

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  
8:30 am - Town House

Tuesday, September 11, 2018

*Corrections noted in bold and italics.*

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

**CALL TO ORDER**

Chairman Marcussen called the meeting to order at 8:30 am.

**NON-PUBLIC SESSION**

At 8:30 am, Selectman Wood moved to enter non-public session per RSA 91-A: 3 II (e) to review legal correspondence, seconded by Selectman Albee. Roll call vote: Marcussen – Yes; Albee – Yes; Wood – Yes. At approximately 9:00 am, Selectman Wood moved to come out of non-public session and back into public session, seconded by Selectman Albee with all in favor. Selectman Wood moved that these non-public minutes be sealed, seconded by Selectman Albee with all in favor.

After a brief recess, Chairman Marcussen reconvened the public meeting at 9:05 am and led the pledge of allegiance.

**PUBLIC INPUT**

None.

**REVIEW AND APPROVAL OF MINUTES**

Selectman Albee moved to approve the 8/27/18 meeting minutes as amended, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve the first 8/27/18 non-public minutes as written, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve the second 8/27/18 non-public minutes as amended, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve the 8/31/18 meeting minutes as written, seconded by Selectman Wood with all in favor.

**APPOINTMENTS/DEPARTMENT UPDATES/BUDGET REVIEWS**

Christie Sarles gave the Library update. Please see attached. The Library capital campaign total stands at just under \$280,000 (approximately \$56,000 in cash and the rest in pledges). Both Library toilets were replaced and are now handicapped accessible. The State is working with the Massachusetts Higher Education Commission in regards to possible reuse of discarded library books. Tickets are still available for the fundraiser being held Saturday night. Mr. Parsons added that the Library walkway will be patched when the vendor is in the area.

Jack Parsons gave the Building Department update. To date there have been 90 building permits, 10 new houses and 380 inspections. All Town boilers and pressure vessels have been inspected. The generator at the Town House will be installed in October. Mr. Parsons is working to find someone to fix the bird watching station on Copp's Pond.

#### **4240 BUILDING BUDGET**

The 2019 budget reflects 53 pay periods rather than 52. As a new Code Officer vehicle was purchased this year, vehicle maintenance was reduced for 2019. All other budget lines remain the same. Per the Selectmen's request, Mr. Parsons will look into undercoating the new truck.

**Motion:** Selectman Wood moved to accept budget 4240 in the amount of \$65,441, seconded by Selectman Albee with all in favor.

Mr. Wingate came in to speak with the Selectmen in regards to creating a well water ordinance. He supports this idea as an important function as part of a home inspection (approximate cost for well water testing is \$100-\$300). The ordinance adopted by Goffstown was reviewed as an example. Currently as written the ordinance requires testing and requires meeting minimum requirements in order to obtain a certificate of occupancy. Mr. Wingate suggests changing the ordinance to read that the water be tested and results be given to the Building Inspector, leaving it up to the property owner as to whether or not they decide to do anything to rectify negative results. The intention is for people to be well informed. There was discussion about ways to promote testing rather than making it mandatory, offering an offset of water testing costs by the Town, testing of existing wells as well as new construction, engaging new and existing residents, effects of pollutants, possible effects of well water testing being made public information, etc. It was agreed to continue publicizing the importance of well water testing rather than constituting an official ordinance.

Clay Gallagher gave the Transfer Station update. Please see attached. Mr. Gallagher shared an electronics disposal cost comparison by Town. This will be made available on the Town website. Mr. Gallagher will work with Karen Koch to make duplicative "certificate of origin of construction debris" forms. A Waste Management contract was reviewed that increases the cost of plastic disposal from \$40 to \$125 per ton. Peter Lachapelle from Waste Management was in attendance and explained the reasoning for this increase. Relations with China has had a global impact for mixed paper and plastic disposal. It will cost more to recycle plastic rather than to dispose of it but Mr. Gallagher feels it is still important to recycle. The cost for recycling plastic will be an increased expense of \$3,200 for 2019. Selectman Albee moved to sign the agreement with Waste Management for the increased cost of plastic disposal to \$125 per ton, seconded by Selectman Wood for discussion. Selectman Wood spoke about plastic disposal year to date, average tons per year, anticipated increase in budget and showed his support of recycling plastic. Vote passed with all in favor. To bring our agreement with Waste Management in line with the Town's budget year, Selectman Wood moved to approve a two month extension of the current agreement with Waste Management to December 31, 2019, seconded by Selectman Albee. Selectman Wood commented how Mr. Gallagher improved vendor contract terms through his time as Transfer Station Supervisor and complimented Mr. Lachapelle for this work with the Town. Vote passed with all in favor. A new agreement effective 1/1/20 was presented as Waste Management can no longer add extensions to our current agreement after 2019 as our glass disposal procedures changed and the current contract has already been extended two times. In regards to committing future boards, there is a clause that adds that the contract is valid only if yearly budget funding is approved. Additional terms of the contract were reviewed. In response to Selectman Wood, Mr. Lachapelle shared that Waste Management does not offer property clean up services and shared information regarding container services that they offer. Selectman Albee moved to approve a five year contract with Waste Management effective January 1, 2020 with a 3% fixed cost increase each year. This contract includes a free container and haul for Island Day. Motion was seconded by Selectman Wood. There was further discussion confirming that the contract language doesn't commit future boards. Vote passed with all in favor.

#### **4324 SOLID WASTE BUDGET**

Clay Gallagher presented the Solid Waste budget. The budget reflects 53 pay periods. The following other budget line items were discussed:

**01-4324-20-390 C&D Disposal:** Mr. Gallagher explained that volume in 2018 was 20% higher than 2017. This was used to predict the 2019 budgeted amount increase of \$13,000 (\$80,000 to \$93,000). Selectman Wood asked that the hiring of two per diem people be considered to work at the swap shop from March through November to help reduce construction debris expenses.

**01-4324-30-390 NRRA:** \$1000 increase as NRRA's fees increased and there has been an increased use of this vendor's services

**01-4324-30-630 Equipment Maintenance:** Increase of \$2,500-\$3,000 to have baler #2 rebuilt

**01-4324-31-390 Glass Disposal:** Increase of \$2650 as Waste Management's haul fee increased and NRRA increased disposal cost from \$30 to \$35 a ton.

Mr. Gallagher hopes to reduce this budget overall as we become closer to the next budget year (after final 2018 numbers are in).

**Motion:** Selectman Albee moved to accept budget 4324 in the amount of \$411,176, seconded by Chairman Marcussen. Selectman Wood asked that the budget not be approved until Mr. Gallagher investigates brush hauling being done by an independent contractor. Mr. Gallagher will investigate this and Selectman Wood's suggestion regarding the swap shop. Voted passed 3-0.

#### **4194 GENERAL GOVERNMENT BUILDINGS**

Clay Gallagher presented his portion of this budget. There is a decrease in the Transfer Station maintenance as the Spectrum cable installation is done. There was discussion regarding the possible addition of generators at the Transfer Station. It was agreed that this would more than likely be a warrant article and not part of this budget.

**Motion:** Selectman Wood moved to accept the Transfer Station portion of budget 4194 in the amount of \$11,500, seconded by Selectman Albee with all in favor.

There was a brief recess from approximately 11:15-11:30 am.

Chief Thompson gave the Fire Department update. Please see attached. Ambulance billing activity was reviewed.

The Selectmen took a lunch break from 11:50 am to 12:30 pm.

#### **4210 POLICE DEPARTMENT BUDGET**

Chief Shagoury presented the Police Department budget. Two part time officer positions were added (500 hours each/1,000 hours total). A breakdown for total equipment cost per officer was shared. Uniforms increased to equip for two additional officers and for replacement of all body armor in 2019. There was discussion regarding overtime and telephone expenses. Internet speed issues and billing will be addressed. There was discussion regarding the possibility of adding administrative assistant hours/an additional administrative assistant position as well as use of a transcription service as an alternate solution to adding additional administrative personnel/hours. As information needs to be confirmed this budget will be revisited at the 9/24/18 meeting.

As Officer Koch's last day is 9/15/18, there was discussion regarding the anticipated replacement officer's salary and immediate options to fill the void in coverage (due to Officer Lafavre's absence and Officer Koch's departure). Public input was allowed. Joe Kowalski spoke regarding use of part time officers, moving the flashing sign on Ledge Hill Road, internet connectivity and use of transcription software.

#### **4220 FIRE DEPARTMENT BUDGET**

Chief Thompson presented the Fire Department budget. The following lines were discussed:

**01-4220-12-110 Firefighter's Allowance:** This line was reduced overall as less people have been responding to calls.

**01-4220-20-560 Dues & Subscriptions:** \$2000 was added for ambulance billing. This expense will be moved to a separate budget line for easy expense and revenue tracking purposes.

**01-4220-20-660 Vehicle Maintenance:** 2018 expenditures are low as a second inspection will not be done 2018. (The first inspection was done late in the year due to vendor unavailability.)

**01-4220-30-741 New Equipment:** Line increased \$1,362. A little giant defender ladder was added for the new engine (\$604). Two rescue harnesses need to be replaced (\$1100). Replacement sets of gear were reduced from 7 to 6 to reduce costs.

**01-4220-24-680 Dry Hydrants:** Increased \$500 in anticipation of installing new dry hydrants

**Motion:** Selectman Albee moved to accept budget 4220 in the amount of \$446,112, seconded by Chairman Marcussen with all in favor.

Chief Thompson anticipates presenting his General Buildings, Emergency Management and Ambulance budget at the 9/24/18 meeting. There was a discussion regarding CIP projects. As a follow up to a CIP project/warrant article proposed last year, the potential of creating a Capital Reserve account for replacement equipment was discussed.

#### **SIGNATURE FILE**

Selectman Albee moved to approve a representation letter in connection with Roberts & Greene, PLLC's audit for year ending 12/31/17, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve the Joint Loss Management Committee reports, seconded by Selectman Wood with all in favor. Selectman Wood will be working with the Boy Scouts to clean out the Town Offices basement. All items that are to be kept need to be marked as such by the appropriate department heads by the end of September. Unmarked items will be disposed of. Selectman Albee moved to approve an intent to cut for PID 54-1-13, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve a letter addressed to Lisa Beveridge of Beveridge Craft Beer & Soap Co. granting permission for them to use the 19 Mile Bay Beach area for a beer fest on 1/26/19 subject to specific conditions, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve a Veteran's Exemption for PID 55-2-4, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve Right of Burial for lot CR 6-3, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve a Snowmobile Trail Permission form for the Wolfeboro Snowmobile Club for a term of 5 years, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve an intent to cut for PID 57-2-11, seconded by Selectman Wood with all in favor. Selectman Wood moved to approve the MS-1, seconded by Selectman Albee with all in favor.

#### **SELECTMEN'S UPDATE**

In response to Selectman Wood, Joe Kowalski gave an update regarding concerns with Time Warner/Spectrum's PEG access channel and changes made to the 2013 agreement between Time Warner and the Town of Tuftonboro.

Selectman Wood shared that Piper Road has been cleaned up by citizens. He feels that an informal barricade could be put across this road. He shared correspondence from LRPC TAC regarding services they provide, information regarding the NH DOT 10 year plan, and gave an update of DOT projects (seepage issue near the Mirror Lake Church into Wolfeboro and the Rt. 109A/109 intersection).

Chairman Marcussen will attend HealthTrust's Annual Summit on 9/13/18 and the Regional Board of Selectmen's meeting on 9/18/18.

#### **APPOINTMENTS/DEPARTMENT UPDATES/BUDGET REVIEWS (cont')**

##### **4312 HIGHWAY BUDGET**

Jim Bean gave the Highway Department update. His crew has been working on Brown Road. Paving is expected to be done in September. Both town trucks are in the shop. There was a delay in bringing the old town truck in for a safety inspection as it needed a new starter solenoid. The truck should be back 9/12/18 or 9/13/18 with an estimate for other repair work needed. The new town truck was dropped off last week for painting and it should be completed in one to two weeks. Use of Mr. Bean's personal trucks is available while the Town trucks are in the shop. In regards to scrutinizing how to use the remaining budget money, Mr. Bean summarized duties left for 2018 (winter weather, filling the sand and salt sheds (\$20,000-\$30,000), repairs of the old town truck to get through the year, paying for the new town truck body painting, road grading, cleaning out ditch lines and culverts, road striping (to be done Friday), dead tree cutting, crack sealing, fuel usage, fall wind storm cleanup, possible rain storm repair, and roadside mowing).

Per Selectman Wood's suggestion, Mr. Bean will add inner fender well replacement to his 2019 budget. Selectman Wood suggested waiting to do roadside mowing until next year and to put it out to bid. Selectman Wood would also like a line added under roadside mowing for guard and bridge mowing and would like these items to be put out for bid (particularly Lake Road bank, posts on Lake Road, beach brush cutting, brush and grass on both sides of Sargent's Crossing and brush and grass at the 19 Mile Bay parking area).

There was discussion as to the status of painting the Town Garage and regarding how to handle the remaining expense if there isn't enough money in the budget to finish the project. Mr. Bean is working on parking signs with Chief Shagoury. Selectman Wood shared concerns and pictures of Tuftonboro Corner **catch basin**. Mr. Bean will work with Tim Eldridge of the State in regards to this dangerous intersection. The possibility of placing additional signage on both Durgin Road and Ledgehill Road warning of the dangerous intersection was discussed. In response to Selectman Wood, for budgeting purposes, Mr. Bean will provide an estimate for swim line installation and removal, an estimate to have picnic tables picked up and brought to a storage facility, as well as estimates for roadside trash pickup, beaver control and invasive species. Selectman Albee suggested that a General Expenses line be added for the aforementioned tasks. Selectman Wood would like an estimate for apron paving at the Town Offices and Transfer Station, the Zadedda Farms culvert extension, and air filters for the Highway Department exhaust system. There was discussion regarding needed culvert repair, culvert cleaning, culvert and catch basin budgeting, as well as the need to add any updates to the culvert report.

Mr. Bean shared an update from his meeting with Erin Daley of LRPC regarding the paving study. This led to further discussion regarding road paving, the paving study, and the potential use of an expendable fund for paving and winter maintenance, etc. Mr. Bean will consider the information that was shared today and the Highway budget will be revisited again at the 9/24/18 meeting. Per the Selectmen's suggestion, Mr. Bean will give a preliminary number to CIP for paving to act as a placeholder.

The Selectmen took a brief recess from approximately 3:05-3:15 pm.

### **CORRESPONDENCE**

The Selectmen reviewed a tax collector's deed for PID 42-2-14. The Selectmen reviewed DES Source Water Protection Grant opportunities to protect public water sources. The Town doesn't own a public water source but there may be other sources in town that may be interested in this opportunity. The Selectmen revisited the discussion in regards to a barricade being put on Piper Road. The information sent from the NH Bureau of Trails seems to be more formal than what is needed. More research will be done before replying to the Ulwicks. The Selectmen reviewed the Town Facilities Closing Policy portion of the personnel policy and made no changes. The Selectmen revisited the white paper that Clay Gallagher drafted in regards to an incentive program for recycling. The Selectmen discussed CIP project submissions including increasing the paving warrant article, pushing out the police vehicle one more year, and **support setting funds aside in a capital reserve for SCBA equipment**. Chairman Marcussen and Selectman Albee disagreed with Selectman Wood and don't feel that the Union Wharf Reconstruction should be pushed out another year. Karen Koch will submit the Union Wharf construction project to CIP for 2019 on behalf of the Selectmen. Selectman Albee will attend the 10/2/18 SUD Prevention and Continuum of Care Workgroup Bi-Monthly Meeting. The Carroll County Delegation will conduct a public hearing and vote on a supplemental appropriation on 9/17/18 at 9:00 am. The Selectmen reviewed an email and pictures sent from Rachel Lemery Cohee regarding public access and use at the Cow Island Town beach. It was agreed to put adequate signage up at the beach restricting the use of the property. The Selectmen encourage people to contact police as they see illegal activity taking place. Tree work began at the French Cemetery on 9/10/18 and will begin at the **Edgerly** Cemetery afterwards.

The Selectmen revisited the establishment of a sick bank policy (catastrophic leave policy) for Tuftonboro employees. Selectman Wood moved that the Selectmen change the personnel policy to establish a leave bank and employees in good standing can donate up to 20 hours per year, seconded by Selectman Albee for discussion. The example NHMA policy will become part of the Town's Personnel Policy. After some discussion it was agreed to not limit the amount of hours that can be donated. Selectman Albee moved to adopt the policy as written effective today with no limitation of hours that can be donated and to have Diane Falcey administer the process, seconded by Chairman Marcussen. Vote passed with all in favor. The Selectmen will discuss pooling of employee leave time into one category at a later date.

The following items were also reviewed: HealthTrust August Newsletter; NH DES Water & Wastewater Interactive Rate Dashboard information; NH Public Works Assoc. 9/18/18 Fall Technical Training Session information; Wetlands Permit By Notification for PID 14-3-21; Wetlands Permit Application for PIDs 25-2-216 and 27-1-10, Councilor Kenney 9/6/18 Report; NHDES 10/30/18 Asset Mgmt Workshop information; Edmunds & Associates correspondence; NHDES Municipal

EcoLink August 2018; NewsLink 8/29/18; LR Household Hazardous Product Facility 8/18/18 report; Hambrook Land Surveying Abutter Notice for PID 69-1-1; Building Permits for PIDs 28-1-25, 14-3-38, 56-1-48, 38-3-19, 25-2-138, 40-4-6 and 2-1-34; HHW Collections 9/5/18 meeting reminder; 10/3/18 NH DES Financial Mgmt. for Small Water Systems workshop information; NHLES Fund Rebate Program information and September newsletter; NH Economic Development September 2018 newsletter; letter regarding intent to cut for PID 15-3-35; Carroll County 2017 Annual Report; Liberty Tree Society correspondence; UNH T2 Innovation and upcoming workshop information; Final Draft of the RRP for the Police Facility Space Needs; Library Financial Report; PA-34s for 70-2-101, 28-1-18-13 and 41-2-4-15; BET September issue; various meeting minutes; HealthTrust Public Hearing Notice; Tri-County Community Action brochure; various emails, minutes, and other correspondence.

The Selectmen met with Gina Lessard and Anne McNamara of the Parks and Recreation Commission regarding the repair/replacement of the 19 Mile Bay Fence. Anne McNamara questioned this repair coming out of the Parks and Recreation budget as this was the result of damage done by the State. Chairman Marcussen explained that reimbursement can be sought from the State after the repair is done. ***Selectman Wood suggested using FEMA funds for the repair.*** Selectman Albee will contact White Mountain Survey for an update regarding unrelated analysis work they are conducting for the beach to confirm that their plans will not affect the location of the fence. This topic will be revisited at the 9/24/18 meeting. Ms. Lessard will work with Wolfeboro Parks and Recreation to negotiate the cooperative agreement between the two towns in terms of Tuftonboro's use of Wolfeboro's recreational programs. Selectman Wood shared with Ms. Lessard and Ms. McNamara that Mr. Bean will provide estimates for swim line installation and removal and collection of picnic tables. Ms. McNamara suggested that Gina Lessard be offered a salary as Parks and Recreation Director. In response to Ms. McNamara's request, the Selectmen suggested putting a salary in the budget for discussion purposes.

#### **ADJOURNMENT**

The meeting adjourned at approximately 4:20 pm.

Respectfully submitted,  
Karen Koch, Administrative Secretary



# **TFL PATRONAGE STATISTICS**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2018
<b>PATRONAGE:</b>													
New Library Cards	6	17	8	5	10	3	19	31					99
Computer Users	63	53	81	70	83	102	110	117					679
Netbook/Chromebook Users	1	2	3	3	4	6	6	6					31
WiFi Users	113	87	94	112	132	157	301	229					1,225
Casual Users	42	46	39	43	38	77	76	82					443
Open Days	21	19	22	20	23	22	20	23					170
Open Hours	168	152	169	160	186	175	160	186					1,355
Service Assistance	36	44	43	32	44	55	68	61					383
Technical Assistance	17	26	28	21	23	47	48	51					261
Adult Reference	26	24	24	30	20	25	20	11					180
Kids' Reference	3	2	3	3	1	5	6	12					35
Volunteer Hours	9	9	10	26.50	11.50	13.50	6.00	9.00					95
<b>HAMEL MEETING ROOM USE:</b>													
Adult Library Programs/Meetings	8	7	12	8	8	11	8	11					73
Adult Lib Prgm/Mtng Attendance	81	96	116	54	65	118	38	139					707
Kids' Library Programs	6	7	7	6	10	5	8	4					53
Kids' Library Program Attendance	80	69	73	77	168	52	228	63					810
Outreach Library Programs	1	1	0	0	0	1	0	0					3
Outreach Attendance	19	16	0	0	0	60	0	0					95
Total Library Programs/Meetings	15	15	19	14	18	17	16	15					129
Total Lib Prgm/Mtng Attendance	180	181	189	131	233	230	266	202					1,612
Other Meeting Room Users	9	15	7	8	9	10	12	10					80
<b>INCOME:</b>													
Out of Town Patron Fees	\$0.00	\$30.00	\$0.00	\$30.00	\$30.00	\$0.00	\$60.00	\$30.00					\$180.00
Overdue Fines	\$34.00	\$13.00	\$37.00	\$39.00	\$18.00	\$36.00	\$35.00	\$42.00					\$254.00
Book Sales	\$257.33	\$261.32	\$242.88	\$136.75	\$180.11	\$196.90	\$422.59	\$309.26					\$2,007.14
Copier/Printer/Fax	\$50.00	\$67.50	\$55.00	\$64.00	\$53.00	\$71.50	\$105.00	\$139.00					\$605.00
Donations	\$6,701.88	\$2,029.00	\$2,213.00	\$257.00	\$10,558.00	\$2,701.00	\$3,839.00	\$7,514.00					\$35,812.88
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00
<b>TOTAL INCOME:</b>	\$7,043.21	\$2,400.82	\$2,547.88	\$526.75	\$10,839.11	\$3,005.40	\$4,461.59	\$8,034.26	\$0.00	\$0.00	\$0.00	\$0.00	\$38,859.02
Allocated to Collection:	\$3,186.21	\$304.32	\$279.88	\$345.75	\$228.11	\$426.90	\$517.59	\$381.26					\$5,670.02
Allocated to Programs:	\$1,787.00	\$25.00	\$107.00	\$53.00	\$50.00	\$250.00	\$225.00	\$0.00					\$2,497.00
Allocated to Supplies:	\$50.00	\$67.50	\$55.00	\$64.00	\$53.00	\$71.50	\$105.00	\$139.00					\$605.00
Allocated to Building Fund:	\$1,020.00	\$4.00	\$2,106.00	\$64.00	\$10,508.00	\$2,257.00	\$3,614.00	\$7,514.00					\$27,087.00
Allocated to Other:	\$1,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$3,000.00
<b>TOTAL ALLOCATED:</b>	\$7,043.21	\$2,400.82	\$2,547.88	\$526.75	\$10,839.11	\$3,005.40	\$4,461.59	\$8,034.26	\$0.00	\$0.00	\$0.00	\$0.00	\$38,859.02
ILLs sent to other libraries	137	159	158	160	146	128	154	150					1192
Count Weeks				346			473						819

# TFL CIRCULATION STATISTICS

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		2018
<b>CIRCULATION:</b>														
Adult Fiction	536	500	621	505	606	709	852	858						5,187
Adult Non-Fiction	165	170	182	163	206	197	234	206						1,523
Large Print	79	42	64	51	62	97	105	130						630
Young Adult Fiction	30	27	27	24	29	66	69	64						336
Young Adult Non-Fiction	3	1	0	0	0	0	0	0						4
Kids' Fiction	498	350	464	525	533	542	745	821						4,478
Kids' Non-Fiction	103	160	107	93	115	130	140	140						988
Inter-Library Loans	56	82	89	75	84	79	72	89						626
<b>TOTAL BOOKS:</b>	<b>1,470</b>	<b>1,332</b>	<b>1,554</b>	<b>1,436</b>	<b>1,635</b>	<b>1,820</b>	<b>2,217</b>	<b>2,308</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>13,772</b>
Adult DVDs	744	669	678	644	687	774	767	728						5,691
Adult CDs - Music (Holiday only)	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA				0
Adult Books on CD	67	61	80	69	113	104	88	97						679
Kids' DVDs	179	150	166	113	110	151	144	220						1,233
Kids' CDs - Music	2	1	1	3	1	0	5	5						18
Kids' Books on CD	19	18	12	13	9	7	16	15						109
Games (Wii & Board)	10	8	3	6	1	4	4	3						39
Kindle	0	0	0	0	0	1	0	0						1
Museum Passes	2	0	4	5	9	24	37	39						120
Periodicals	56	44	73	55	60	59	51	47						445
Puppets	4	5	2	5	3	7	5	26						57
Snowshoes	9	5	4	0	NA	NA	NA	NA	NA	NA				18
Telescope	0	0	1	0	0	1	2	1						5
Vertical File	9	4	4	8	3	7	9	13						57
Overdrive Audiobooks	25	42	61	33	46	60	53	62						382
Overdrive eBooks	75	76	96	97	75	74	103	64						660
Overdrive Periodicals	NA	NA	NA	NA	NA	NA	9	6						15
Hoopla Audiobooks	61	53	50	59	43	78	55	86						485
Hoopla eBooks	15	35	33	26	15	16	31	20						191
Hoopla Comics	2	0	1	0	0	0	0	2						5
Hoopla Music	23	19	20	20	29	33	35	21						200
Hoopla Movies	19	6	8	14	5	10	12	9						83
Hoopla TV	7	0	2	0	10	15	20	19						73
EBSCO Databases	72	37	6	3	14	35	54	17						238
Ancestry.com (ProQuest)	118	1,064	620	632	364	159	259	503						3,719
Heritage Quest Online (ProQuest)	75	111	33	8	9	0	46	9						291
<b>TOTAL OTHER MATERIALS:</b>	<b>1,593</b>	<b>2,408</b>	<b>1,958</b>	<b>1,813</b>	<b>1,606</b>	<b>1,619</b>	<b>1,805</b>	<b>2,012</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>14,814</b>
<b>TOTAL CIRCULATION:</b>	<b>3,063</b>	<b>3,740</b>	<b>3,512</b>	<b>3,249</b>	<b>3,241</b>	<b>3,439</b>	<b>4,022</b>	<b>4,320</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>28,586</b>
<b>Total # Materials Added:</b>	<b>173</b>	<b>152</b>	<b>166</b>	<b>152</b>	<b>219</b>	<b>166</b>	<b>128</b>	<b>139</b>						<b>1,295</b>
<b>Total # Materials Deleted:</b>	<b>88</b>	<b>127</b>	<b>174</b>	<b>315</b>	<b>136</b>	<b>79</b>	<b>108</b>	<b>19</b>						<b>1,046</b>
<b>Collection Count:</b>	<b>32,746</b>	<b>32,771</b>	<b>32,763</b>	<b>32,600</b>	<b>32,683</b>	<b>32,770</b>	<b>32,790</b>	<b>32,910</b>						<b>0</b>



**B.O.S. Meeting 9/11/2018:**

**Transfer Station**

- 1. Monthly Totals for Aug 2018 (14 SW compactors, 17 C/D containers, 4 Plastic Containers)**
  - a. 1 x Scrap Metal P/U (7.5 tons, revenue \$668)**
  - b. 1 x Steel / Tin Can P/U (2.53 tons, revenue \$ 252)**
  - c. 1 x Glass shipment out (17.36 tons, cost \$795)**
  - d. 1 x Freon/Propane pickup (13 prop tanks/26 Freon tanks drained)**
  - e. 1 x Tire container swap out (6 tons, cost \$1,010)**
  - f. Cash Revenues up thru Aug 2018 are approx. \$53,964.**
- 2. General Info Items:**
  - a. Spectrum Cable – complete with ported number – waiting for final bills from Consolidated to turn into Spectrum for credit (for service required to keep from Jun 13 until present).**
  - b. LRPC Hazardous Waste Day forecast budget for 2019 is \$4050.**
  - c. Certification of Origin for C/D – need approval**
  - d. W/M Ltr 8/22, Recycling Services Agreement – need signature acknowledgement of cost increase.**
  - e. W/M Amendment Three to Contract – needs signature ( This extends the current contract by two months in order to line up future price increases with budget years)**
  - f. W/M New contract needs signing – (New timing starts Jan 1<sup>st</sup> 2020, contract lists free container and haul for island day, 3% fixed cost increase)**
  - g. BUDGET for 2019**

	Monthly Total	Prev Balance	This Year to Date	Last Year to Date
Solid Waste	14 (XXXX tons)	61 (589.62 tons)	75 (XXXX tons)	70 (700.04 tons)
C&D	17 (XXXX tons)	77 (494.84 tons)	94 (XXXX tons)	78 (486.31 tons)
Plastic co-mingle	4 (XXXX tons)	19 (15.0 tons)	23 (XXXX tons)	21 (19.92 tons)
Glass	1 (17.36 tons)	3 (37.36 tons)	4 (54.72 tons)	3 (32.95 tons)
Paper		1 (23 tons)	1 (23 tons)	2 (46 tons)
Cardboard Bales		2 (45 tons)	2 (45 tons)	2 (45 tons)
Alum Bales				
Steel / Tin Cans	1 (2.83 tons)	1 (4.4 tons)	2 (7.23 tons)	1 (3.33 tons)
Electronics W/screen		2 (12,000 lbs)	2 (12,000 lbs)	3 (18,860 lbs)
car batteries				1 (2,073 lbs)
Freon	1 (26 units)	4 (90 units)	5 (116 units)	5 (154 units)
Metal Scrap	1 (7.5 tons)	7 (49.6 tons)	8 (57.1 tons)	7 (57.32 tons)
Non-Ferrous Metal - Cop		1 (842 lbs)	1 (842 lbs)	
Non-Ferrous Metal - other				
Propane	1 (13 units)	4 (27 units)	5 (40 units)	5 (51 units)
Tires	1 (6 tons)		1 (6 tons)	2 (10 tons)
Used Oil		2 (600 Gallons)	2 (600 Gallons)	3 (445 gallons)
Call 2 Recycle		2 (100 lbs)	2 (100 lbs)	2 (98 lbs)
Bulbs		1 (2084 Lin Feet)	1 (2084 Lin Feet)	1 (1054 Lin Feet)

Date	Expense Action	Revenue Action	Notes	Cost SW	Cost C/D	Cost	Revenue
1-Aug-18	WM Comp #1 & C/D		\$245 P/U vs \$334	XXX	XXXX		
2-Aug-18	WM Comp #2 & C/D		\$245 P/U vs \$334	XXX	XXXX		
2-Aug-18	WM C/D & Plastic		\$245 P/U vs \$334		XXXX	XXX	
7-Aug-18	WM Comp #1 & C/D		\$245 P/U vs \$334	XXX	XXXX		
7-Aug-18		Steel/Tin Cans 2.83 T	NRRA \$100/ton			249	\$ 252.00
7-Aug-18		tire container pickup	NRRA - (6.0 tons)			1010	
8-Aug-18	Freon and Propane P/U	AC & G	13 Prop 26 Freon				N/A
8-Aug-18	WM Comp #2 & C/D		\$245 P/U vs \$334	XXX	XXXX		
8-Aug-18		Scrap Mtl - \$100/ton	Berwick Mtl /7.5tons				\$ 668.00
9-Aug-18	WM Comp #1 & C/D		\$245 P/U vs \$334	XXX	XXXX		
9-Aug-18	WM Plastic only		\$245 P/U vs \$334			XXX	
14-Aug-18	WM Comp #2 & C/D		\$245 P/U vs \$334	XXX	XXXX		
14-Aug-18	WM C/D & C/D		\$245 P/U vs \$334		XXXX x2		
16-Aug-18	WM Comp #1 & C/D		\$245 P/U vs \$334	XXX	XXXX		
16-Aug-18	WM Comp #2 & Plastic		\$245 P/U vs \$334	XXX		XXX	
21-Aug-18	WM Comp #1 & C/D		\$245 P/U vs \$334	XXX	XXXX		
21-Aug-18	WM Comp #2 & C/D		\$245 P/U vs \$334	XXX	XXXX		
23-Aug-18	WM Comp #1 & C/D		\$245 P/U vs \$334	XXX	XXXX		
24-Aug-18	Glass Haul (\$30/ton)		W/M- / NRRA-17.36 t			520	
24-Aug-18	Glass Haul (\$30/ton)	WM Haul Fee	W/M - haul fee			275	
28-Aug-18	WM Comp #2 & C/D		\$245 P/U vs \$334	XXX	XXXX		
28-Aug-18	WM C/D & Plastic		\$245 P/U vs \$334		XXXX	XXX	
30-Aug-18	WM Comp #2 & C/D		\$245 P/U vs \$334	XXX	XXXX		
30-Aug-18	WM Comp #1 & C/D		\$245 P/U vs \$334	XXX	XXXX		

14 Solid Waste		WM (XXXX tons)	XXX			
17 C/D Containers		WM (xxxx tons)		XXX		
4 Plastic		WM (XXXX tons)			XXX	
1 Glass		WM (17.36 tons)			275	
Freon and Propane P/U	AC & G	13 Prop 26 Freon				N/A
	Steel/Tin Cans 2.83T	NRRA \$100/ton			249	\$ 252.00
	tire container pickup	NRRA - (6.0 tons)			1010	
	Scrap Mtl - \$100/ton	Berwick Mtl /7.5tons				\$ 668.00
NRRA Glass drop off fee		17.36 tons			520	
Resident Usage fees paid						\$5,828.00
Stickers fees collected						\$125.00
		Total				\$6,873.00

53,964

**September 11 2018**

<b>Fire Calls</b> 134	<b>Gas Furnace Inspections</b>	14
<b>EMS Calls</b> 173	<b>Oil Burner Inspections</b>	5
<b>Service Calls</b> 15	<b>Wood /Pellet Stove Inspections</b>	6
<b>SPD</b> 14	<b>Life Safety</b>	17
<b>Total</b> 336	<b>Total</b>	<b>42</b>

Old home week went well. I had heard positive feedback from towns people.

Sandy Island Camp has been inspected and some minor items were found during the inspection, which are being addressed by staff.

The Tuftonboro Fire Fighters Association has decided to take on replacing the polymer on 10-Boat-2 (The airboat) This will be the major project for 2018. Estimated cost will be \$15,000.00 at Kimble and Dube in Gray Maine

Also, in 2017 the fire fighters association purchased a Stryker power stretcher for 10-Ambulance 1. That stretcher which cost \$13,800.69 which needs to be accepted by the town at a future meeting with public hearing.

Work is still progressing with CCSO and Ossipee Mtn Electronics in reference to radio issues and the grant which was received to make changes with the radio systems. Upgrades will hopefully start this fall.

Have been working on collecting estimates and information for 2019 budget for FD, EMD and will be starting to work on meeting for ambulance budget. Bob McWhirter has made an effort to call but due to my vacation and other department business we have not had a chance to meet. I have placed a call to the Moultonborough Fire Chief to set up a meeting with the 4-town consortium. I have not heard anything to date.

We continue to transport when needed and the back to backs calls seem to be happening more often. We have transported 14 times this year.

We continue to work on the towns LEOP which needs to be updated. Hoping to have this updated by the end of the year.

(Local Emergency  
Operations Plan)