

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](http://www.tuftonboro.org)

Selectmen's Meeting Minutes  
9:00 am – Town House

Monday April 13, 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>.

Present: Chairman Lloyd Wood, Selectman Bill Marcussen and Selectman Chip Albee. Administrative Secretary Karen Koch attended via telephone.

### **CALL TO ORDER**

Chairman Wood called the Selectmen's meeting to order at 9:00 am and led the pledge of allegiance. Chairman Wood read aloud a statement of how the public can participate in the meeting via telephone. He also announced that former Selectman Ted Bense passed away. A moment of silence was held in his memory.

### **PUBLIC INPUT**

None.

### **MINUTES**

Selectman Marcussen moved to approve the 4/6/20 meeting minutes as written, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve the 4/6/20 non-public meeting minutes as written, seconded by Selectman Albee with all in favor.

### **APPOINTMENTS**

Jack Parsons gave the Building Department update. To date there have been 29 building permits, 7 new homes and 105 inspections. The Transfer Station doors and the windows at the Town Offices will be installed soon. The beach parking lot is coming along well. The swim platforms have been moved to the other side of the wooden rail as they were previously in the middle of a drainage ditch. Phase two of the 19 Mile Bay Beach Improvements project is underway. The only issue that Mr. Parsons noticed is that the drainage ditch on the right-hand side of the retention pond needs to be staked or marked to prevent people from driving there. The damage to the ramp has been repaired. For the most part, Mr. Parson's departmental business has carried on as usual in light of Covid-19 besides handing of paperwork via mail rather than in person. He confirmed that work at the 19 Mile Bay store has begun. Their anticipated Memorial Day opening may be delayed as contractor availability has been hampered due to Covid-19 concerns. He updated the Selectmen regarding the status of junkyard cleanups.

In response to Covid-19, Selectman Marcussen encouraged people that are concerned about attending the Selectmen's meetings in person to use the call-in audio access.

Clay Gallagher gave the Transfer Station update via telephone. Please see attached. The Transfer Station revenue will be reduced a bit as sticker sales are down this year as it is the second year of sticker use. NTC of Tilton will clean and disinfect the Transfer Station today. Transfer Station employees have executed the Covid-19 plan and the changes have been well received by the public. The Department of Environmental Services (DES) has been notified and approved the changes in operation. Employees have been provided personal protective equipment. As off-site facility trainings have been cancelled, the department will hold their own on-site training session tomorrow. Large pieces of cardboard are allowed in C/D container #1, plastics in a 30 yard container and glass in another 30 yard container. The only recyclable items that are not being accepted are aluminum/steel cans but means for doing so are being considered. Improved signage has been posted and Mr. Gallagher will ask Jim Bean to install iron posts in order for additional signage to be posted. The public is welcome to take the bricks that are near the brush pile. Transfer Station employees have been healthy. In the event that backup is necessary, Kerry and Ralph have the ability to run the Transfer Station if the primary employees become ill.

## **SIGNATURE FILE**

The Selectmen reviewed a change order from GW Brooks to install stairs at 19 Mile Bay Beach for \$6795. GW Brooks will waive the mobilization charge if the work is done while they're still working there. Selectman Marcussen moved to approve the installation of these stairs to provide easier access from the perched beach down to the natural shoreline, seconded by Selectman Albee for discussion. The Selectmen will decide which budget line to charge this expense to after they review an updated expenditure report. Vote passed with all in favor. The Selectmen reviewed a letter of agreement from HEB for \$2200 to review Farm Pond Road in regards to its reclassification to a Class V road as well as field reports submitted to the Planning Board during the Farm Pond Road subdivision process. The Board agreed to follow the process that HEB has already established with our Planning Board and await the subdivision final approval rather than hire HEB separately. Selectman Marcussen was present when FR Carroll looked at Farm Pond Road with Mr. Greymont and Jim Bean last week. Mr. Greymont indicated to Mr. Bean that he didn't want to finish paving the road right now as there is some additional construction that is going to take place. Therefore, reclassification will not take place at this time. Selectman Marcussen moved to approve an abatement recommendation for PID 2-1-77, seconded by Selectman Albee for discussion. Selectman Albee shared his opinion that this property will sell for more than its assessment. Vote passed with all in favor. Chairman Wood moved to approve an abatement recommendation for PID 15-3-32, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve an abatement recommendation for PID 16-2-15, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve an abatement recommendation for PID 32-1-1, seconded by Selectman Albee. Vote passed 2-0. Chairman Wood abstained as this is pertinent to a family member.

## **CORRESPONDENCE**

Chairman Wood read aloud an update from Chief Thompson noting that the Fire Department responded to a second alarm structure fire mutual aid call at 581 Pleasant Valley Road in Wolfeboro. Selectman Albee commended Chief Thompson for his effort in keeping the Selectmen informed. Guy Pike sent an email that he would like to participate in the 19 Mile Brook Committee. Selectman Marcussen summarized that the Town Wide Cleanup Day has been coordinated by the Tuftonboro Association for this coming Saturday. After discussion, the Association agreed that the event is deemed appropriate with the Governor's Orders. Blue bags are available at the Town Offices. Bags can be left on the side of State roads for pickup by NHDOT. Town road debris needs to be taken to the Transfer Station. Participating parties are asked to post updates on the Tuftonboro Association Facebook page. The Board agreed with Stantec continuing with April landfill testing in light of the Governor's Order for Closure of non-essential businesses. Chief Shagoury, Chief Thompson, Jim Bean and Clay Gallagher will be asked to provide their input regarding the Department Head Communication Policy so it can be revisited at the 4/27/2020 Selectmen's meeting.

Other correspondence reviewed included: NH DMI Drug Environment Report; Information regarding PID 11-1-58; Building Permit Applications for PIDs 54-1-55, 52-3-61, 54-1-19, 25-1-35 and 44-1-38; NH Lakes 4/11/20 Advocacy Alert; Solitude Lake Management herbicide treatment abutter letter; NH Lakes update; NE ADA updates; Library financial update; Certificate of Attendance for Karen Koch; USDA Opportunities for Immediate Relief due to Covid-19; BEA 4/9/20 Update; NHDHHS Update; Fire Department calls update; 4/8/20 NewsLink; various emails; various minutes and other various correspondence.

## **SELECTMEN'S UPDATE**

The Board confirmed for Selectman Albee that they would like to continue advocating to the Department of Environmental Services to allow sheetpiling around the entire Union Wharf area for a consistent perimeter around the wharf, for safety reasons and to protect the wharf from further deterioration. Selectman Albee will follow up with Tyler Phillips of Horizons Engineering.

Selectman Marcussen shared that he reviewed Dame Road and Northline Road in preparation of paving with Jim Bean and Frank Carroll on 4/7/20. The section south of where it was paved last year on Dame Road is in very poor condition. Mr. Carroll will put together some alternatives for this road. The first section of Northline Road that goes into Ledgehill Road is in particularly poor condition. Selectman Marcussen shared that it might be beneficial to move the road over a little bit to allow for drainage on both sides of the road. The Town's herbicide contractor filed the State permit and sent out the abutter notices documenting where they anticipate doing herbicide treatment (Melvin Village Marina and the area adjacent to the bridge at 19 Mile Bay). Selectman Marcussen attended the Lake Winnepesaukee Watershed Plan Advisory

Committee meeting on 4/10/20. The plan is towards the final stages of being developed. The group looked at numerous suggested designs for projects to reduce runoff going into the Lake.

#### **NON-PUBLIC SESSION**

At approximately 10:01 am, Selectman Albee moved to enter non-public session per RSA 91-A:3 II (c) reputation, seconded by Selectman Marcussen. Roll call vote: Wood – Yes; Marcussen – Yes; Albee – Yes. At approximately 10:23 am, Selectman Marcussen moved to end the non-public session and move back into public session, seconded by Selectman Albee with all in favor. Chairman Wood moved to seal these non-public minutes, seconded by Selectman Marcussen with all in favor.

#### **ADJOURNMENT**

At approximately 10:24 am, Selectman Albee moved to adjourn, seconded by Selectman Marcussen with all in favor.

Respectfully submitted, Karen Koch, Administrative Secretary

**B.O.S. Meeting 4/13/2020:**

**Transfer Station**

- 1. Monthly Totals for Mar 2020 (9 SW compactors, 7 C/D containers, 2 Plastic Containers)**
  - a. 1 X Glass Container moved – 14.74 tons, \$659**
  - b. 1 x Steel/Tin Can Container moved – 4.26 tons, \$243**
  - c. 1 x Electronics Container moved – 6000lbs, \$1275**
  - d. Revenues thru Mar 2020 are approx. \$13,100. Same time last year was \$16,117.**
  
- 2. General Info Items**
  - a. We have executed COVID-19 changes to daily operations as published on website**
    - i. Changes have been well received**
    - ii. Residents have been very supportive**
    - iii. Overall working very well and has reduced socializing and spacing issues at the facility**
  - b. DES notification of changes submitted and approved.**
  - c. Personal Protective Equipment (PPE) is available to all employees**
    - i. PPE includes: masks, gloves, cloth mask, ear plugs, protective glasses (all in plastic bag)**
    - ii. PPE should be carried with them at all times and used when appropriate:**
      - 1. Handling any trash or recycling material directly**
      - 2. Under new procedures there is no direct interaction with residents. If a resident approaches an employee he should put on his mask immediately which protects them, and also sends a strong nonverbal signal to resident not to violate personal space restrictions.**
      - 3. Plastic bag holding PPE will have employees last name written in Magic Marker on bag and will be kept at transfer station when not on duty**
  - d. New signs up for Leaf/Yard waste, Appliances with Freon, Propane tanks, and Bulky/Construction Debris**

Date	Expense Action	Revenue Action	Notes	Cost SW	Cost C/D	Cost	Revenue
3-Mar-20	WM Comp #1 & C/D		\$286 P/U vs \$390	915	864		
5-Mar-18		Steel/tin can- \$50/ton	NRRA /4.26 tons			243	\$192.00
5-Mar-20	WM Comp #2 (Single)		\$195 Haul	1003			
10-Mar-20	WM Comp #1 & C/D		\$286 P/U vs \$390	949	629		
12-Mar-20	WM Comp #2 & C/D		\$286 P/U vs \$390	813	587		
12-Mar-20	WM C/D & Plastic		\$286 P/U vs \$390		652	143	
13-Mar-20	Electronics W/CRT		ECER 6000 lbs			1275	
17-Mar-20	WM Comp #1 & C/D		\$286 P/U vs \$390	1048	597		
19-Mar-20	WM Comp #2 & C/D		\$286 P/U vs \$390	829	536		
24-Mar-20	WM Comp #1 & C/D		\$286 P/U vs \$390	1113	564		
25-Mar-20	WM Plastic & Glass		.85 tons Plastic			286	
25-Mar-20	NRRA Glass At \$35 /TON		14.74 tons glass			516	
26-Mar-20	WM Comp #2 (Single)		\$195 Haul	990			
31-Mar-20	WM Comp #1 (Single)		\$286 P/U vs \$390	1065			

9 Solid Waste		WM (83.69 tons)	\$8,726			
7 C/D Containers		WM (39.41 tons)		\$4,431		
2 Plastic		WM (2.03 tons)			287	
1 Glass		WM (14.74 tons)			143	
	Steel/tin can- \$50/ton	NRRA /4.26 tons			243	\$192.00
Electronics W/CRT		ECER 6000 lbs			1275	
NRRA Glass At \$35 /TON		14.74 TONS \$35/ton			516	
Resident Usage fees paid						\$4,028.00
Stickers fees collected						\$125.00
		Total	\$8,726	\$4,431	\$2,464	\$4,345.00

13,100

	Monthly Total	Prev Balance	Year to Date	Last Year to date
Solid Waste	9 (83.69 tons)	18 (162.03 tons)	27 (245.72 tons)	26 (208.84 tons)
C&D	7 (39.41 tons)	12 (73.72 tons)	19 (113.13 tons)	16 (94.74 tons)
Plastic co-mingle	2 (2.03 tons)	5 (6.33 tons)	7 (8.63 tons)	7 (6.74 tons)
Glass	1 (14.74 tons)	0 (XXXX tons)	1 (14.74 tons)	1 (14.86 tons)
Paper				
Cardboard Bales				
Alum Bales				
Steel / Tin Cans	1 (4.26 tons)		1 (4.26 tons)	1 (4.4 tons)
Electronics W/screen	1 (6000 lbs)		1 (6000 lbs)	
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				