

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

Monday May 4, 2020

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, led the pledge of allegiance and read aloud instructions as to how to access the Selectmen's meetings via telephone.

PUBLIC INPUT

Max Ledoux spoke with the Selectmen regarding the temporary Transfer Station policy enacted due to Covid-19, particularly in regards to not accepting construction debris at this time.

MINUTES

Selectman Marcussen moved to approve the 4/27/20 meeting minutes as written, seconded by Selectman Albee. In regards to the large number of timber cuts that have been approved, Selectman Albee shared information regarding the impact that timber cutting has on the environment. Vote passed with all in favor. Selectman Marcussen moved to approve the first 4/27/20 non-public meeting minutes as written, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve the second 4/27/20 non-public meeting minutes as written, seconded by Selectman Albee with all in favor. Selectman Albee moved to unseal these non-public minutes, seconded by Selectman Marcussen with all in favor.

APPOINTMENTS

Jack Parsons gave the Building Department update. To date there are 8 new homes, 136 inspections and 36 building permits. He reviewed Federal Corner Road and Willand Road and didn't feel that a recent logging operation caused any further deterioration of the roads. Dolly Thompson will be sure to clean the Town House in preparation of Selectmen's meetings. The library construction project is almost done. Some landscaping needs to be completed.

Dave Allwine, of Stantec, met with the Selectmen via telephone to discuss landfill monitoring. The scope of work this year is going to be similar to what has been done the last couple of years (yearly groundwater sampling in April, quarterly gas monitoring and PFAS testing). He feels that the Department of Environmental Services (DES) will have towns continue to monitor PFAS and won't be required to do active mitigation. This led to further discussion regarding PFAS standards and laws. Clay Gallagher asked that Stantec inform the Town of the latest changes in monitoring regulations.

Mr. Allwine responded to Chairman Wood's questions. Stantec has been servicing the town for numerous years. The scope of work and reporting requirements do change as some items are not required every year. As late billing was a concern previously, Mr. Allwine will continue to plan to submit invoices by December 31st in order to stay within the Town's budget year. Mr. Allwine shared that Tuftonboro is in a similar situation as other towns as far as contamination. Luckily, there is no immediate threat with the site. However, he feels that monitoring will be a long-term necessity.

Earlier this year, the Selectmen awarded a 1-year landfill monitoring contract to Stantec for 2020 with the intent of putting the project out to bid again for 2021. After discussion, Mr. Allwine agreed to put together a defined timeline (for the next 3-4 years monitoring) that can be used for the bidding request for proposal. A 3-4 year plan will be put in place and reviewed with Larry Gil and Steve Wingate the first Monday in July before putting the project out to bid.

Clay Gallagher gave the Transfer Station update. Please see attached. The Transfer Station can now accept glass, plastics 1-7 and cardboard (to be placed in the C/D containers) recyclables. The new compactor will be installed in the next 2-3

weeks. The baler will be installed after the compactor. Mr. Gallagher is working with a vendor to have the new Transfer Station doors installed using the 2019 funds that were encumbered. In light of the virus, a door may be installed in the office area as well to refrain people from entering the area. The cost for the door will come out of the regular Transfer Station budget. Clothing is not being accepted at this time as Planet Aid has temporarily stopped picking up due to Covid-19. Mr. Gallagher responded to Chairman Wood that most outstanding fees owed have been collected. He confirmed that the disinfection service that took place at the Transfer Station through NCT was effective against Covid-19 and he was very happy with their service. (He added that regular thorough cleaning is not NCT's primary role and recommended another vendor for those types of services as NCT's primary role is the protective coating.) In review of the Transfer Station budget, Mr. Gallagher confirmed for Selectman Albee that equipment and vehicle maintenance lines will be expended as services will be performed as usual. Discussion in regards to temporarily not accepting construction debris (due to Covid-19) was revisited. No decisions were made at this time. Selectman Albee will work with Mr. Gallagher in regards to creating a RFP for "Island Day" pickup.

SIGNATURE FILE

Selectman Marcussen moved to approve a Yield Tax Levy for PID 15-3-35, seconded by Selectman Albee with all in favor.

CORRESPONDENCE

A DES Solid Waste Covid-19 update was reviewed. After further discussion regarding Transfer Station cleaning, Selectman Albee asked that Chairman Wood work with Clay Gallagher to budget for annual/bi-annual cleaning. Chairman Wood will also obtain floor cleaning and professional cleaning quotes for other Town buildings for the Selectmen's review. Selectman Marcussen moved to take the \$6795 for the stairs installation at 19 Mile Beach from the 19 Mile Bay Beach Improvements Project warrant article, seconded by Selectman Albee. The total will be \$6795. Vote passed with all in favor. Although the article will be overdrawn, funds are available in the Parks and Recreation budget (under recreational areas and beach dock maintenance) to offset this expense. Chairman Wood shared that he talked to Jim Bean about protecting the rain gardens and no parking signage at the beach. Chairman Wood is researching Northern Borders grant opportunities. Although it was agreed to leave these reports in draft form, Alba Architects will finalize the needs assessment and comparative site assessments and the preferred site schematic designs and costings regardless of whether or not the Town is able to reimburse them for their time. LPRC has cancelled its annual meeting and award nominations for 2020 due to Covid-19. The personnel policy was briefly reviewed and will be revisited on 5/8/2020. However, the Selectmen agreed that part-time sick leave due to Covid-19 could be removed from the draft as this is already included in the Families First Coronavirus Response Act and the inclusion of tuition reimbursement will be further clarified. Department heads will be asked for their input regarding any aspects of the policy in preparation of the Board's discussion Friday. The Selectmen reviewed 2019 Total Equalized Valuations from NH DRA. Karen Koch will reach out to the Town's utility assessor to confirm the Town's total utility valuation. The Selectmen reviewed Community Development Finance Authority (CDFA) Community Development Block Grant (CDBG) and Additional CARES Act Funding opportunities. The Selectmen reviewed an email from Dan Barnard in regards to handling fall elections in relation to Covid-19. Mr. Barnard and Heather Cubeddu will be invited to meet with the Selectmen to discuss this further. The Selectmen reviewed a follow up email from Mike O'Donnell of NH DOT in regards to the crosswalk at Route 109 at 19 Mile Bay. It was agreed that if the owner of the Pier 19 store and owners of the dock slips contributed to the cost it would be easier to make this project come to fruition. Selectman Marcussen would like to address the more dangerous intersection at the Tuftonboro four corners first. Chairman Wood will provide further information that he has collected regarding signage for this intersection as Mark Howard is no longer involved with this project. The Board will revisit Sharon Flaucher's request to paint "Tuftonboro" on a rock at Pier 19 at their 5/11/2020 meeting. Chairman Wood shared the he would actually like to see the rock removed as there are wires underground. New Covid-19 specimen locations have been established in Plymouth, Tamworth at the DMV, Claremont and Rochester. They are open 7-days per week from 11am – 7pm. Patients without a primary care provider can call 2-1-1 to be assessed for COVID-19 testing at these new stations under a standing order. A few right to know requests were reviewed. Chairman Wood shared topics of discussion regarding cell tower installation. Jim Bean will be meeting with the tower company on Friday. The Board will invite Jack Widmer to meet with them to review the 2019 draft audit report as well as other financial concerns. Karen Koch will verify board and committee appointments for renewals, vacancies and/or changes.

Other correspondence reviewed included: March Officer hours; NH DMI Drug Environment Report; T2 workshop update; ADA 4/28/20 Updates; USDA Stakeholder Announcement; BEA Covid-19 Update; various emails and other various correspondence.

SELECTMEN'S UPDATE

Selectman Albee revisited the logging operation that Jack Parsons mentioned in his update. Selectman Albee received a complaint from a landowner on Beech Pond Road that access to their cottage was impeded due to the logging operation. However, the Class VI roads don't seem to be in any worse condition due to the logging. Selectman Albee shared that Gary Chehames and Alana Albee have been discussing the establishment of the 19 Mile Brook Committee. Selectman Albee will leave a write-up for Karen Koch to send to members that may be interested. This committee will be revisited at the 5/11/2020 meeting. Selectman Albee will also provide notes regarding his concerns with the cell tower agreements. The Board will have DTC review the agreements after their letter of agreement is presented.

Selectman Marcussen shared that he attended the weekly Coronavirus Task Force Meeting. This led to discussion regarding the impact of the virus on hospitals.

On 4/27/2020, Chairman Wood and Jim Bean presented Andy Wolanek with the Board's letter recognizing him for his lifesaving efforts. Mr. Wolanek thanked the Selectmen for the acknowledgment.

PUBLIC INPUT

Max Ledoux added that Willand Road and Sandy Knoll Road were in poor shape before the logging operation and added that the Trustees of the Whitten Trust may be interested in the 19 Mile Brook Committee. He also provided his input regarding Transfer Station debt collection and weigh scales.

NON-PUBLIC

At approximately 11:30 am, Selectman Albee moved to go into non-public for RSA 91-A:3 II (c) reputation, seconded by Selectman Marcussen. Roll call vote: Wood – Yes; Marcussen – Yes; Albee – Yes. At approximately 11:40 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 11:40 am, Selectman Marcussen moved to adjourn, seconded by Selectman Albee with all in favor.

Respectfully submitted, Karen Koch, Administrative Secretary

B.O.S. Meeting 5/4/2020:

Transfer Station

1. **Monthly Totals for Apr 2020 (11 SW compactors, 3 C/D containers, 1 Plastic Containers)**
 - a. **2 X Scrap Mtl P/U – 19.2 tons, Revenue \$430**
 - b. **1 x 15 yd Scrap Metal Container P/U –XXX tons, Revenue \$XXX**
 - c. **2 X Loads of Brush P/U – Cost \$1000**
 - d. **1 x Freon (23 units) P/U – N/A**
 - e. **Revenues thru Apr 2020 are approx. \$16,336. Same time last year was \$28,423.**

2. **General Info Items**
 - a. **We have executed COVID-19 changes to daily operations as published on website since 25 Mar 2020**
 - i. **Changes have been well received (1 exception)**
 - ii. **Residents have been very supportive and have fully complied with changes**
 - 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) made 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:**
 - d. **New signs up for Leaf/Yard waste, Appliances with Freon, Propane tanks, and Bulky/Construction Debris**
 - e. **New compacter install is penciled in within next three weeks - new Baler to follow that (Our 2 CIP items)**
 - f. **New Doors to recycle building (encumbered money) should be installed by the end of May**

Date	Expense Action	Revenue Action	Notes	Cost SW	Cost C/D	Cost	Revenue
1-Apr-20	Brush Removal		2 x loads \$500/load			1000	
2-Apr-20	WM Comp #2 (Single)		\$195 Haul	XXXX			
7-Apr-20	WM Comp #1 (Single)		\$195 Haul	XXXX			
7-Apr-20	Freon & Propaner P/U	AC & G	23 Freon 0 Prop				N/A
9-Apr-20	WM Comp #2 & C/D		\$286 P/U vs \$390	XXXX	XXXX		
14-Apr-20	WM Comp #1 (Single)		\$195 Haul	XXXX			
16-Apr-20	WM Comp #2 (Single)		\$195 Haul	XXXX			
20-Apr-20	Scrap metal P/U	LLL/Berwick	2 Loads x 19.2 Tons				\$430.00
21-Apr-20	WM Comp #1 & C/D		\$286 P/U vs \$390	XXXX	XXXX		
21-Apr-20	WM Comp #2 (Single)		\$195 Haul	XXXX			
23-Apr-20	WM Comp #1 (Single)		\$195 Haul	XXXX			
28-Apr-20	WM Comp #2 (Single)		\$195 Haul	XXXX			
28-Apr-20	15 Yd scrap metal Swap	15 Yd scrap metal	NRRA XXX Tons			XXX	XXXX
30-Apr-20	WM Comp #1 & plastic		\$286 P/U vs \$390	XXXX		XXXX	
30-Apr-20	WM Comp #2 & C/D		\$286 P/U vs \$390	XXXX	XXXX		

11 Solid Waste		WM (XXXX tons)	XXX				
3 C/D Containers		WM (xxxx tons)		XXX			
1 Plastic		WM (XXXX tons)			XXXX		
0 Glass		WM (XXXX tons)			XXXX		
Brush Removal		2 x loads \$500/load				1000	
Freon & Propaner P/U	AC & G	23 Freon 0 Prop					N/A
Scrap metal P/U	LLL/Berwick	2 Loads x 19.2 Tons					\$430.00
15 Yd scrap metal Swap	15 Yd scrap metal	NRRA XXX Tons				XXX	XXXX
Resident Usage fees paid							\$2,801.00
Stickers fees collected							\$5.00
		Total					\$0.00

16,336+

	Monthly Total	Prev Balance	Year to Date	Last Year to date
Solid Waste	11 (XXXX tons)	27 (245.72 tons)	38 (XXXX tons)	34(291.85 tons)
C&D	3 (XXXX tons)	19 (113.13 tons)	22 (XXXX tons)	28 (189.82 tons)
Plastic co-mingle	1 (XXXX tons)	7 (8.63 tons)	8 (XXXX tons)	8 (9.3 tons)
Glass	0 (XXXX tons)	1 (14.74 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	1 (23 units)		1 (23 units)	1 (32 units)
Metal Scrap	2 x (19.2 Tons) + 1 x (XXX ton)	1 (11.8 tons)	4 (XXX tons)	3 (23.24 tons)
Non-Ferrous Metal - Cop				
Non-Ferrous Metal - other				
Propane	1 (0 Units)		1 (0 Units)	1 (5 units)
Tires				
Used Oil				1 (250 Gallons)
Call 2 Recycle				
Bulbs				
BRUSH	2 x Loads		2 x Loads	