

**TOWN OF TUFTONBORO
BOARD OF SELECTMEN
240 MIDDLE ROAD, P.O. BOX 98
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Telephone: (603) 569-4539 Fax: (603) 569-4328
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Selectmen's Meeting
8:30 am – Town Offices

Monday August 12, 2019

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 Selectmen's meeting to order at 8:30 am.

NON-PUBLIC SESSIONS

At approximately 8:33 am, Selectman Wood moved to enter non-public session per RSA 91-A: 3 II (e) for legal correspondence, seconded by Selectman Marcussen. Roll call vote: Albee – Yes; Wood – Yes; Marcussen – Yes. At approximately 8:41 am, Selectman Wood moved to end the non-public session and move back into the public session, seconded by Selectman Marcussen with all in favor. Selectman Marcussen moved that these minutes be sealed, seconded by Selectman Wood with all in favor.

At approximately 8:41 am, Selectman Wood moved to enter non-public session per RSA 91-A: 3 II (c) reputation, seconded by Selectman Marcussen. Roll call vote: Albee – Yes; Wood – Yes; Marcussen – Yes. At approximately 8:44 am, Chairman Albee moved to end the non-public session and move back into public session, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to seal these non-public minutes, seconded by Selectman Wood with all in favor.

At approximately 8:46 am, Selectman Wood moved to enter another non-public session per RSA 91-A: 3 II (c) reputation, seconded by Chairman Albee. Roll call vote: Albee – Yes; Wood – Yes; Marcussen – Yes. At approximately 8:50 am, Selectman Wood moved to end the non-public session and move back into public session, seconded by Chairman Albee with all in favor. Selectman Wood moved to seal these non-public minutes, seconded by Chairman Albee with all in favor.

Chairman Albee reconvened the meeting at 8:57 am and led the pledge of allegiance.

PUBLIC INPUT

None.

REVIEW AND APPROVAL OF MINUTES

Chairman Albee moved to approve the 8/5/19 meeting minutes as revised, seconded by Selectman Marcussen with all in favor. Selectman Marcussen moved to approve the first 8/5/19 non-public meeting minutes as written, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to approve the second 8/5/19 non-public meeting minutes as written, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to approve the third 8/5/19 non-public meeting minutes as written, seconded by Selectman Wood with all in favor.

APPOINTMENTS

Christie Sarles gave the Library update. Please see attached. Mr. Sarles explained that electronic circulation numbers are based on what was used not simply search engine counts. The Children's Summer Reading program was very successful. The Library also had great attendance for all four children's programs in July. The State finally signed a contract with a new vendor for their Interlibrary loan software. Building construction is going well and the slab is due to be poured on Friday; weather permitting. The contents of the meeting room will be moved by volunteers to the storage container on the Dearborn property at no cost. However, National Library Relocation is coming tomorrow to look at everything else they have to move. The Friends of the Library continue to fundraise. Elin Hilderbrand is coming for their Annual Gala "Fun-Raiser" on 9/7/19. Their 10th annual local arts and crafts exhibit and raffle is also going on. \$48,000 is left in outstanding pledges. People that are outstanding have agreed to make their final payments before 4/30/20. The Selectmen agreed to the Library construction fuel costs being incorporated within the Town's fuel contracts. This will help to save on overall construction costs. Snow removal to be done during construction was also discussed but it was clarified that the snow removal components involved are more than simple snow plowing. Ms. Sarles noted that the Dearborn property will need to continue to be plowed this winter for staff parking.

Jack Parsons gave the Building update. To date there have been 85 building permits, 10 new homes and 302 inspections. Mr. Parsons posted Mirror Lake for cyanobacteria on 8/7/19. The State will notify him when it is retested.

Clay Gallagher gave the Transfer Station update. Please see attached. After some discussion regarding issues with this year's Island Day, it was agreed to move it to a Friday next year. Communication of this change will be made to the Islander's Association and noted in the Tuftonboro Times. Even though LRPC waste collection days are over, hazardous materials can still be brought to Wolfeboro the third Saturday of each month. (There is a charge for this service.) Another prescription collection day will be scheduled in the fall. However, the public is reminded that there is a prescription dropoff box located at the Moultonborough Safety building. A \$2000 invoice was received from Eastern Propane for the Transfer Station generator's propane tank installation. This bill will be charged against the line that holds the encumbered funds for this project. A \$2500 deposit is required for the Transfer Station's boiler replacement. This will be paid for using the Transfer Station Maintenance budget line. Stantec's unreliable performance for landfill monitoring reporting and billing was discussed. Mr. Gallagher feels that a Swap Shop Committee meeting should be held soon to go over a few issues. Mr. Gallagher and Jim Bean have discussed working together to dispose of brush left at the Transfer Station but the town chipper is in need of at least a new radiator. Selectman Wood would like the unit to be reviewed to see what is needed to make it functional. He will work with Mr. Gallagher and Mr. Bean regarding this.

Susan Schuur met with the Selectmen regarding the discontinuation of recycling mixed paper and provided research to show that it makes economic sense to continue recycling it. Mr. Gallagher shared that at face value it seems less expensive to recycle mixed paper than to dispose of it with mixed solid waste (MSW). However, he estimates that the cost to bale mixed paper, including the labor and material to do so, outweigh the cost to dispose of it with MSW. It was agreed to research costs further with NRRA and then revisit the subject.

Phil Bennett and Stuart Anderson of Alba Architects and Chief Shagoury met with the Selectmen regarding the Police Facility Building project. Alba Architects asked what the Selectmen would like from them for next year's Town Meeting now that the building project has been postponed to 2021. Chairman Albee suggested a visual model and a cost estimate for building the facility (with more specific building costs done the following year). Alba Architects will provide a revised proposal that reflects this phasing. There was discussion about drafting CIP submissions for this project; including the remaining fees for bidding the project in 2020 (including potential add-ons), capital reserve amount for 2020 and what's expected for the building project in 2021. Alba Architects feels that if there is \$5000-\$7000 available this year that would be enough to move forward with the process and get ready for the 2020 Town Meeting. After finalizing their report, there will be approximately \$2000 left over in their initial contract to go towards these efforts. After the Selectmen confirm what is available in other leftover funds this year, Alba Architects can determine how much work can be completed before Town Meeting. Chairman Albee would like Alba Architects to come back in November to review costs again.

SIGNATURE FILE

Selectman Marcussen moved to approve a Surviving Spouse Veteran's Exemption for PID 50-2-18 effective for the 2020 tax year, seconded by Chairman Albee. Chairman Albee read the recommendation to Selectman Wood. Vote passed with all in favor. Chairman Albee moved to approve a swap shop volunteer appointment for Joy Sacramore, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to appoint a notice of appointment for James Weigel to the Capital Improvements Program Committee, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to appoint a Right of Burial for cemetery lots D 45 & 46, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to approve a lien discharge for PID 42-2-14 dated 5/1/18, seconded by Selectman Wood with all in favor. Selectman Marcussen moved to approve a lien discharge for PID 42-2-14 dated 5/14/14, seconded by Selectman Wood with all in favor.

SELECTMEN'S UPDATE

Chairman Albee was unable to attend Carroll County Broadband Initiative's first meeting but he will attend all the other meetings that he can. Chairman Albee shared that he is negotiating with individuals in regards to the public access at Lower Beech Pond.

Selectman Wood shared that he met with Jim Bean and came up with a list of CIP projects and items to be bid on. He will work with Jack Parsons in regards to creating more office space on the second floor of the Town Offices.

CORRESPONDENCE

The Selectmen agreed to Chief Shagoury's revisions to the snow plowing ordinance. Town counsel will be asked to review the ordinance and a public hearing will be held on 9/9/19. Mr. Vogel will be invited to attend a Selectmen's meeting to further discuss his email regarding the gate on Piper Lane. Selectman Wood shared information regarding a benefit available to SAU49 employees through Huggins Hospital. He will gather further information to see if this service can be offered to Tuftonboro employees. The FY2020 State Highway Block Grant Aid anticipated for Tuftonboro is \$86,040.19. 2020 Census takers will be in the area 8/4/19-10/18/19. Further information is posted on the Town website. Jack Widmer, Treasurer, will meet with the Selectmen on 8/23/19 at 8:30 am to discuss concerns addressed in the auditor's report. NHDES has confirmed an outbreak of cyanobacteria in Mirror Lake. The Lake Winnipesaukee Association is hosting a "Septic Sense" presentation on 8/27/19 at 6:30 pm at the Central Fire Station. All homeowners are invited. Cole Finneron, Eagle Scout, cleaned up the trail from Tuftonboro Central School to the Library and would like to build two benches to place at each end of the trail. The Selectmen approved this request. Chairman Albee moved to appoint Selectman Marcussen to review the LRPC propane and oil proposals and either agree or deny participation, seconded by Selectman Wood with all in favor.

The following correspondence was also reviewed: CDFA Annual Action Plan feedback request; Wetlands Permit Applications for PIDs 62-3-2 and 51-2-8; NHDHHS 8/8/19 Mosquito-Borne Diseases update; 8/7/19 Advocacy Alert; CIP submissions; NH BEA August newsletter; various meeting minutes; various emails and other correspondence.

NEW BUSINESS/BUDGET REVIEW

Budgets were not available for review.

ADJOURNMENT

At approximately 10:59 am, Chairman Albee moved to adjourn, seconded by Selectman Wood with all in favor.

Respectfully submitted, Karen Koch, Administrative Secretary

TFL CIRCULATION STATISTICS

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2019
CIRCULATION:													
Adult Fiction	572	531	625	663	606	692	889						4,578
Adult Non-Fiction	205	191	192	197	181	175	227						1,368
Large Print	67	67	85	60	96	72	99						546
Young Adult Fiction	34	33	32	38	39	34	92						302
Young Adult Non-Fiction	3	0	0	2	2	1	4						12
Kids' Fiction	549	512	487	422	555	447	645						3,617
Kids' Non-Fiction	121	104	129	150	125	77	141						847
Inter-Library Loans	69	70	64	71	84	68	74						500
TOTAL BOOKS:	1,620	1,508	1,614	1,603	1,688	1,566	2,171	0	0	0	0	0	11,770
Adult DVDs	739	605	555	584	597	566	607						4,253
Adult CDs - Music (Holiday only)	0	0	0	0	0	0	0						0
Adult Books on CD	84	71	91	78	96	117	103						640
Kids' DVDs	141	149	127	126	133	112	190						978
Kids' CDs - Music	10	4	4	2	1	2	0						23
Kids' Books on CD	3	7	10	14	12	17	19						82
Games (Wii & Board)	5	9	8	2	5	6	0						35
Kindle	0	0	0	0	0	0	0						0
Museum Passes	3	12	6	5	5	14	23						68
Periodicals	41	46	49	47	54	35	45						317
Puppets	11	16	8	8	5	0	16						64
Snowshoes	8	8	7	8	0	0	0						31
Telescope	0	1	0	0	0	3	4						8
Vertical File	4	5	3	4	8	9	0						33
Overdrive Audiobooks	85	92	105	112	114	95	96						699
Overdrive eBooks	89	66	61	60	86	63	74						499
Overdrive Periodicals	0	0	9	1	14	10	0						34
Hoopla Audiobooks	80	77	79	54	86	76	87						539
Hoopla eBooks	42	53	40	53	40	67	62						357
Hoopla Comics	1	2	3	0	3	0	0						9
Hoopla Music	27	22	20	9	19	15	13						125
Hoopla Movies	10	11	10	13	13	7	19						83
Hoopla TV	11	12	12	14	3	9	19						80
EBSCO Databases	68	19	22	1	8	13	13						144
Ancestry.com (ProQuest)	225	538	145	33	90	326	565						1,922
Heritage Quest Online (ProQuest)	168	589	52	0	0	0	1						810
TOTAL OTHER MATERIALS:	1,855	2,414	1,426	1,228	1,392	1,562	1,956	0	0	0	0	0	11,833
TOTAL CIRCULATION:	3,475	3,922	3,040	2,831	3,080	3,128	4,127	0	0	0	0	0	23,603
Total # Materials Added:	157	156	139	147	135	120	151						1,005
Total # Materials Deleted:	111	152	207	121	369	6	53						1,019
Collection Count:	33,133	33,137	33,069	33,095	32,861	32,975	33,073						

TFL PATRONAGE STATISTICS

TFL PATRONAGE STATISTICS													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2019
PATRONAGE:													
New Library Cards	9	13	17	12	11	13	19						94
Computer Users	62	62	67	69	69	94	91						514
Netbook/Chromebook Users	2	2	2	2	2	4	6						20
WiFi Users	94	110	86	87	97	169	427						1,070
Casual Users	38	46	32	38	24	41	34						253
Open Days	22	20	22	21	23	21	21						150
Open Hours	177	160	175	169	186	165	169						1,200
Service Assistance	36	35	47	32	31	47	52						280
Technical Assistance	31	26	38	32	28	38	62						255
Adult Reference	11	14	8	6	19	22	10						90
Kids' Reference	2	5	3	6	2	6	11						35
Volunteer Hours	10	9.5	8.5	13	13	6	5						65
HAMEL MEETING ROOM USE:													
Adult Library Programs/Meetings	10	9	9	13	12	11	13						77
Adult Lib Prgm/Mtng Attendance	72	93	92	114	65	52	89						577
Kids' Library Programs	8	7	8	7	10	4	8						52
Kids' Library Program Attendance	105	101	130	109	145	50	221						861
Outreach Library Programs	1	0	1	0	0	1	0						3
Outreach Attendance	13	0	12	0	0	60	0						85
Total Library Programs/Meetings	19	15	18	20	21	15	21						129
Total Lib Prgm/Mtng Attendance	190	194	234	223	210	162	310						1,523
Other Meeting Room Users	10	12	8	7	6	8	4						55
INCOME:													
Out of Town Patron Fees	\$30.00	\$0.00	\$120.00	\$0.00	\$30.00	\$30.00	\$0.00						\$210.00
Overdue Fines	\$11.50	\$25.00	\$27.50	\$43.50	\$51.00	\$39.00	\$37.00						\$234.50
Book Sales	\$164.23	\$88.00	\$98.00	\$74.00	\$127.57	\$110.00	\$81.00						\$742.80
Copier/Printer/Fax	\$21.00	\$65.00	\$67.00	\$71.60	\$60.00	\$89.50	\$124.90						\$499.00
Donations	\$11,403.93	\$10,747.00	\$63,921.00	\$65,799.00	\$18,000.00	\$9,200.00	\$21,075.00						\$200,145.93
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						\$0.00
TOTAL INCOME:	\$11,630.66	\$10,925.00	\$64,233.50	\$65,988.10	\$18,268.57	\$9,468.50	\$21,317.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$201,832.23
Allocated to Collection:	\$9,798.66	\$113.00	\$245.50	\$142.50	\$178.57	\$179.00	\$118.00						\$10,775.23
Allocated to Programs:	\$109.00	\$119.00	\$63.00	\$139.00	\$0.00	\$0.00	\$25.00						\$455.00
Allocated to Supplies:	\$21.00	\$65.00	\$67.00	\$71.60	\$60.00	\$89.50	\$124.90						\$499.00
Allocated to Building Fund:	\$1,702.00	\$10,628.00	\$63,858.00	\$65,635.00	\$18,000.00	\$9,200.00	\$21,050.00						\$190,073.00
Allocated to Other:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						\$0.00
TOTAL ALLOCATED:	\$11,630.66	\$10,925.00	\$64,233.50	\$65,988.10	\$18,238.57	\$9,468.50	\$21,317.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$201,802.23
ILLs sent to other libraries	165	137	148	158	131	130	164						1033
Count Weeks					335			497					832

B.O.S. Meeting 8/12/2019:

Transfer Station

- 1. Monthly Totals for Jul 2019 (16 SW compactors, 21 C/D containers, 5 Plastic Containers)**
 - a. 1 x Electronics P/U 6000 lbs, Cost- \$1275
 - b. Freon and Propane P/U – (28 Freon)
 - c. 4 X Scrap Metal P/U – 26.36 Tons, Revenue \$1493
 - d. Revenues thru Jul 2019 are approx. \$65,699. Last year same time was \$47,091
- 2. General Info Items**
 - a. Island Day was July 20th, 19 mile bay dock, 830-1200 noon – Major Problems... need to change to midweek.
 - b. Recycling building roof peeled up in high winds. Panel replaced and sealed \$300.
 - c. LRPC hazardous waste collection day was 3 Aug – Ossipee Town Garage - went off outstanding!
 - d. LRPC propane and heating oil / fuel negotiation – ISSUES associated concerning propane contract
 - e. Generator status and budget line
 - f. Boiler replacement and budget line
 - g. Stantec – Annual Landfill report to DES issue fixed
 - h. New stickers (2019-2020) are in at transfer station and at town office for purchase
 - i. Swap shop – overall going great but we have some lessons learned that need to be reviewed!
 - i. Shop opened and then volunteer left. Shop will be closed if volunteer is not here.
 - ii. Items taken clearly marked as do not touch (property of swap shop – safety vest, medical box, case of plastic bags, shade umbrella, etc...)
 - iii. Illegal items left off (Very Minor so far– but that's how it starts.....Gallon of Paint, exercise bike, bunkbeds, chairs that are broken, electronics, car seats, etc) if they see illegal stuff there.. then they will drop same off
 - iv. Some volunteers had no training or understanding of unacceptable items (volunteers need a review session to ensure illegal items are not accepted...) we had two Backhoe buckets full on Sat....
 - v. No list or schedule is posted for volunteers, no contact numbers are posted for volunteers to call if they have questions.

Date	Expense Action	Revenue Action	Notes	Cost	SW	Cost C/D	Cost	Revenue
1-Jul-19	WM C/D & Plastic		\$264 P/U vs \$360		XXX	XXXX		
2-Jul-19	WM Comp #1 & C/D		\$264 P/U vs \$360	XXXX	XXX			
2-Jul-19		Scrap Mtl P/U \$55/ton	Berwick/7.93 tons					\$ 460.23
2-Jul-19	WM Comp #2 & C/D		\$264 P/U vs \$360	XXXX	XXX			
5-Jul-19	WM Comp #1 & C/D		\$264 P/U vs \$360	XXXX	XXX			
5-Jul-19	WM Comp #2 & C/D		\$264 P/U vs \$360	XXXX	XXX			
9-Jul-19	15 Yd scrap metal Swap	15 Yd scrap metal	NRRA XXXX Tons			XXXX	\$ 300.00	
9-Jul-19	WM Comp #1 & C/D		\$264 P/U vs \$360	XXXX	XXX			
9-Jul-19	WM Comp #2 & C/D		\$264 P/U vs \$360	XXXX	XXX			
10-Jul-19	WM C/D & Plastic		\$264 P/U vs \$360		XXX	XXXX		
11-Jul-19	Electronics W/CRT		ECER 6000 lbs				1275	
11-Jul-19	WM Comp #1 & Plastic		\$264 P/U vs \$360	XXXX		XXX		
11-Jul-19	WM Comp #2 (single)		\$264 P/U vs \$360	XXXX				
16-Jul-19	WM Comp #1 & C/D		\$264 P/U vs \$360	XXXX	XXX			
16-Jul-19	WM Comp #2 & C/D		\$264 P/U vs \$360	XXXX	XXX			
17-Jul-19	WM C/D & C/D		\$264 P/U vs \$360		XXX x2			
18-Jul-19	WM Comp #1 & C/D		\$264 P/U vs \$360	XXXX	XXX			
18-Jul-18	Freon and Propane P/U	AC & G	O Prop 28 Freon					N/A
20-Jul-19	WM C/D Single island day		\$180 normal but free		XXX			
23-Jul-19	WM Comp #2 & C/D		\$264 P/U vs \$360	XXXX	XXX			
23-Jul-19	WM Comp #1 & C/D		\$264 P/U vs \$360	XXXX	XXX			
24-Jul-19	WM C/D & Plastic		\$264 P/U vs \$360		XXX	XXXX		
24-Jul-19		Scrap Mtl P/U x 2	Berwick 14.93 tons					\$ 733.17
25-Jul-19	WM Comp #2 & C/D		\$264 P/U vs \$360	XXXX	XXX			
30-Jul-19	WM Comp #1 & C/D		\$264 P/U vs \$360	XXXX	XXX			
30-Jul-19	WM Comp #2 & C/D		\$264 P/U vs \$360	XXXX	XXX			
31-Jul-19	WM C/D & Plastic		\$264 P/U vs \$360		XXX	XXXX		

16 Solid Waste		WM (XXXX tons)	XXX			
21 C/D Containers		WM (xxxx tons)	XXX			
5 Plastic		WM (XXXX tons)		XXXX		
0 Glass		WM (XXXX tons)		XXXX		
	Scrap Mtl P/U x 3	Berwick 22.86 tons			\$ 1,193.00	
Electronics W/CRT		ECER 6000 lbs		1275		
Freon and Propane P/U	AC & G	0 Prop 28 Freon			N/A	
	15 Yd scrap metal	NRRA XXXX Tons		XXXX	\$ 300.00	
Resident Usage fees paid					\$11,748.00	
Stickers fees collected					\$930.00	
		Total			\$14,171.00	

65,699

	Monthly Total	Prev Balance	Year to Date	Last Year to date
Solid Waste	16 (XXXX tons)	59 (494.28 tons)	75 (xxx.xx tons)	61 (589.62 tons)
C&D	21 (XXXX tons)	62 (379.84 tons)	83 (xxx.xx tons)	77 (494.84 tons)
Plastic co-mingle	5 (XXXX tons)	15 (13.59 tons)	20 (xx.xx tons)	19 (15.0 tons)
Glass		2 (31.29 tons)	2 (31.29 tons)	3 (37.36 tons)
Paper				1 (23 tons)
Cardboard Bales		1 (22.65 tons)	1 (22.65 tons)	2 (45 tons)
Alum Bales				
Steel / Tin Cans		2 (7.46 tons)	2 (7.46 tons)	1 (4.4 tons)
Electronics W/screen	1 (6000 lbs)	1 (6000 lbs)	2 (12,000 lbs)	2 (12,000 lbs)
car batteries		1 (1865 lbs)	1 (1865 lbs)	
Freon	1 (28 units)	3 (68 units)	4 (96 units)	4 (90 units)
Metal Scrap	4 (XXXX tons)	5 (39.99 tons)	9 (xxxx tons)	7 (49.6 tons)
Non-Ferrous Metal - Cop				1 (842 lbs)
Non-Ferrous Metal - other				
Propane		3 (15 units)	3 (15 units)	4 (27 units)
Tires		1 (6 tons)	1 (6 tons)	
Used Oil		1 (250 Gallons)	1 (250 Gallons)	2 (600 Gallons)
Call 2 Recycle		2 (98 lbs)	2 (98 lbs)	2 (100 lbs)
Bulbs		1 (2,564 Lin Feet)	1 (2,564 Lin Feet)	1 (2084 Lin Feet)