

**TOWN OF TUFTONBORO
BOARD OF SELECTMEN
240 MIDDLE ROAD, P.O. BOX 98
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Selectmen's Meeting
9:00 am – Town offices

Monday November 4, 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 9:00 am and led the pledge of allegiance.

PUBLIC HEARINGS PER RSA 31:95-b, IIII (a)

A public hearing was held to accept HB4 Municipal Aid in the amount of \$34,304.23. As there was no public input, the hearing was closed. Selectman Wood moved to accept the donation, seconded by Selectman Marcussen with all in favor. The Selectmen did not allocate where the funds will be used.

PUBLIC INPUT

Gordon Hunt asked if the Selectmen received a report from the Assessor showing what percentage each property's valuation changed with the revaluation. They had not but will request one.

REVIEW AND APPROVAL OF MINUTES

Selectman Wood moved to approve the 10/21/19 meeting minutes as amended, seconded by Chairman Albee with all in favor. Selectman Marcussen moved to approve the 10/25/19 meeting minutes as written, seconded by Selectman Wood with all in favor. Selectman Wood moved to approve the 10/25/19 non-public meeting minutes as written, seconded by Selectman Marcussen with all in favor. Selectman Marcussen moved to approve the 11/1/19 meeting minutes as written, seconded by Selectman Wood with all in favor.

APPOINTMENTS/BUDGET REVIEWS

Jack Parsons gave the Building Department update. To date there have been 107 building permits, 18 new homes and 438 inspections. The generator at the Highway garage is installed. The power company just needs to swap the meter over. Some windows have been replaced in the Town Offices. Mr. Parsons is putting together a project list of work to be done at the Town Offices, including painting the building, replacing some of the larger windows and doing work on the cupola. In response to Selectman Wood, he gave an update on some of the junk yard concerns.

Conservation Commission Chairman Steve Wingate and Kate Nesbit met with the Selectmen. Kate Nesbit expanded her conservation easement at the end of Tuftonboro Neck Road for a total of 47 acres. Selectman Wood moved to accept this easement, seconded by Selectman Marcussen with all in favor.

Mr. Wingate met with the Selectmen regarding the Hershey property. The new owners have expressed interest in donating a conservation easement, estimated to happen in mid-late December. Mr. Wingate shared that this is probably the most important property around Mirror Lake for protecting water quality and a major part of the Watershed comes through that property. This easement includes 100+ acres in Tuftonboro and 32 acres in Wolfeboro. There are some water issues on the property that need to be fixed. The Mirror Lake Protective Association (MLPA) and Wolfeboro Tuftonboro Land Bank (WTLB) are interested in contributing funds. The value of the easement is

approximately \$180,000-\$190,000. The Tuftonboro Conservation Commission's only cost would be \$13,500. This includes using Rick Vanderpool's service to apply for three grants and \$1000 for an appraisal. This is the cost to Tuftonboro after WTLB and MLPA contributions. The grants will pay for the easement itself and possibly some of the \$13,500 startup costs. The National Recreational Conservation Service (NRCS) may be able to help with covering the costs for this project and hold the easement. The Conservation Commission would also apply for LCHIP and ARM funding if needed. As this would be a multi-year project, Selectman Marcussen suggested that it be written as a non-lapsing warrant article. Chairman Albee felt that the new owners should pay for some of the costs involved with the surveying etc. as other developers would. Mr. Wingate responded that easement survey costs, etc. are typically done through the purchaser. Rick Vanderpool would need to do begin work in January-March. Therefore, some of the Conservation Commission monitoring budget funds may be used while waiting for the warrant article funding to come through.

Unfortunately, volunteers haven't been able to commit time to repair the Copp's Pond viewing platform. The cost to complete this project will be approximately \$1300 (\$500 in lumber materials and \$800 for labor which includes two volunteers). Selectman Marcussen moved to pay for this cost using Other Conservation (4619-03) funds, seconded by Chairman Albee with all in favor. The Selectmen agreed to work with Diane Falcey to confirm the appropriate line that the expense should be charged to.

Mr. Wingate responded to Selectman Marcussen regarding concerns with the 19 Mile Brook Study being conducted by Normandeau Associates. Mr. Wingate explained that the automated collection software that collects the results in the water failed. Mr. Wingate doesn't feel that this will be an important factor for the report to come in November as this just affects the conductivity line of data.

Clay Gallagher shared extreme gratitude for the professionalism of our local Fire and EMS personnel for assisting his mother-in-law. He proceeded to give the Transfer Station update. Please see attached. He has added a book drop container to the Transfer Station site and shared that there is no cost for these containers if anyone is interested in obtaining one. He shared two concerns for the 2020 Transfer Station budget that will need to be revisited. They include per diem coverage and brush removal.

Per Diem: Mr. Gallagher shared that he will be overspending the Transfer Station 2019 per-diem budget line (as he didn't plan for coverage during this recent medical leave) but will find the funding elsewhere in the budget. Selectman Wood moved to add \$1,702.36 to the Transfer Station 2020 per diem budget as full time personnel now have 3 weeks of leave. Mr. Gallagher didn't necessarily agree with this figure and per Chairman Albee's request he will provide a more definitive estimate of what his needs are. Chairman Albee asked to table this discussion as they didn't have the Transfer Station budget for review and it has already gone through the Budget Committee.

Brush removal: The cost for brush removal in 2019 was \$2,000 (this included one load for free and some of the brush was used to groom the hill). Selectman Wood would like to add a minimum of \$500 per month to the 2020 budget for brush removal. He feels that winter storms and spring cleanup will add a big impact to this line. He also feels that two signs should be created to raise awareness for the price of acceptable brush. Mr. Gallagher agrees that the line needs to be increased and estimates the cost to be between \$4,000-6,000 in 2020. Chairman Albee would like to see how much brush is coming in and then revisit this. Selectman Wood provided a quote for brush trimming along the banks at Sargent's crossing (\$650 to be done once this year or \$1950 yearly for brush trimming and mowing.) He wanted this expense added to the mowing line. Selectman Marcussen and Chairman Albee didn't understand the reasoning for this addition to the budget as this bank was never maintained previously. Chairman Albee felt that this could be something that could be asked of the Road Agent.

Mr. Gallagher will work on per diem coverage and brush removal needs before revisiting the 2020 Transfer Station budget with the Selectmen. He will also provide the Budget Committee avoided cost information in January.

4194 GENERAL GOVERNMENT BUILDINGS (for Transfer Station only)

This budget line was revisited with Mr. Gallagher.

01-4194-05-630 Transfer Station Maintenance: At the last Selectmen's meeting, Jack Parsons suggested that replacement of the boiler controllers could wait and just the Transfer Station doors could be replaced in 2020. If just the doors are done it was agreed that the expense could be part of the budget rather than a warrant article. The cost to replace the doors is \$3000. Adjustments have been made to the boiler. Therefore, replacement of the boiler controllers can be removed, making the total for this line \$7,500 (\$3000 for doors and \$4500 for miscellaneous items). Mr. Gallagher suggested postponing doing any work to the Transfer Station building roof.

Motion: Selectman Wood moved to approve \$15,500 (\$4500 for electricity, \$3500 for heat and \$7500 for maintenance) for the General Government Buildings-Transfer Station budget, seconded by Selectman Marcussen with all in favor. Mr. Gallagher responded to the Selectmen the he is working on the Joint Loss Safety Committee inspection requests.

4220 FIRE DEPARTMENT

Chief Thompson presented the Fire Department budget. The 2020 budget request increased from \$449,208 in 2019 to \$470,800 (a \$21,592 increase).

01-4220-20-520 Firefighter's DOT Physicals: Request remained \$2400. Each physical costs approximately \$600 and each individual needs to have one done at least every two years. Chairman Albee requested a spreadsheet of when the last physicals were done and when the next ones are due.

01-4220-17-110 FD Shift Coverage: The 2020 request increased from \$25,262 in 2019 to \$29,721 as Roswell Galvin has been doing most of the shift coverage and he is paid at a higher hourly rate. He has been covering approximately 25 hours per week. The 2020 budget request accounts for a reduction to 20 hours.

01-4220-20-620 Office Supplies: 2020 request increased from \$4570 in 2019 to \$9805 for replacement of 3 computers and a server.

01-4220-20-570 Medical Rescue Billing: 8.5% is paid to QuickMed Claims for each transport. Therefore, cost depends on the number of transports. Chief Thompson will provide a summary of revenue collected in 2019.

01-4220-24-680 Dry hydrants: A cistern will be put in at the Marriotts that will have a dry hydrant. The department would like to put in a couple of dry hydrants for bridges but they are appropriately \$3500 each. They will be need to be done in the future unless leftover funding become available.

01-4220-20-660 Vehicle Maintenance: 2020 request increased from \$33,965 in 2019 to \$36,180 as there is more hose than originally thought that will need to be tested.

Motion: Chairman Albee moved to approve \$470,000 for budget 4220, seconded by Selectman Marcussen with all in favor. Chairman Albee would like to see a summary of medical transports and a physical schedule before this budget goes before the Budget Committee. The ambulance budget will be reviewed at a later date but Chief Thompson suggested renewing the Town's ambulance contract for one more year. In regards to the Emergency Management budget, Chief Thompson is obtaining generator maintenance quotes and shared that \$2800 a year will need to be budgeted to pay for radio communications/e-lines upgrades at the Fire Department. In regards to the Government Buildings budget, Chief Thompson shared that that Kyle Joseph will no longer being doing the Fire Department mowing. Cory Hunter provided a very comparable estimate. Chief Thompson shared that there is a possibility that Vehicle Engine 4 might need \$9,000 worth of work in pump shifting capabilities as they have been having intermittent issues. As the problem is intermittent, he did not budget for the repairs. If repairs are needed it would be considered a catastrophic repair. The school generator recently failed during the last wind storm and is in for repair. Selectman Marcussen asked that Jack Parsons periodically ensure that generators can run at full load capacity.

LIBRARY CAPITAL RESERVE DISCUSSION

Selectman Marcussen moved to approve payment of library building expenses for \$77,688 out of the Library Capital Reserve, seconded by Chairman Albee for discussion. Chairman Albee added that the Selectmen obtained advice from Town counsel, NHMA counsel, and re-read the original warrant article confirming that they are agents to expend. The Selectmen responded to Gordon Hunt in regards to how to these funds will be disbursed. New invoices will be charged against the \$77,688. Vote passed with all in favor. Chairman Albee shared that they need to check with Diane Falcey to see how the designs were paid for. Selectman Marcussen added that a warrant article will need to be created to disestablish this fund and return the balance to the general fund.

SIGNATURE FILE

Chairman Albee requested that a mowing proposal submitted by Cory Hunter be put on the 11/8/19 agenda for discussion. Selectman Marcussen moved to approve 2019 auditing services with Roberts and Greene, PLLC for \$10,900, seconded by Selectman Wood with all in favor. It was agreed that these services should be put out to bid early next year. Selectman Marcussen moved to approve a letter of commitment with Lakes Region Planning Commission Household Hazardous Product Collection Program to be held on 7/25/20 and/or 8/1/20 for \$4,300, seconded by Selectman Wood with all in favor.

SELECTMEN'S UPDATE

Chairman Albee shared that he went to the 10/29/19 Budget Committee meeting and will respond to them regarding their questions regarding property liability insurance. They requested Mr. Gallagher's avoided cost information and removed the storage container from the Parks and Recreation budget. Chairman Albee shared that some, but not all, health insurance quotes have been received. Our current insurance plan is a 6-7% increase in cost over last year. He shared that he spoke with Sue Weeks regarding tree work that needs to be done by the Cemetery Trustees. Ms. Weeks is reluctant to put it in a warrant article but Chairman Albee doesn't see another way to do it. The Trustees are finding someone else to fix the French Cemetery.

Selectman Wood shared that he viewed the beach project. New construction has plastic grates imbedded in the sand that may be damaged by snow plows and vehicles during the winter months. Signage will be posted regarding this concern. Jack Parsons suggested that a quote be requested for putting in concrete grates next year. Selectman Wood asked that Karen Koch review the town facilities closure policy.

CORRESPONDENCE

The Selectmen will revisit a potential Police Department timecard error. The Selectmen agreed to invite G.W. Brooks to meet regarding the second half of the 19 Mile Bay Beach Improvements project to be done in 2020. The HealthTrust Annual Meeting will be held 12/5/2019 from 9:00-10:30 am. The Selectmen discussed the Union Wharf test pitting to be done.

Other correspondence reviewed included: Two new 2020 Historic Preservation Grant Sources from NH Preservation Alliance and Partners; Granite Pathways information; Building Permit Application for PIDs 50-1-6 and 60-2-17; Conval Case Briefing Order; Thank you letter from MW Supports Recovery; Municipal October 2019 EcoLink; UNH T2 Training Workshops; Chief Shagoury IACP Training Certificate of Attendance; CDBG information; NHMA 11/14/19 Board of Elections information; LES October 2019 newsletter; Varney Engineering letter regarding PID 40-5-3; Wetlands Permit Application for PID 25-1-35; Tuftonboro Police Department Operation Safe Stop Certificate of Appreciation; Sansoucy letters; Energy Star correspondence; various emails; various minutes and other various correspondence.

ADJOURNMENT

At approximately 11: 32 am, Chairman Albee moved to adjourn, seconded by Selectman Marcussen with all in favor.

Respectfully submitted, Karen Koch, Administrative Secretary

B.O.S. Meeting 11/4/2019:

Transfer Station

1. **Monthly Totals for Sep 2019 and Oct 2019 (21 SW compactors, 33 C/D containers, 6 Plastic Containers)**
 - a. **1 x Tire container P/U - 6 tons, Cost \$750**
 - b. **1 x Electronics P/U 6000 lbs, Cost- \$1275**
 - c. **1 x Freon and Propane P/U – (57 Freon, 37 Propane)**
 - d. **4 x Scrap Metal P/U – XXXX Tons, Revenue XXXX**
 - e. **1 x Truckload OCC Cardboard, NRRRA, 23 tons, \$45.23/ ton, Revenue \$1,000**
 - f. **1 x Truckload UBC Alum cans, NRRRA, 20,767 lbs., \$.32/lb., Revenue \$6,645**
 - g. **Revenues thru Oct 2019 are approx. \$106,152 +. Last year same time was \$79,606**

2. **General Info Items**
 - a. **LRPC Letter and approx. amount for 2020**
 - b. **2 Book Drop containers added next to swap shop**
 - c. **CIP - Done**
 - d. **Generator - Done**
 - e. **Boiler replacement – Done**
 - f. **Swap shop – Closed 3 Nov. Overall summer operation went great. Thanks to all Volunteers!!**
 - g. **TS 2019 current budget**
 - i. **Need help in Per Diem Line (Heavier usage than forecast and medical lv replacement not budgeted for)**
 - h. **TS Budget for 2020 – Done: thru BOS and thru Budget Committee**
 - i. **owe the budget com avoided costs chart in January after year totals are in**
 - ii. **need to revisit budget line for Brush Removal for 2020 for numerous reasons**

Date	Expense Action	Revenue Action	Notes	Cost SW	Cost C/D	Cost	Revenue
3-Sep-19	WM Comp #2 & C/D		\$264 P/U vs \$360	1099	553		
4-Sep-19	WM Comp #1 & C/D		\$264 P/U vs \$360	1052	511		
4-Sep-19	WM C/D & C/D		\$264 P/U vs \$360		1392		
7-Sep-19	WM Comp #2 & C/D		\$264 P/U vs \$360	900	478		
7-Sep-19	WM Plastic (single)		\$180			204	
10-Sep-19	WM Comp #1 & C/D		\$264 P/U vs \$360	998	875		
10-Sep-19	WM C/D & Plastic		\$264 P/U vs \$360		561	216	
12-Sep-19	WM Comp #2 & C/D		\$264 P/U vs \$360	1114	715		
17-Sep-19	WM Comp #1 & C/D		\$264 P/U vs \$360	984	510		
17-Sep-19	WM C/D & C/D		\$264 P/U vs \$360		1237		
17-Sep-19	Scrap metal P/U	LLL/Berwick - x2	Berwick 14.8 Tons				\$ 526.00
19-Sep-19	WM Comp #2 & C/D		\$264 P/U vs \$360	1092	631		
19-Sep-19		Call2Recycle batteries	1 boxes/42 lbs				N/A
24-Sep-19	WM Comp #1 & C/D		\$264 P/U vs \$360	1136	845		
24-Sep-19	WM Comp C/D & Plastic		\$264 P/U vs \$360		586	209	
26-Sep-19	WM Comp #2 & C/D		\$264 P/U vs \$360	974	667		
26-Sep-19	WM C/D & C/D		\$264 P/U vs \$360		1124		

9 Solid Waste		WM (102.24 tons)	\$9,961			
17 C/D Containers		WM (99.81 tons)		\$10,685		
3 Plastic		WM (1.85 tons)			629	
0 Glass		WM (XXXX tons)				
	LLL/Berwick - x2	Berwick 14.8 Tons				\$ 526.00
	Call2Recycle batteries	1 boxes/42 lbs				N/A
Resident Usage fees paid						\$8,978.00
Stickers fees collected						\$235.00
		Total	\$9,961	\$10,685	\$629	\$9,739.00

\$87,122 |

SEP

	Monthly Total	Prev Balance	Year to Date	Last Year to date
Solid Waste	9 (102.24 tons)	88 (755.33tons)	97 (857.57 tons)	86 (827.47 tons)
C&D	17 (99.81 tons)	100 (581.69 tons)	117 (681.5 tons)	108 (695.13 tons)
Plastic co-mingle	3 (1.85 tons)	24 (19.8 tons)	27 (21.65 tons)	25 (18.95 tons)
Glass		3 (48.69 tons)	3 (48.69 tons)	4 (54.72 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)	2 (7.23 tons)
Electronics W/screen		3 (18,000 lbs)	3 (18,000 lbs)	2 (12,000 lbs)
car batteries		1 (1865 lbs)	1 (1865 lbs)	1 (2050 lbs)
Freon		5 (114 units)	5 (114 units)	6 (139 units)
Metal Scrap	2 (14.8 tons)	11 (79.56 tons)	13 (94.36 tons)	10 (72.4 tons)
Non-Ferrous Metal - Cop		1 (661 lbs)	1 (661 lbs)	1 (842 lbs)
Non-Ferrous Metal - other				
Propane		4 (21units)	4 (21units)	6 (70 units)
Tires		1 (6 tons)	1 (6 tons)	1 (6 tons)
Used Oil		2 (545 Gallons)	2 (545 Gallons)	2 (600 Gallons)
Call 2 Recycle	1 (42 lbs)	2 (98 lbs)	3 (140 lbs)	2 (100 lbs)
Bulbs		1 (2,564 Lin Feet)	1 (2,564 Lin Feet)	1 (2084 Lin Feet)

Date	Expense Action	Revenue Action	Notes	Cost SW	Cost C/D	Cost	Revenue
1-Oct-19	WM Comp #1 & Plastic		\$264 P/U vs \$360	XXXX		XXX	
1-Oct-19	WM Comp C/D & C/D		\$264 P/U vs \$360		XXX x 2		
3-Oct-19	WM Comp #2 & C/D		\$264 P/U vs \$360	XXXX	XXX		
3-Oct-19	WM Comp #1 & C/D		\$264 P/U vs \$360	XXXX	XXX		
8-Oct-19	WM Comp #2 & C/D		\$264 P/U vs \$360	XXXX	XXX		
10-Oct-19	WM Comp #1 & C/D		\$264 P/U vs \$360	XXXX	XXX		
15-Oct-19	WM Comp #2 & C/D		\$264 P/U vs \$360	XXXX	XXX		
15-Oct-19	WM C/D & C/D		\$264 P/U vs \$360	XXXX	XXX x 2		
16-Oct-19	WM C/D & Plastic		\$264 P/U vs \$360		XXX	XXX	
16-Oct-19		tire container pickup	NRRA - (6.0 tons)			750	
16-Oct-18	Propane P/U	AC & G	37 Prop			60	N/A
17-Oct-19	WM Comp #1 & C/D		\$264 P/U vs \$360	XXXX	XXX		
22-Oct-19	WM Comp #2 & C/D		\$264 P/U vs \$360	XXXX	XXX		
22-Oct-19		OCC - \$45.23/ton	NRRA (23 TONS)				\$1,000.00
23-Oct-19	WM Comp #1 & C/D		\$264 P/U vs \$360	XXXX	XXX		
23-Oct-18	Freon P/U	AC & G	57 Freon Units				N/A
24-Oct-19	WM Comp #2 & C/D		\$264 P/U vs \$360	XXXX	XXX		
24-Oct-19	WM C/D & Plastic		\$264 P/U vs \$360		XXX	XXX	
25-Jan-19	Scrap metal P/U	LLL/Berwick - x2	Berwick XXX Tons				XXXX
29-Oct-19	WM Comp #1 & C/D		\$264 P/U vs \$360	XXXX	XXX		
30-Oct-19		NRRA-UBC alum cans	(.32/lb) -20,767 lbs				\$ 6,645.00
30-Oct-19	Electronics W/CRT		ECER 6000 lbs			1275	

Oct

	Monthly Total	Prev Balance	Year to Date	Last Year to date
Solid Waste	12 (XXXX tons)	97 (857.57 tons)	109 (XXXX tons)	97 (931.20 tons)
C&D	16 (XXXX tons)	117 (681.5 tons)	133 (XXXX tons)	129 (851.90 tons)
Plastic co-mingle	3 (XXXX tons)	27 (21.65 tons)	30 (XXXX tons)	29 (21.88 tons)
Glass		3 (48.69 tons)	3 (48.69 tons)	4 (54.72 tons)
Paper				1 (23 tons)
Cardboard Bales	1 (23 tons)	1 (22.65 tons)	2 (45.65 tons)	2 (45 tons)
Alum Bales	1 (20,767 lbs)		1 (20,767 lbs)	
Steel / Tin Cans		2 (7.46 tons)	2 (7.46 tons)	2 (7.23 tons)
Electronics W/screen	1 (6000 lbs)	3 (18,000 lbs)	4 (24,000 lbs)	3 (18,000 lbs)
car batteries		1 (1865 lbs)	1 (1865 lbs)	1 (2050 lbs)
Freon	1 (57 Units)	5 (114 units)	6 (171 units)	7 (183 units)
Metal Scrap	2 (XXXX tons)	13 (94.36 tons)	15 (XXXX tons)	10 (84.84 tons)
Non-Ferrous Metal - Cop		1 (661 lbs)	1 (661 lbs)	1 (842 lbs)
Non-Ferrous Metal - other				
Propane	1 (37 Units)	4 (21units)	5 (58 units)	7 (79 units)
Tires	1 (6 tons)	1 (6 tons)	2 (12 tons)	1 (6 tons)
Used Oil		2 (545 Gallons)	2 (545 Gallons)	3 (835 Gallons)
Call 2 Recycle		3 (140 lbs)	3 (140 lbs)	2 (100 lbs)
Bulbs		1 (2,564 Lin Feet)	1 (2,564 Lin Feet)	1 (2084 Lin Feet)