

TOWN OF TUFTONBORO
BOARD OF SELECTMEN
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Selectmen's Meeting
8: 30 am - Town Offices

Monday, October 1, 2018

The official video of this meeting can be found on the Town of Tuftonboro's YouTube 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 Selectmen's meeting to order at 8:30 am.

NON-PUBLIC SESSION

At approximately 8:30 am, Selectman Wood moved to enter non-public session per RSA 91-A: 3 II (a) personnel, seconded by Selectman Albee. Roll call vote: Marcussen – Yes; Albee – Yes; Wood – Yes. At approximately 8:55 am, Selectman Wood moved to come out of non-public session and back into public session, seconded by Chairman Marcussen with all in favor. Selectman Wood moved that these non-public minutes be sealed, seconded by Chairman Marcussen with all in favor.

At approximately 9:05 am, Chairman Marcussen reconvened the public meeting and proceeded with the Pledge of Allegiance.

PUBLIC HEARING PER RSA 31:95-e

Chairman Marcussen opened the public hearing for acceptance of a donation from the Tuftonboro Firefighter's Association for a Stryker Power-PRO XT Stretcher, retail value \$13,800.69, for use by the Tuftonboro Fire Department. The stretcher was available for viewing. Chief Thompson gave an overview of its added options compared to typical stretchers. Being no public input, Chairman Marcussen closed the public hearing. Selectman Wood moved to accept the donation, seconded by Selectman Albee with all in favor.

APPOINTMENTS/BUDGET REVIEWS

4194 GENERAL GOV'T BLDGS

Chief Thompson revisited the Central Fire Department Maintenance portion of this budget.

01-4194-08-630 Central Fire Department Maintenance: At the 9/24/18 meeting, Chief Thompson shared that he reduced his 2019 budget request based on 2018 expenditures. The Selectmen preferred to keep this budget line the same in anticipation of any unexpected expenses. After the 9/24/18 meeting, Chief Thompson revisited this budget and found that sprinkler testing doesn't need to be done in 2019 and therefore this budget line can be reduced by \$1,000 as originally submitted.

Motion: Chairman Marcussen moved to reduce 01-4194-08-630 Central Fire Department Maintenance to \$16,780, for a grand total of \$27,000 for the Central Fire Dept. Electric and Maintenance portion of budget 4194, seconded by Selectman Albee with all in favor.

Chief Thompson will let the Selectmen know if funds for the Melvin Station need to be encumbered. He will also provide an update on the ambulance billing for the Selectmen in order for them to estimate revenue.

PUBLIC INPUT

None.

REVIEW AND APPROVAL OF MINUTES

Selectman Albee moved to approve the 9/24/18 meeting minutes as written, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve the first 9/24/18 non-public meeting minutes as written, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve the second 9/24/18 non-public meeting minutes as written, seconded by Selectman Wood with all in favor. Selectman Albee moved to approve the 9/28/18 meeting minutes as written, seconded by Selectman Wood with all in favor.

APPOINTMENTS/BUDGET REVIEWS (cont.)

Jack Parsons gave the Building Department update. To date there have been 96 building permits, 13 new houses and 346 inspections. The new Code Officer vehicle will have a waxy undercoating applied (instead of oil) on 11/1/18 as the waxy undercoating is available for new vehicles and lasts a lifetime. Reapplication of the undercoating to the cavities can be done every two years for \$99. He received an estimate for replacement of the Town Offices main entrance interior doors of \$7990 with two side lights. An auto opener option adds \$2100. The quote for the Police single door is \$6100. Reflective one-way glass is \$180. He will question the cost for the single Police door. This project would be a warrant article. The Town House pellet boiler was missed during the last boiler inspection and therefore was inspected this morning.

Clay Gallagher gave the Transfer Station update. Please see attached. Construction Debris (C/D) will be about 20-25% greater in volume than last year. They have started charging a little more for disposal of trailer loads of construction debris and he'll have a better idea of the success of this for his next department update. He feels that this strategy will be closer to matching the Town's expense for C/D disposal. Mr. Gallagher would like for the Selectmen to review the Construction Debris Certificate of Origin form one more time before putting the form in place. The Selectmen felt it appropriate that the Code Officer review these forms to confirm that the debris is for valid projects in Tuftonboro. Mr. Gallagher will pass the form to the Selectmen one more time for a final review.

Selectman Wood complimented the successful operation of the Transfer Station while Mr. Gallagher was on vacation. Mr. Gallagher agreed to Selectman's Wood request to research adding two per diem people to monitor the swap shop as well as obtaining an estimate for brush removal. The billing issues with Spectrum have been rectified. Mr. Gallagher will call Spectrum and rectify the current issue of incoming phone calls not ringing through. He shared his frustrations with Crystal Rock not picking up their equipment and empty water bottles at the Transfer Station after repetitive requests.

Mr. Gallagher responded to Chairman Marcussen regarding the potential value of some plastic recycling. Due to Tuftonboro's small amount of valuable plastic, Mr. Gallagher feels that the options are to dispose of plastic with solid waste or pay to have them recycled as we are currently doing. If the recycling cost increases then he feels this should be revisited. This led to further discussion regarding recycling.

01-4324-25-390 Closure Monitoring

This budget line was revisited for 2019. There may be a reduction in the budget amount requested. Mr. Gallagher will call Dave Allwine of Stantec to review the options required by the Department of Environmental Services and come back to the Selectmen if necessary. There was discussion regarding the possibility of looking at other vendors who provide the services that Stantec offers. Mr. Gallagher didn't feel that this was necessary as he is happy with Stantec's service.

SIGNATURE FILE

Selectman Albee moved to approve continuing administration of the Town's Health Reimbursement Account (HRA) with Benefit Strategies for 2019, seconded by Selectman Wood with all in favor. Rates will be set on 10/9/18. Selectman Wood moved to sign a letter to Mr. Carleton regarding his property excavation, seconded by Selectman Albee with all in favor. This led to further discussion regarding excavation.

SELECTMEN'S UPDATE

Selectman Wood has a CIP meeting on 10/3/18. CIP asked to have the Selectmen's suggestions in writing. A submission for GIS mapping will be submitted as a placeholder until CAI is able to present to the Selectmen on 10/15/18 and a submission will be made for the Town Offices interior entrance doors. The Sodom Road Bridge replacement (\$525,000), Tuftonboro Neck Bridge (\$905,000), Road reconstruction (\$50,000), Union Wharf Reconstruction (\$75,000-may be a low estimate) and Lake Road culvert wall and dredging (\$160,000-may be a high estimate) have been submitted.

Chairman Marcussen and Selectman Albee disagreed with Selectman Wood's suggestion to have a work session with Chief Shagoury and the Town's IT person (as well as anyone else that was interested) to review computer/networking needs.

Selectman Albee is working with Chief Shagoury regarding on-call duty and reviewed encouraging candidate employment applications.

Chairman Marcussen responded to Selectman Wood that there is one chapter of the final version of the Master Plan that the Planning Board is awaiting from the Lakes Region Planning Commission. Chairman Marcussen gave an overview of the HealthTrust Health Summit that he attended. Topics of discussion included features used to help reduce and control premium costs.

The Selectmen will invite Jim Bean to meet with them on Friday 10/5/18 to work on the Highway Department budget.

CORRESPONDENCE

The Selectmen shared a thank you letter written from Wolfeboro Police Department Captain Livie to Chief Shagoury and Sergeant Hathcock for their assistance provided to the Wolfeboro Police Department on 9/10/18. The Selectmen discussed the use of a simpler gate, something like what we use at the Transfer Station, to be used to barricade Piper Road. Selectman Wood shared that an appropriate and highly visible gate has already been installed (prior to the Selectmen's approval). Selectman Albee moved to approve the gate installation at Piper Road, seconded by Selectman Wood. Concern for this action being done prior to the Selectmen's approval was discussed. Vote passed with all in favor. An ICS Overview for Executive/Senior Officials is being given by the Department of Safety on 11/10/18. Selectman Albee notified the Selectmen of a request that Hurlburt Trust Trustees received from the Nick Recreation Park requesting future monetary support. The Selectmen reviewed CIP submissions from the Conservation Commission for a trail at the Great Meadows, estimated cost \$12,310. They reviewed Chief Shagoury's CIP submissions for a new SUV cruiser (\$55,000), which led to discussion about retaining a cruiser as a spare; a new police facility capital reserve fund (\$50,000), and a new radar trailer (\$19,000). They reviewed Jim Bean's submissions for a heating system (\$15,000), 6 wheel dump truck (\$176,000) and paving and improvements (\$235,000). The Selectmen agreed to Chairman Marcussen's suggested Class VI road signage. A NH Public Works Mutual Aid Ultimate Toolbox Workshop will be held on 10/4/18. UMass Boston is hosting a Capital Planning for NE Officials workshop on 11/30. The Selectmen reviewed availability of funds through the Diesel Emissions Reduction Act. Chairman Marcussen is in the process of reapplying for this grant to see if the Town can receive a higher match grant than what was offered last year. Readoption of Emergency Medical Services Rules Public Hearing information was reviewed. The Selectmen reviewed information regarding NH DOT's solicitation of projects for the Ten Year Transportation Plan. Selectman Wood and Mark Howard will be attending a meeting regarding this on 10/3/18. The Selectmen reviewed sample language from the Central Park and 19 Mile Bay Beach signs to incorporate into a sign for the Cow Island Beach. Chairman Marcussen would like to review the sign language at Melvin Beach and revisit this discussion. The Selectmen will meet with CIP to go over their projects on 10/17/18. The Selectmen discussed the Supreme Court reversing the decision of the Marist Brothers vs. Town of Effingham. The Selectmen discussed Thomas Wood's email regarding parking concerns and impingement on access that parked vehicles create at the Mirror Lake Boat Launch. Selectman Wood would like to visit the site before any decisions are made.

As paving the unpaved section of Sawyer Road was once voted against at Town Meeting, there was discussion regarding the best way to handle paving the unpaved section in 2019 (making it a separate warrant article versus including it in the general paving warrant article). The NH Municipal Association will be contacted for advice.

The following correspondence was also reviewed: Building Permits Applications for PID 61-1-23, 44-1-25, 15-2-16, 51-2-33, 62-2-15, and 14-3-46-21; Driveway Permits for PID 59-2-31 and 60-1-19; NH Housing Draft 2018 Action Plan Substantial Amendment and Draft 2019 Action Plan for various grants Public Notice; ZBA 10/9/18 Public Hearing Notice: NH DHHS EEE Health Alert; 2019 NE Aquatic Biologist Conference information; NH School Safety Preparedness Task Force 2018 Report: Primex workshop information; Complete Forestry Notification for PID 68-1-4; Wetlands Permit Application for PID 28-1-57 and 40-3-34; 10/18/18 Pavement Mgmt. Quarterly Webinar information; Spectrum 9/25/18 News Release; Councilor Kenney 09/20/2018 Report; NewsLink 09/26/2018; various meeting minutes; various emails and other correspondence.

PUBLIC INPUT

The Selectmen responded to Joe Kowalksi regarding Sawyer Road, combining internet services that we are receiving from our current vendors, radar trailers, the Selectmen's work session on Friday, and the status of repairing the town trucks.

The Selectmen will hold an additional regular meeting on 10/22/18.

ADJOURNMENT

At approximately 11:10 am, Selectman Albee moved to adjourn, seconded by Selectman Wood with all in favor.

Respectfully submitted, Karen Koch, Administrative Secretary

B.O.S. Meeting 10/1/2018:

Transfer Station

1. **Monthly Totals for SEP 2018 (11 SW compactors, 14 C/D containers, 2 Plastic Containers)**
 - a. **2 x Scrap Metal P/U (XX tons, revenue \$951 +)**
 - b. **1 x Pallet of lead acid batteries (2050 lbs, revenue \$ 680)**
 - c. **1 x Freon/Propane pickup (30 prop tanks/23 Freon tanks drained)**
 - d. **Found an error in NRRA charge...(refund check to us \$190)**
 - e. **Cash Revenues up thru SEP 2018 are approx. \$65,500.**
2. **General Info Items:**
 - a. **Spectrum Cable – bill errors –contacted and corrected and credit given for consolidated bill complete. Issue now closed and billing should be correct next month bill should be zero.**
 - b. **Budget complete thru Selectmen, Budget committee mtg on 10/29**
 - c. **Certification of Origin for C/D – working**
 - d. **W/M Recycling Services Agreement – Cost Increase recyclables (plastic) - complete.**
 - e. **W/M Amendment Three to Contract – Complete (This extends the current contract by two months in order to line up future price increases with budget years)**
 - f. **W/M New Contract – Complete (New timing starts Jan 1st 2020 to line up with our budget year, includes glass hauling, and lists free container and haul for island day)**

Date	Expense Action	Revenue Action	Notes	Cost SW	Cost C/D	Cost	Revenue
4-Sep-18	WM Comp #1 & C/D		\$245 P/U vs \$334	XXX	XXXX		
4-Sep-18	WM C/D & Plastic		\$245 P/U vs \$334		XXXX	XXX	
4-Sep-18	Freon and Propane P/U	AC & G	30 Prop 23 Freon				N/A
4-Sep-18		Lead Acid Batteries	Harvy Mtl 2050 lbs				\$ 680.00
5-Sep-18		LLL/Berwick scrap pu	Berwick (XXX tons)				\$ 951.00
6-Sep-18	WM Comp #2 & C/D		\$245 P/U vs \$334	XXX	XXXX		
6-Sep-18	WM Comp #1		\$245 P/U vs \$334	XXX			
10-Sep-18		LLL/Berwick scrap pu	Berwick (XXX tons)				XXXX
11-Sep-18	WM Comp #2 & C/D		\$245 P/U vs \$334	XXX	XXXX		
11-Sep-18	WM C/D & Plastic		\$245 P/U vs \$334		XXXX	XXX	
12-Sep-18		NRRA overcharge	tire cont swap O/C				\$ 190.00
13-Sep-18	WM Comp #1 & C/D		\$245 P/U vs \$334	XXX	XXXX		
13-Sep-18	WM Comp #2 & C/D		\$245 P/U vs \$334	XXX	XXXX		
18-Sep-18	WM Comp #1 & C/D		\$245 P/U vs \$334	XXX	XXXX		
18-Sep-18	WM C/D & C/D		\$245 P/U vs \$334		XXXX x2		
20-Sep-18	WM Comp #2 & C/D		\$245 P/U vs \$334	XXX	XXXX		
25-Sep-18	WM Comp #1 & C/D		\$245 P/U vs \$334	XXX	XXXX		
25-Sep-18	WM Comp #2 & C/D		\$245 P/U vs \$334	XXX	XXXX		
27-Sep-18	WM Comp #1 & C/D		\$245 P/U vs \$334	XXX	XXXX		

11 Solid Waste		WM (XXXX tons)	XXX			
14 C/D Containers		WM (xxx tons)		XXX		
2 Plastic		WM (XXXX tons)			XXX	
0 Glass		WM (XXXX tons)			XXX	
Freon and Propane P/U	AC & G	30 Prop 23 Freon				N/A
	Lead Acid Batteries	Harvy Mtl 2050 lbs				\$ 680.00
	LLL/Berwick scrap pu	Berwick (XX tons)x2				XXXX
	NRRA overcharge	tire cont swap O/C				\$ 190.00
Resident Usage fees paid						\$9,462.00
Stickers fees collected						\$85.00
		Total				\$0.00

65K +

	Monthly Total	Prev Balance	Year to Date	Last Year to Date
Solid Waste	11 (XXXX tons)	75 (730.55 tons)	XXX	79 (804.87 tons)
C&D	14 (XXXX tons)	94 (599.66 tons)	XXX	91 (568.18 tons)
Plastic co-mingle	2 (XXXX tons)	23 (17.76 tons)	XXX	24 (21.92 tons)
Glass	0 (XXXXtons)	4 (54.72 tons)	XXX	5 (51.81 tons)
Paper		1 (23 tons)	1 (23 tons)	2 (46 tons)
Cardboard Bales		2 (45 tons)	2 (45 tons)	2 (45 tons)
Alum Bales				1 (14,880 lbs)
Steel / Tin Cans		2 (7.23 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 (2050 lbs)		1 (2050 lbs)	1 (2,073 lbs)
Freon	1 (23 units)	5 (116 units)	6 (139 units)	5 (154 units)
Metal Scrap	2 (XXXX tons)	8 (57.1 tons)	10 (XXXX tons)	7 (57.32 tons)
Non-Ferrous Metal - Cop		1 (842 lbs)	1 (842 lbs)	
Non-Ferrous Metal - other				
Propane	1 (30 units)	5 (40 units)	6 (70 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 (1504 LF)