

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

Monday, June 12, 2017

MINUTES

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

Chairman Wood called the meeting to order at 9:00 am and proceeded with the Pledge of Allegiance. In response to Selectman Albee, Elissa Paquette confirmed that the Granite State News will continue to report for the Board of Selectmen, despite the recent changes at the newspaper.

Mrs. Dana Duxbury-Fox met with the Selectmen to discuss the reduction in diversity and density of fish in Lower Beech Pond and to build awareness and support for fish species in the pond. The Selectmen referred Mrs. Duxbury-Fox to NH Fish and Game and provided additional suggestions as to how to raise support and awareness of the issue.

Christie Sarles gave the Library update. Please see attached. All museum passes are in, including a new day pass to NH State Parks. The summer reading program has been set up. The Kids Summer Program will be each Friday morning at 10:00 am June 30th through August 11th. The Library will have Family Crafts on Saturday mornings as well as Rainy Day Family Matinees. Ms. Sarles shared that repairs are underway for a leak in the heating pipes at the Library. The Trustees are working with the architect regarding the most recent building proposal from Skip Hurt. The Trustees will have an opinion regarding this proposal after the architect is able to review the project.

Clay Gallagher gave the Transfer Station update. Please see attached. Mr. Gallagher clarified Construction and Debris revenue and expenditures for Selectman Albee. In response to Chairman Wood, Mr. Gallagher shared that he is researching further information regarding scales. Mr. Gallagher will come back to the Selectmen with suggestions on how to handle issues with the swap shop. Selectman Albee pointed out that the Transfer Station was the only municipality building not listed as having cable hookup in the current Time Warner contract. Another point in the contract is that there are to be yearly meetings between Time Warner and the Selectmen. Karen Koch was asked to craft a letter to Time Warner to ask that they come to meet with the Selectmen to uphold the commitment of annual meetings.

Jack Parsons gave the Building update. To date there have been 38 building permits, 11 new houses and 157 inspections. Last week Mr. Parsons replaced the fence post on the garden side of the cemetery fence. He is looking at new doors, rot repair and paint for the Town Offices for next year's budget. He will verify if insulation is in the budget this year for above the ceiling in the Town House.

Selectman Marcussen moved to approve temporary mobile home certificates of occupancy for PIDs 59-1-23 and 33-1-6, seconded by Selectman Albee with all in favor. The Selectmen asked that Jack Parsons obtain contractor estimates to do repairs to the 19 Mile Bay beach barricade before the season gets busy. Per the Selectmen's request, he will also look into having someone clean up the Town owned property/house on Old Woods Road. He will work with Chief Shagoury in regards to dealing with the abandoned vehicle on the property.

Selectman Albee moved to approve the June 5, 2017 meeting minutes as written, seconded by Selectman Marcussen with all in favor. Selectman Marcussen moved to approve the June 5, 2017 5:43 pm non-public meeting minutes as written, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve the June 5, 2017 6:05

pm non-public meeting minutes as written, seconded by Selectman Albee for discussion regarding unsealing of these minutes. Vote passed with all in favor. Selectman Marcussen moved to unseal the June 5, 2017 6:05 pm non-public meeting minutes, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve the June 5, 2017 6:15 pm non-public meeting minutes as written, seconded by Selectman Albee for discussion regarding unsealing. Vote passed with all in favor. Selectman Albee moved to unseal these June 5, 2017 6:15 pm non-public meeting minutes, seconded by Selectman Marcussen with all in favor. Selectman Marcussen moved to approve the June 9, 2017 2:00 pm non-public meeting minutes as written, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to approve the June 9, 2017 2:11 pm non-public meeting minutes as corrected, seconded by Selectman Albee for discussion regarding unsealing. Vote passed with all in favor. Selectman Albee moved to unseal these June 9, 2017 2:11 pm meeting minutes, seconded by Selectman Marcussen with all in favor.

Selectman Albee moved to approve the 2017 MS-535, seconded by Selectman Marcussen with all in favor. Selectman Marcussen moved to approve a 2017-2018 propane contract with Eastern Propane, seconded by Selectman Albee with all in favor. It was agreed that Karen Koch will obtain oil pricing proposals for the Selectmen's review. Selectman Marcussen moved to approve an abatement for PID 44-1-26, seconded by Selectman Albee with all in favor. Selectman Marcussen moved to deny an abatement for PID 44-1-25, seconded by Selectman Albee with all in favor. The Selectmen tabled a response letter to the Carroll County Commissioners in regards to semi-annual payments. Selectman Albee will work with Karen Koch on drafting a response. Chairman Wood moved to approve administrative abatement for PID 61-1-11, seconded by Selectman Albee with all in favor. Selectman Albee moved to approve a Primex Property and Liability Program CAP agreement and a Primex Workers' Compensation Program CAP agreement for 2018-2020, seconded by Selectman Marcussen with all in favor.

Karen Koch will confirm if Malwarebytes lifetime licenses can be transferred in the event that a computer is replaced. Chairman Wood will confirm if Mark Howard would like to be reappointed to the Lakes Region Planning Commission TAC Committee. In response to HEB's email to Chairman Wood, it was agreed that Karen Koch will set up a meeting between HEB and the Selectmen regarding Town bridges.

The following correspondence was also reviewed: Vegetation Control Service, Inc. herbicide treatment notification; Library financial update; building permit applications for PID 59-2-14, 16-2-10, and 55-2-23; correspondence regarding Fire Dept 10 Car 1 repair needed; Councilor Kenney's Report; culvert inventory correspondence; Lakes Region Planning-TAC Ten Year Plan of Highway Projects; Tuftonboro Neck Road Preliminary Bridge Aid Estimate; Sodom Road Preliminary Bridge Aid Estimate; March Winter Storm funding meeting information; public assistance model training information; White Mountain Oil and Propane Spring/Summer newsletter; Newslink 6/7/17; Lake Winnepesaukee Association Spring newsletter; NHDES EcoLink June newsletter; Legislative Bulletin 6/9/17; Councilor Kenney's schedule; various meeting minutes; various emails and other correspondence.

Selectman Marcussen reviewed an email regarding Islander's Day on July 8, 2017. The Selectmen will attend this event. Selectman Marcussen shared that the Joint Loss Committee began their annual visits to town buildings and sites to conduct safety inspections. The first half is completed and the second half will be finished Wednesday. No significant issues have been found at this point.

Selectman Albee shared that the Selectmen will review Lower Beech Pond signage with the Road Agent. Selectman Albee shared a citizen's concerns regarding the Hurlbert Trust, particularly in regards to revenue, scholarship distribution and scholarship notification. He feels that this information should be accessible to the public. Selectman Albee volunteered to be on this committee. Chris Sawyer shared that the Trustees of the Trust Funds were able to use the Hurlbert Trust to obtain funding specifically for Tuftonboro scholarships. She confirmed that the Trustees also have public records available in regards to this Trust. Selectman Albee feels that this issue has been less than transparent and if it could be more transparent it may help to get other funds established.

It was agreed to have Karen Koch set up a meeting with Chris Boldt to discuss legal issues. Chairman Wood asked that Karen Koch provide documentation confirming that she spoke with Marine Patrol regarding missing channel markers in

the water near the Lake Road boat ramp. He asked that she also provide copies of the bid response letters for the Lake Road boat ramp. He requested that she ask Diane Falcey to provide a new personnel anniversary spreadsheet sorted in chronological order. The Selectmen will later discuss employee steps, merit, when pay raises should fall (anniversary dates versus each January 1st), etc. Review of auditors will also be discussed at a later time.

The Selectmen will have a work session with the Road Agent Friday morning to discuss budget, projects, etc. The Selectmen have a separate employee performance review to give as well.

During public input, Joe Kowalksi respectfully asked to be involved in every aspect of the Transfer Station cable issue. Stan Janeczko, Commissioner for the Lower Beech Pond Village District, spoke about the first item on the agenda regarding Lower Beech Pond and the non-stocking of fish. Elissa Paquette shared that information regarding the Hurlbert Trust is listed on charity navigator. Selectman Albee clarified that the concern was that information was not readily available here at the Town Offices.

At approximately 11:05 am, Selectman Albee moved to adjourn, seconded by Selectman Marcussen with all in favor.

Respectfully submitted, Karen Koch, Administrative Secretary

TFL STATISTICS: Circulation

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2017
<u>CIRCULATION:</u>													
Adult Fiction	623	530	578	509	628								2,868
Adult Non-Fiction	190	177	167	158	194								886
Large Print	41	62	49	38	80								270
Young Adult Fiction	54	39	43	46	40								222
Young Adult Non-Fiction	1	1	4	0	1								7
Kids' Fiction	443	406	488	383	418								2,138
Kids' Non-Fiction	208	171	128	150	120								777
Inter-Library Loans	37	34	68	51	52								242
TOTAL BOOKS:	1,597	1,420	1,525	1,335	1,533	0	0	0	0	0	0	0	7,410
Adult DVDs	635	690	786	671	621								3,403
Adult CDs - Music (Holiday)	n/a/	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a			0
Adult Books on CD	66	75	74	58	96								369
Kids' DVDs	168	157	170	202	140								837
Kids' CDs - Music	0	2	2	1	2								7
Kids' Books on CD	23	22	30	17	22								114
Games (Wii & Board)	10	15	10	9	16								60
Kill-A-Watt Meter	0	0	0	0	0								0
Kindle	0	0	0	1	0								1
Museum Passes	11	17	8	0	4								40
Periodicals	35	45	42	41	32								195
Puppets	9	10	5	7	0								31
Snowshoes	10	15	0	0	n/a	n/a	n/a	n/a	n/a				25
Telescope	1	3	1	0	0								5
Vertical File	6	6	3	1	5								21
Overdrive Audiobooks	17	29	43	37	25								151
Overdrive eBooks	65	83	122	101	95								466
Overdrive Periodicals	0	0	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0
Hoopla Audiobooks	37	36	35	45	33								186
Hoopla eBooks	25	27	38	39	21								150
Hoopla Comics	0	0	2	2	1								5
Hoopla Music	23	14	26	22	7								92
Hoopla Movies	19	17	21	11	10								78
Hoopla TV	2	3	0	1	1								7
Database Usage (EBSCO, Genealogy)	419	551	640	353	572								2,535
TOTAL OTHER MATERIALS:	1,581	1,817	2,058	1,619	1,703	0	0	0	0	0	0	0	8,778
TOTAL CIRCULATION:	3,178	3,237	3,583	2,954	3,236	0	0	0	0	0	0	0	16,188
Total # Materials Added:	170	145	207	219	219								960
Total # Materials Deleted:	18	42	99	140	129								428
Collection Count:	32,242	32,345	32,453	32,532	32,622								

TFL STATISTICS: Patronage

[illegible]

B.O.S. Meeting 6 / 12 / 17:

Transfer Station

- 1. Monthly Totals May 2017 9 SW compactors and 15 C/D containers**
 - a. 1 pallet batteries shipped out (2,073 lbs)**
 - b. Flor Bulbs shipped out (1504LF)**
 - c. Propane and Freon removal (38 units)**
 - d. Total rev at end of May is approx. 33K (may rev was \$10,600)**
- 2. Kerry Long attended LRPC HHW meeting in Meredith ref upcoming Hazardous waste collections and he will attend the collection on 29 July in Meredith and on 5 Aug in Ossipee**
 - a. Household Hazardous WasteProgram is on track and flyers are printed which include Tuftonboro in the LRPC HHW program....**
 - b. They have generated a nice sign for us which summarizes the HHW collection options dates/times/locations that Selectmen Wood had previously drafted.**
- 3. NRRA Conference – May 22nd and 23rd in Manchester, NH**
 - a. All TS employees attended**
 - b. All TS employees are current in their Training requirements and licenses for 2017**
- 4. Carol Miller is still working our Spectrum hookup and has given us some good guidance on dealing with our TWC (Spectrum) contract**
- 5. Swap-Shop - Discussion**
 - a. Illegal items (paint, Hazardous waste items, electronics, etc.)**
 - b. Lost revenue on items snuck in that cost to dispose of**
 - c. Fighting the “yard sale” battle (hording then dumping)**
 - d. Individuals hawing residents dropping off items**
 - e. Management of site... vs alternative of closing it down**

Date	Expense Action	Revenue Action	Notes	Cost SW	Cost C/D	Cost	Revenue
2-May-17	WM Comp #2 & CD		\$245 P/U vs \$334	XXX	XXX		
2-May-17	WM Comp #1 & CD		\$245 P/U vs \$334	XXX	XXX		
2-May-17	Bale Gripples (500)		NRRA Order			462	
3-May-16	NCS - Bulbs		NCS - Bulbs (1504 LF)			194	
7-May-17	Prisoner Spring Clean-Up					46	
9-May-17	WM Comp #2 & CD		\$245 P/U vs \$334	XXX	XXX		
9-May-17	WM Comp CD & CD		\$245 P/U vs \$334		XXX (2)		
11-May-17	WM Comp #1 & CD		\$245 P/U vs \$334	XXX	XXX		
16-May-17	WM Comp #2 & CD		\$245 P/U vs \$334	XXX	XXX		
17-May-17	WM C/D & Plastic		\$245 P/U vs \$334		XXX	XXXX	
18-May-17	WM Comp #1 & CD		\$245 P/U vs \$334	XXX	XXX		
23-May-17	WM Comp #2 & CD		\$245 P/U vs \$334	XXX	XXX		
23-May-17	WM Comp CD & CD		\$245 P/U vs \$334		XXX (2)		
24-May-17	Freon /Propane P/U		29 Units- 9 Prop			Free	
25-May-17	WM C/D & Plastic		\$245 P/U vs \$334		XXX	XXXX	
25-May-17	WM Comp #1 & CD		\$245 P/U vs \$334	XXX	XXX		
26-May-17		Lead Acid Batt	Harding Mtl (2073lb)				\$725.00
30-May-17	WM Comp #2 & CD		\$245 P/U vs \$334	XXX	XXX		

9 Solid Waste			XXX			
15 C/D Containers				XXX		
2 Plastic					XXX	
NCS - Bulbs		NCS - Bulbs (1504 LF)			194	
Bale Gripples (500)		NRRA Order			462	
Prisoner Spring Clean-Up					46	
Freon /Propane P/U		29 Units- 9 Prop			Free	
	Lead Acid Batt	Harding Mtl (2073lb)				\$725.00
Resident Usage fees paid						\$8,466.00
Stickers fees collected						\$1,485.00
		Total				\$10,676.00

32,968

	Monthly Total	Prev Balance	Year to Date
Solid Waste	9 (xxxx tons)	27 (262.28 tons)	
C&D	15 (xxxx tons)	24 (160.94 tons)	
Plastic co-mingle	2 (xxxx tons)	8 (10.1 tons)	
Paper		1 (23 tons)	
Glass		2 (21.63 tons)	
Cardboard Bales		1 (22 tons)	
Alum Bales			
Steel / Tin Cans 30 yd		1 (3.33 tons)	
Electronics W/screen		1 (6,120 lbs)	
car batteries	1 (2,073 lbs)		
Freon	1 (29 units)	1 (34 units)	
Metal Scrap		2 (17.5 tons)	
Non-Ferrous Metal- Alum			
Non-Ferrous Metal- Cord			
Non-Ferrous Metal- Other			
Non-Ferrous Metal- Other			
Propane	1 (9 units)	1 (10 units)	
Tires		1 (5.0 tons)	
Used Oil		1 (130 gallons)	
Vegetable Oil			
Call 2 Recycle batteries		1 (48 lbs)	
Brush Removal			
BULBS	1 (1504 LF)		