$95.00	\$47.00	\$38.00	\$47.00	\$36.00	\$123.00	\$61.00	\$93.00	\$88.60		\$763.60
Donations	\$5,128.00	\$581.32	\$91.00	\$601.00	\$425.00	\$1,951.00	\$2,321.70	\$12,989.49	\$1,932.27	\$999.00	\$718.00		\$27,737.78
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:	\$5,329.95	\$722.44	\$962.00	\$723.00	\$597.50	\$2,176.15	\$2,467.20	\$13,297.49	\$2,219.27	\$1,344.21	\$1,002.58		\$30,241.79
Allocated to Collection:	\$2,695.95	\$646.44	\$201.00	\$75.00	\$159.50	\$203.15	\$199.50	\$360.00	\$462.27	\$317.21	\$220.98		\$5,541.00
Allocated to Programs:	\$1,060.00	\$0.00	\$53.00	\$293.00	\$100.00	\$100.00	\$295.00	\$0.00	\$200.00	\$0.00	\$75.00		\$2,176.00
Allocated to Supplies:	\$81.00	\$54.00	\$95.00	\$47.00	\$38.00	\$47.00	\$36.00	\$268.97	\$61.00	\$93.00	\$88.60		\$909.57
Allocated to Building Fund:	\$93.00	\$22.00	\$13.00	\$8.00	\$300.00	\$1,826.00	\$1,936.70	\$12,668.52	\$1,496.00	\$934.00	\$618.00		\$19,915.22
Allocated to Other:	\$1,400.00	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,700.00
TOTAL ALLOCATED:	\$5,329.95	\$722.44	\$362.00	\$723.00	\$597.50	\$2,176.15	\$2,467.20	\$13,297.49	\$2,219.27	\$1,344.21	\$1,002.58		\$30,241.79