

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

Tuesday March 10, 2020

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 Chip Albee, Selectman Lloyd Wood, Selectman Bill Marcussen, and Administrative Secretary Karen Koch.

CALL TO ORDER

Chairman Albee called the meeting to order at approximately 8:50 am. At approximately 8:50 am, Chairman Albee moved to enter non-public session per RSA 91-A:3 II (a) to conduct job performance reviews, seconded by Selectman Wood. Roll call vote: Albee – Yes; Wood – Yes; Marcussen – Yes. At approximately 9:11 am, Chairman Albee moved to end the non-public session and move back into public session, seconded by Selectman Marcussen with all in favor. Selectman Wood moved to seal these non-public minutes, seconded by Selectman Marcussen with all in favor.

At approximately 9:12 am, Chairman Albee reconvened public session and led the pledge of allegiance.

PUBLIC INPUT

None.

MINUTES

Selectman Marcussen moved to approve the 3/2/20 meeting minutes as written, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to approve the 3/2/20 non-public meeting minutes as written, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to unseal the 3/2/20 non-public meeting minutes, seconded by Selectman Wood with all in favor.

APPOINTMENTS

Christie Sarles gave the Library update. Please see attached. Statistic numbers are low as the Library was only open for 14 days in February. They are currently operating in the new addition while the existing building is being renovated. The entire project is expected to be completed in early May. The contractor is working on evening out room temperatures but other than that there have not been any issues during construction. The large meeting room is filled with books but the small meeting room is available for public use. While the Library was closed people took advantage of online resources. Ms. Sarles went to a regional library meeting last week regarding the coronavirus and has implemented recommended precautions. Ms. Sarles replied to Selectman Wood that the Library doesn't have any use for the leftover historical books located in the Town House or Town Offices.

Steve Wingate, Larry Gil and Clay Gallagher met with the Selectmen to provide their recommendations on the landfill bids. Mr. Gil provided a memorandum for the Selectmen and a brief synopsis of the four lowest bid proposals selected by himself and Mr. Wingate: Aries Engineering, EnviroTrac, Stantec, and Hydro-Geochemical Solutions. Horizons Engineering was thought to be one of the four lowest bidders initially but after further review of their additional lab costs they were found to be more expensive than Stantec. Mr. Gil added that his first choice would be Sanborn Head and recapped how Sanborn Head discovered the paper fiber/PFAS evidence in the landfill cover when completing their second opinion review of the landfill. Although our current provider, Stantec, wasn't aware of this concern, Mr. Gallagher stated that they did offer voluntary PFAS testing availability, which the Town is now doing. He also stated that Stantec rectified their error of not including additional testing in one of their reports. He has found their communication to be satisfactory. Mr. Wingate added that the more expensive bids didn't prove to offer anything additional over the

other proposals. Mr. Gil added that only Aries and Sanborn Head mentioned doing due diligence in regards to the Great Meadow et al. However all four of the lowest bidders seem to have the ability to provide this service. There was discussion regarding suggestions on the best way to move forward in terms of future testing and vendor services. Selectman Marcussen shared the advantage of Sanborn Head, Horizons Engineering and Stantec being known vendors that have done business with the Town.

Clay Gallagher provided a written recommendation suggesting that the Town continue with Stantec for one more year as time is of the essence and some required testing is due now (scheduled for February/March). He suggests further screening of the bidding companies and awarding a three year contract in 2021. Chairman Albee suggested that if the Town proceeds per Mr. Gallagher's suggestion than the next bid proposal should be written to include any additional testing that may be desired in terms of the PFAS cap and the Great Meadow/Watershed. Selectman Wood shared that he will make his decision based on lowest cost, vendors that are verse in working with the Department of Environmental Services (DES), continuity, and the relationship of the department head with the vendor. Although he added that change is also healthy. He noted that Stantec provided a non-proprietary outline of testing for the Town to use for the bidding process and that invoicing issues have been cleared up. He also agreed with awarding a 3-year contract rather than 1 year. Selectman Marcussen didn't agree with going through this process another time. This led to discussion regarding the potential of changing the scope of work for the next bidding process as well as potentially separating regular annual monitoring from additional monitoring. Mr. Wingate shared his and Mr. Gil's negative customer service experience with Stantec. Selectman Wood moved to award the contract to Stantec and to meet with them, seconded by Selectman Marcussen for discussion. Chairman Albee added that the Board needs to follow up with testing and meet with Stantec to review expectations. Vote passed 2-1. Selectman Marcussen against as other vendors are less expensive and can provide this service. He added that Stantec is not expanding services and he feels that the Town is just staying with a known vendor. Prices of the four recommended vendors were reviewed again to show that Stantec was not the lowest bidder and discussion followed of the other vendors' ability to provide the service. Chairman Albee felt that there wasn't the opportunity to bid on anything other than the service we are already receiving. A three year contract will be considered later this year when this topic is revisited. Clay Gallagher reiterated his suggestion to keep required monitoring separate from other monitoring services.

Clay Gallagher gave the Transfer Station update. Please see attached. The grant for the baler could total \$1500-\$2000. Chairman Albee showed concern regarding revenue to date. Mr. Gallagher responded that revenue typically increases greatly during the summer months. Mr. Gallagher and Selectman Wood will work together to arrange cleaning services for the Transfer Station.

SIGNATURE FILE

Chairman Albee moved to reject a request for an interest waiver for late payment of taxes for PID 52-3-54, seconded by Selectman Marcussen with all in favor. Selectman Marcussen moved to approve an elderly exemption for a \$20,000 assessment reduction for PID 16-5-15, seconded by Selectman Wood with all in favor. Selectman Wood moved to approve a Notice of Appointment for Adam Stockman to the Agricultural Commission, seconded by Chairman Albee with all in favor. Selectman Wood moved to approve a tax form 8283 (Noncash Charitable Contributions) for Kate Nesbit's conservation easement to the Town, seconded by Selectman Marcussen with all in favor. Selectman Wood moved to approve a Standard Veteran's Credit for PID 59-2-31, seconded by Selectman Marcussen with all in favor.

SELECTMEN'S UPDATE

Selectman Wood shared that he and Chief Shagoury met with Misty Sinsigalli of the USDA. She gave the background of grants available for Carroll and Grafton counties as a result of FEMA disaster funds. (No additional funds will be available in 2021.) Tuftonboro is eligible to receive up to \$200,000- \$250,000 of the \$1 million that is available. Chief Shagoury will complete the application form by the 4/17/2020 deadline. USDA has an architect that reviews the plans and would be involved with the entire building project. They also require a Clerk of the Works. The application requires a public hearing to be held. It was agreed to hold the hearing on 4/6/2020 at 9:00 am. Separately, Chief Thompson will be working on USDA radio grants of up to \$50,000. Selectman Wood noted loan information and fund availability for bridges. He also shared the attached written statement regarding snow removal at the Tuftonboro four corners. Chief Shagoury will provide the name of a company that does crime scene cleanup as they may also provide disinfection services for Town buildings.

Chairman Albee shared that the 3/5/20 Planning Board short term rentals/Airbnb presentation was canceled and is rescheduled for 5/7/20. He will provide the NHEC Broadband Petition for signature at Town Meeting.

CORRESPONDENCE

The Selectmen reviewed information downloaded from the NHMA Wage Study. Selectman Wood will attend a 3/31/20 Regional Select Board Meeting at 6:30 pm at the Moultonborough Town Hall. The Selectmen reviewed a quote from Northeast Record Retention for document shredding services. The Selectmen agreed to schedule the service for the end of March-beginning of April. The Selectmen agreed to invite Chris Fournier of HEB to meet with them to further discuss the Tuftonboro Neck Road Bridge as the State is changing how they are utilizing State Bridge Aid. Selectman Marcussen will attend a 2020 Northern New England Rural Transportation Finance Summit being held 3/26/20 at Plymouth State University. The Selectmen reviewed information regarding the development of the Moultonborough Bay and Winter Harbor Watershed Management Plan. The Selectmen reviewed Verizon's preliminary drawings for wireless towers at the Highway Garage and Central Fire Station. Mr. Yee will be invited to meet with the Selectmen assuming that the article passes at Town Meeting. The Selectmen revised the Town Meeting Police Facility handout. Selectman Wood mentioned that the ramp at the Town beach has been torn up. Phase two of the beach project is planned for completion after approval at Town Meeting so the issue can be addressed then. The Board will discuss the Police Department keeping a spare vehicle if the new cruiser passes at Town Meeting. Chairman Albee shared that the Board reviews property sales in comparison to assessment value throughout the year.

Other correspondence reviewed included: Library financial update; PA-34s for PIDs 15-1-12, 55-2-13, and 40-4-9; NHMA 3/6/20 Legislative Bulletin; DHHS Health Alert: NH Lakes 3/6/20 Advocacy Alert; BCEP 3/19/20 Roundtable Information; CDC letter regarding the prevention of COVID-19 at Election Polling Places; Letter re: PID 50-3-1; Building Permit for PID 60-1-6; Driveway Permit for 16-1-7; John Gray's proposed plans for the new police station; NH BEA March 2020 newsletter; Letter from the State of NH Liquor Commission regarding Pier 19 Country Store; Primex training information; NH DHHS Coronavirus Disease Health Alert Update #5; UNH T2 training information; USDA funding information; NHDES 2020 Water Infrastructure Funding Workshop Information; various emails; various minutes and other various correspondence.

PUBLIC INPUT

The Selectmen responded to Joe Kowalski regarding waterfront property assessments and Blue Loon Transportation.

NON-PUBLIC SESSIONS/OTHER BUSINESS

At approximately 10:49 am, Chairman Albee moved to enter non-public session per RSA 91-A:3 II (I) legal correspondence, seconded by Selectman Wood. Roll call vote: Albee – Yes; Wood – Yes; Marcussen – Yes. At approximately 11:05 am, Chairman Albee moved to end the non-public session and move back into public session, seconded by Selectman Marcussen with all in favor. Selectman Wood moved to seal these non-public minutes, seconded by Selectman Marcussen with all in favor.

At approximately 11:05 am, Chairman Albee moved to enter non-public session per RSA 91-A:3 II (a) to conduct job performance reviews, seconded by Selectman Wood. Roll call vote: Albee – Yes; Wood – Yes; Marcussen – Yes. At approximately 11:31 am, Selectman Wood moved to end the non-public session and move back into public session, seconded by Selectman Marcussen with all in favor. Selectman Wood moved to seal these non-public minutes, seconded by Selectman Marcussen with all in favor.

Skip Hurt met with the Selectmen regarding his petitioned Willand Road article. The Selectmen confirmed their support for the article and will offer an amendment at Town Meeting in terms of necessary roadway improvements. The Selectmen reviewed the other warrant articles in preparation for Town Meeting. The meeting was suspended at 11:43 am.

At approximately 1:30 pm, Chairman Albee moved to enter non-public session per RSA 91-A:3 II (a) to work on job performance reviews, seconded by Selectman Wood. Roll call vote: Albee – Yes; Wood – Yes; Marcussen – Yes. At approximately 3:07 pm, Selectman Wood moved to end the non-public session and move back into public session,

seconded by Selectman Marcussen with all in favor. Selectman Wood moved to seal these non-public minutes, seconded by Selectman Marcussen with all in favor.

The Selectmen revisited the topic of holding a staff meeting and agreed that it wasn't necessary at this time.

ADJOURNMENT

The Selectmen stayed in public session throughout the day as they were in attendance for Town Elections. At approximately 7:00 pm, Chairman Albee moved to adjourn, seconded by Selectman Marcussen with all in favor.

Respectfully submitted,
Karen Koch, Administrative Secretary

[illegible]

[illegible]

B.O.S. Meeting 3/10/2020:

Transfer Station

1. Monthly Totals for Feb 2020 (8 SW compactors, 5 C/D containers, 2 Plastic Containers)
 - a. Revenues thru Feb 2020 are approx. \$8,755.
2. General Info Items
 - a. Administrative requirements due:
 - i. Tuft Times Article – Complete.
 - ii. Employee Evaluation Reports – Complete.
 - iii. Updated bids for CIP inputs - Complete. (Compactor with new hopper \$23,995, Baler \$11,750)
 - iv. TS Budget for 2020 – Complete: thru BOS and Public Budget Meeting
 - v. DES Annual Facility Report – Complete (need landfill monitoring info and dates and it will be complete)
 - vi. Annual Report for Town Meeting – Complete (need avoided costs summary and it will be complete)
 - vii. Avoided costs Matrix – Complete (need final numbers from W/M and it will be complete)
 - viii. NHTB Grant for new Baler – working
 - ix. New Transfer Station Brochure – working
 - x. Landfill Monitoring contract – working
 - b. 2 pallets of lead acid batteries – awaiting p/u

Date	Expense Action	Revenue Action	Notes	Cost SW	Cost C/D	Cost	Revenue
4-Feb-20	WM Comp #1 & C/D		\$286 P/U vs \$390	946	680		
6-Feb-20	WM Comp #2 & C/D		\$286 P/U vs \$390	944	599		
11-Feb-20	WM Comp #1 & Plastic		\$286 P/U vs \$390	1046		322	
14-Feb-20	WM Comp #2 & C/D		\$286 P/U vs \$390	698	1089		
18-Feb-20	WM Comp #1 (Single)		\$195 Haul	1030			
21-Feb-20	WM Comp #2 & C/D		\$286 P/U vs \$390	704	531		
25-Feb-20	WM Comp #1 & C/D		\$286 P/U vs \$390	943	625		
27-Feb-20	WM Comp #2 & Plastic		\$286 P/U vs \$390	921		262	

8 Solid Waste		WM (69.38 tons)	\$7,233			
5 C/D Containers		WM (32.29 tons)		\$3,525		
2 Plastic		WM (2.38 tons)			584	
0 Glass		WM (XXXX tons)			0	
Resident Usage fees paid						\$3,658.00
Stickers fees collected						\$60.00
		Total	7233	3525	584	\$3,718.00

\$8,755

	Monthly Total	Prev Balance	Year to Date	Last Year to date
Solid Waste	8 (69.38 tons)	10 (92.65 tons)	18 (162.03 tons)	18 (141.93 tons)
C&D	5 (32.29 tons)	7 (41.43 tons)	12 (73.72 tons)	10 (57.04 tons)
Plastic co-mingle	2 (2.38 tons)	3 (3.95 tons)	5 (6.33 tons)	5 (5.47 tons)
Glass	0 (XXXX tons)	0 (XXXX tons)	0 (XXXX tons)	
Paper				
Cardboard Bales				
Alum Bales				
Steel / Tin Cans				1(4.4 tons)
Electronics W/screen				
car batteries				
Freon				
Metal Scrap		1 (11.8 tons)	1 (11.8 tons)	1 (8.6 tons)
Non-Ferrous Metal - Cop				
Non-Ferrous Metal - other				
Propane				
Tires				
Used Oil				
Call 2 Recycle				
Bulbs				

Road Agent Update

On 26 Feb 20 Road Agent BEAN and BOS WOOD met with Ms. GOLDING located at Tuftonboro Four Corners.

The State of NH and Town of Tuftonboro have been moving the snow after domestic plowing at the house located on the corner of Ledge Hill Road and Rte. 171. The snow has been placed between the 2 houses located at that intersection.

Now that it is late in the season, the deposit area is becoming muddy and the snow has become quite dirty.

We interviewed MS. MORRILL and she gave permission to deposit the snow on her property that is adjacent to Ledge Hill Road.

Both home owners were cooperative and pleasant to speak and deal with. They are good neighbors.

We seemed to have solved the problem for the remainder of this winter season.

Added Information:

We took the liberty of discussing some tentative plans for next year. We met with the Transfer Station Manager and will work on trucking the snow to a collection point at his facility.

Road Agent Bean