

**Center Harbor Board of Selectmen
Meeting Minutes
Wednesday, January 6, 2010**

Chairman Charley Hanson called the meeting to order at 8:02 a.m. Selectmen Richard Drenkhahn and Randy Mattson were present. Code Enforcement Officer Ken Ballance, Parks & Recreation Director Jody Dickerson, Road Agent Jeff Haines, State of New Hampshire Department of Environmental Services Dam Bureau representatives Jim Gallagher and Mark Stevens, State of New Hampshire Fish and Game Department representatives Richard Fink and Betsey McNaughton, Fire Chief John Schlemmer and Selectmen's Secretary Robin Woodaman were also in attendance.

APPROVAL OF MINUTES: Mr. Hanson motioned to accept the minutes of December 30, 2009. Mr. Drenkhahn seconded the motion; the motion passed.

APPOINTMENTS:

CODE ENFORCEMENT OFFICER KEN BALLANCE: The following items were discussed:

- **Energy Committee (EC) Energy Tips Handout:** Mr. Ballance reported he is not opposed to passing out an energy tip handout with the construction permit applications, but suggested it be a separate booklet. He explained certain items in the current handout are already in code. Mr. Ballance explained adding too much information to the building permit process can be confusing for the residents. He suggested a general handout sheet be compiled to include energy efficient items and other items such as the shoreland requirements. Ms. Mattson asked Mr. Ballance to separate the energy requirements from the recommendations.
- **Hearthstone Bed & Breakfast (TML 6-24) construction permit:** Mr. Ballance reported a construction permit has been issued to Paul Maggi for the installation of a fire sprinkler system; the system requirements are based on the letter from the State of New Hampshire Fire Marshall's Office (FMO) to Mr. Maggi. Mr. Ballance explained if Mr. Maggi meets the FMO's conditions, and he receives a letter from the FMO stating that, he will issue a certificate of occupancy. Mr. Ballance reported the radio alarm box that Fire Chief John Schlemmer requested is not part of the FMO's conditions.
- **Construction code books:** Mr. Ballance reported there are changes to the construction codes in 2010 which will require sprinkler systems in new residential structures. He explained there are issues with this code which the State of New Hampshire is resolving; he reported he will not purchase the new code books until these issues are resolved.

STATE OF NEW HAMPSHIRE DAM BUREAU AND FISH AND GAME DEPARTMENT: The following items were discussed:

- **Hawkins Pond Dam ownership:** Mr. Stevens explained the Town owns the road and the components of the road and the dam is owned by the State of New Hampshire. He explained the Town has a three (3) rod right of way. Mr. Stevens reported the State owns upstream of the dam and has two (2) easements on the downstream side. Mr. Stevens explained the State owns the vertical retaining wall and the Town would own the top foot, which is part of the road component. Mr. Haines questioned the load rating on the concrete slab and reported he would like to have a guard rail system installed. Mr. Stevens reported the Town could install guard rails; this would be part of the road component. Mr. Hanson asked about the Town going down vertically into the dam component as part of the installation of the guard rails. Mr. Haines reported he would like to know where the responsibility of the State and Town stops. Mr. Hanson suggested there be a

formal document, a Memorandum of Understanding (MOU), between the State and the Town; the State and Town will work on a MOU. Mr. Stevens explained any agreement would have to be approved by the State of New Hampshire Attorney General's Office.

- **Dry hydrant at Hawkins Pond Dam:** Ms. McNaughton reported she and Mr. Fink discussed the installation of a dry hydrant with Chief Schlemmer. She reported the State of New Hampshire will be requesting a letter from the Selectmen.

PARK & RECREATION DIRECTOR JODY DICKERSON: The following was discussed:

- **Fireworks:** Mr. Dickerson presented Atlas Pyrovision's July 4, 2010 contract, which is the same amount as 2009, but excludes the cost to move the barge; he reported Atlas's cost to supply the boat to move the barge will be between \$500 and \$750. There was discussion regarding the Town moving the barge; Mr. Drenkhahn offered to do this with his personal boat. After discussion, the Selectmen decided to pay the extra amount to Atlas for them to supply the boat; the Town will only provide a security detail.

FIRE CHIEF JOHN SCHLEMMER: The following items were discussed:

- **Code Red program:** Chief Schlemmer explained the Code Red program is a reverse call back system that some towns are instituting; there is a cost involved. The Selectmen explained this would not be part of the 2010 budget.
- **Emergency response:** Mr. Hanson presented the scenario of an emergency call during which 15 firefighters respond to a call that needs 8 and some firefighters are at the Station; who determines who should stay or go. Chief Schlemmer explained the officer in seniority is in charge at the Station. He explained everyone is guaranteed one (1) hour of pay from the time they are toned out. Chief Schlemmer presented a scenario of a medical call in the west side of the Town and Stewart's Ambulance not being available; there would be EMS providers in Station 1 to staff the Town's rescue vehicle that can be used as an ambulance. Mr. Drenkhahn questioned having staff in the Station and explained there is no difference in response time if everyone was at home. Chief Schlemmer reported fire calls may be between three (3) and four (4) hours and the Station would be covered with firefighters in case they are needed; this would be decided by the incident commander at the scene. He explained upon returning from a fire there is a lot of equipment to clean; this is usually performed by the firefighters who covered the Station so the firefighters who were at the scene can go home.
- **Wages:** Ms. Mattson reported a large increase in firefighter wages in the last two (2) years. Chief Schlemmer reported the wages could be higher in the future; he reported the Town of Moultonborough's Fire Department has three (3) full time staff. Mr. Drenkhahn asked if there was a limit to the number of Center Harbor firefighters. Chief Schlemmer reported Center Harbor's Fire Department roster is between 24 and 27; a few years ago there were only eight (8) firefighters.

UNFINISHED BUSINESS:

HIGH HAITH BRIDGE PROJECT: The Selectmen reviewed the following:

- **State of New Hampshire Department of Transportation (NH DOT):** The Selectmen received notification that the NH DOT has reviewed the "Request for Budget Increase for Additional Services – Final Design" dated September 8, 2009 as prepared by Quantum Construction Consultants and found it to be satisfactory.
- **Payroll:** The Selectmen received, and reviewed, copies of M.E. Latulippe's payroll for the weeks ended December 17, 2009 and December 29, 2009.

- **Periodic Field Observation Reports:** The Selectmen received, and reviewed, Quantum Construction Consultants “Periodic Field Observation Reports” numbered 8 through 12.

PERAMBULATION OF TOWN BOUNDARIES: The following items were discussed:

- **Contract:** Mr. Hanson motioned to sign the contract, in the amount of \$4,400, with Ryan W. MacDonald, LLC with the addition of “pending approval at March 2010 Town Meeting”. Ms. Mattson seconded the motion and the vote was unanimous.
- **Open water perambulation:** The Selectmen received a request from Mr. MacDonald to be allowed to perambulate the boundary lines which cross the open waters of Squam Lake in the winter when the lake is iced over. Mr. Hanson explained the State of New Hampshire mandates that the perambulation is to be performed every seven (7) years, and due to that fact, the Selectmen should allow Mr. MacDonald the opportunity to perambulate the Squam Lake boundaries over the ice; Mr. Drenkhahn and Ms. Mattson agreed. Payment for this service will come from the “miscellaneous” line item.
- **Selectmen perambulating:** Ms. Mattson reported she would be very happy to join Mr. MacDonald during the perambulation; Mr. Hanson and Mr. Drenkhahn would also like to participate.
- **Professional perambulation:** Ms. Mattson reported, per State statute, “The lines between the towns in this state shall be perambulated, and the marks and bounds renewed, once in every seven years forever, by the Selectmen of the towns, or by such persons as they shall in writing appoint for that purpose.” It was reported the Town had hired Bob Woodward to perambulate the boundaries in the past twenty (20) years. Mr. Hanson explained the Selectmen’s main plan for this perambulation is to have the GPS markers installed. Ms. Mattson explained the Selectmen would be remiss if they didn’t hire a professional to perform this project.

VEHICLE INSURANCE CARDS: The Selectmen reviewed a template submitted by Mr. Haines for insurance cards for Town vehicles. The Selectmen will ask Receptionist Janet Kimball to create the cards for all Town vehicles.

PROFESSIONAL PLANNER: Mr. Hanson reported he discussed the proposed agreement between the Town and Lakes Region Planning Commission (LRPC) with Planning Board (PB) Chairman Lee Mattson. He reported an area of concern was the agreements reference in Section 7: Hours of Employment: It is agreed that the Town **shall** receive an average of about sixteen (16) hours per month of services. Mr. Hanson reported it was changed to: It is agreed that the Town **may, but not be required to,** receive an average of about sixteen (16) hours per month of services. Mr. Hanson motioned to sign the agreement as amended. Ms. Mattson seconded the motion and the vote was unanimous.

MUNICIPAL BUILDING LOW HEAT ALARM: Mr. Hanson reported speaking with Phil Cowels, of Cowels Heating & Air, who will look at the issue for a short term repair. He explained the December 29, 2009 issue was because the thermostat in the Reception room controls the Police Department; the heat from the Police Department should rise to the attic area, but couldn’t because of the ceiling tiles. Mr. Drenkhahn will coordinate a meeting with Mr. Cowels.

Ms. Mattson reported an issue with the phone line being tied up when the low heat alarm goes off; Chief Schlemmer will be asked to contact Mango Security regarding installing the alarm on a different phone line.

NEW BUSINESS:

LAKES REGION PARTNERSHIP FOR PUBLIC HEALTH MEETING: The Selectmen received a request to attend the Lakes Region Partnership for Public Health January 19, 2010 meeting to participate in the Regional Public Health Capacity Governance Assessment process. The Selectmen would like Emergency Management Director David Hughes to attend.

BOND HEARING: The bond hearing regarding the proposed Police Station will be held on Wednesday, February 3, 2010 at 6:30 p.m.

INTER-LAKES SCHOOL ASSESSMENT: The Selectmen received, and reviewed, Center Harbor's actual assessment schedule for the 2009/2010 school year in the amount of \$2,438,229. Mr. Hanson reported this equates to approximately \$15,000 per student for the approximately 160 students from Center Harbor, but includes the statewide property tax assessment for education. Mr. Drenkhahn reported the cost to tuition a student into the school district was approximately \$8,000 to \$9,000 four (4) years ago. Ms. Mattson reported a number of years ago the poorer school districts in the state spent approximately \$4,000 to educate each child.

ADDITIONAL BUSINESS:

BREAK: At 10:20 a.m. the Selectmen recessed for a short break.

RECONVENE: At 10:26 a.m. Mr. Hanson reconvened the Selectmen's meeting.

PROPOSED 2010 BUDGET: The Selectmen discussed the following budget items:

Capital Reserve Funds (CRF):

Solid Waste Maintenance: \$0 proposed. The Selectmen would like to have the voters vote on a warrant article to close this account and use the funds (\$8,235.49) to offset the disposition of solid waste for 2010.

Fire Department Self Contained Breathing Apparatus CRF: \$5,000 proposed for 2010 (\$0 approved in 2009). 12/31/2009 CRF balance is \$376.00

Fire Department Engine or Rescue CRF: \$25,000 proposed for 2010 (\$20,000 approved in 2009). 12/31/2009 CRF balance is \$38,500.

Life Safety Building CRF: \$1 proposed for 2010 (\$25,000 approved in 2009). The Selectmen will propose using the balance in this CRF to offset the amount needed to finance with a bond for the construction of the proposed Police Station. If the warrant article for the proposed Police Station does not pass, the Selectmen will amend the amount to be appropriated for the CRF. 12/31/2009 CRF balance is \$74,858.96.

Sand/Salt Storage Shed CRF: \$25,000 proposed for 2010 (\$100,000 approved in 2009). The Selectmen discussed the proposals they received for construction of a sand/salt storage shed, which exceeded the \$150,000 in the CRF at the time. 12/31/2009 CRF balance is \$147,500.

PW Truck or Equipment CRF: \$40,000 proposed for 2010 (\$30,000 approved in 2009). 12/31/2009 CRF balance is \$60,000.

Police Cruiser CRF: \$20,000 proposed for 2010 (\$20,000 approved in 2009). 12/31/2009 CRF balance is \$7,080.91.

Expendable Trust Funds (ETF):

Municipal Buildings Maintenance/Repair ETF: \$20,000 proposed for 2010 (\$50,000 approved in 2009). 12/31/2009 ETF balance is approximately \$13,098.44

Energy Conservation & Improvements EFT: The Selectmen will propose the establishment of an Energy Conservation & Improvements EFT to implement the recommendations from the recent evaluation and future evaluations, as may be performed, on municipally owned buildings and grounds. \$20,000 proposed for 2010.

Recreation Revolving Fund: Parks & Recreation Director Jody Dickerson recommended the Selectmen consider a warrant article to create a Recreation Revolving Fund; this would be funded through Parks & Recreation fees and used to repair and maintain the beach/park area. The Selectmen will propose a warrant article to create the fund.

Executive – Board of Selectmen:

Wages – Selectmen: \$18,000 proposed for 2010 (\$18,000 approved in 2009).

Wages – Secretary: \$43,272 proposed for 2010 (\$42,071 approved in 2009).

Wages – Office Personnel: \$32,993 proposed for 2010 (\$31,907 approved in 2009).

Telephone: \$3,600 proposed for 2010 (\$3,500 approved in 2009).

Equipment Maintenance: \$1,500 proposed for 2010 (\$1,500 approved in 2009).

Computer Support/Service: \$12,000 proposed for 2010 (\$12,000 approved in 2009).

Printing & Advertising: \$4,300 proposed for 2010 (\$4,300 approved in 2009).

Dues & Memberships: \$4,000 proposed for 2010 (\$4,100 approved in 2009).

Conference & Meetings: \$400 proposed for 2010 (\$500 approved in 2009).

Postage & Supplies: \$6,750 proposed for 2010 (\$6,500 approved in 2009).

Miscellaneous: \$1,000 proposed for 2010 (\$1,200 approved in 2009).

Gift Baskets/Donations: \$500 proposed for 2010 (\$500 approved in 2009).

Bank Fees & Chargebacks: \$500 proposed for 2010 (\$500 approved in 2009).

Office Equipment/Software: \$5,000 proposed for 2010 (\$6,500 approved in 2009). There was discussion regarding the proposed purchase of two (2) computer workstations in 2010 to replace the Code Enforcement Officer & Receptionist's current computers. In 2009 the Town Clerk, Selectmen's Secretary's computers and server were replaced.

Employee Background Check: \$500 proposed for 2010 (\$500 approved in 2009).

Election & Registration: There was discussion regarding three (3) elections in 2010 and one (1) in 2009) and the line items were increased to reflect the additional elections.

Moderator: \$450 proposed for 2010 (\$200 approved in 2009).

Election wages: \$1,500 proposed for 2010 (\$750 approved in 2009).

Town Clerk Salary: \$25,738 proposed for 2010 (\$25,457 approved in 2009).

Advertising & Printing: \$500 proposed for 2010 (\$600 approved in 2009).

Meals: \$300 proposed for 2010 (\$125 approved in 2009).

Accounting & Auditing:

Wages – Bookkeeper: \$18,008 proposed for 2010 (\$17,811 approved in 2009).

Treasurer Fee: \$4,000 proposed for 2010 (\$4,000 approved in 2009).

Deputy Treasurer Fee: \$500 proposed for 2010 (\$500 approved in 2009).

Tax Collector Fee: \$12,500 proposed for 2010 (\$12,500 approved in 2009).

Auditors: \$9,000 proposed for 2010 (\$9,000 approved in 2009).

Abatements: \$1 proposed for 2010 (\$1 approved in 2009).

Refunds: \$1 proposed for 2010 (\$1 approved in 2009).

Revaluation of Property:

Contract Appraiser: \$10,000 proposed for 2010 (\$12,000 approved in 2009).

Maps: \$2,800 proposed for 2010 (\$3,300 approved in 2009).

911: \$100 proposed for 2010 (\$150 approved in 2009).

Legal:

Legal Expense: \$20,000 proposed for 2010 (\$20,000 approved in 2009).

Benefits:

Blue Cross/Blue Shield: The Selectmen discussed the potential 26% increase in health insurance rates effective July 1, 2010. The Selectmen discussed their requests for health insurance proposals from other companies; Primex reported they could not offer a better rate. Mr. Drenkhahn reported the Town of Meredith covers employees only; employees are able to self pay for additional coverage. The Selectmen discussed the Town's current health insurance policy, which offers health insurance to all full time employees with an employee contribution of 5% for single coverage, 8% for 2-person coverage and 10% for family coverage; Mr. Hanson reported the Selectmen may increase the employee's contribution in 2011. There was discussion regarding the Town offering health insurance to the employee only. Ms. Mattson motioned to adjust the health insurance benefit to new employees hired after January 6, 2010; the Town will offer health insurance coverage to the individual only; the individual coverage will be subject to the current 5% employee contribution and new employees who require either the 2-person or family coverage will be able to subscribe to that coverage with the employee paying for that coverage in full. Mr. Hanson seconded the motion and the vote was unanimous.

Escrow: The Selectmen discussed the policy of reimbursing the employee for their deductible. Mr. Hanson motioned to eliminate the policy of reimbursing the employees deductibles; all employees will pay 100% of their deductible effective July 1, 2010. Ms. Mattson seconded the motion and the vote was unanimous.

Planning/Zoning Boards:

Professional Fees: \$6,000 proposed for 2010 (\$0 approved in 2009). This will be a new line item for the expenditure of funds for the circuit rider planner, which was an approved 2009 warrant article.

Planning Board Expenses: \$2,000 proposed for 2010 (\$3,000 approved in 2009).

Planning Board Supplies: \$50 proposed for 2010 (\$50 approved in 2009).

ZBA Expenses: \$250 proposed for 2010 (\$250 approved in 2009).

General Government Buildings:

Custodial Services: \$8,000 proposed for 2010 (\$3,750 approved in 2009). The cleaning of the Library will be included in this line item this year.

Electricity: \$10,000 proposed for 2010 (\$8,500 approved in 2009).

Sewer: \$1,400 proposed for 2010 (\$1,400 approved in 2009).

Supplies: \$1,000 proposed for 2010 (\$650 approved in 2009).

Town Gardens: \$500 proposed for 2010 (\$500 approved in 2009).

Cemeteries:

Cemetery Maintenance: \$2,000 proposed for 2010 (\$3,000 approved in 2009).

Cemetery Restoration: \$150 proposed for 2010 (\$150 approved in 2009).

Code Enforcement:

Wages: \$15,000 proposed for 2010 (\$15,000 approved in 2009).

Telephone/Pager: \$600 proposed for 2010 (\$600 approved in 2009).

Mileage: \$1,000 proposed for 2010 (\$1,000 approved in 2009).

Supplies: \$200 proposed for 2010 (\$300 approved in 2009).

Equipment: \$50 proposed for 2010 (\$200 approved in 2009).

Street Lighting:

Street Lighting: \$8,000 proposed for 2010 (\$8,000 approved in 2009).

Solid Waste Disposal:

Sanitation Miscellaneous: \$905 proposed for 2010 (\$905 approved in 2009). This fee is for the Hazardous Waste Disposal day.

Trash Pick Up: \$2,700 proposed for 2010 (\$2,500 approved in 2009).

Sub Contract: \$2,500 proposed for 2010 (\$1,700 approved in 2009).

Health:

Health Officer: \$500 proposed for 2010 (\$1,000 approved in 2009).

Meredith Public Health Nursing: \$12,201 requested for 2010 (\$12,201 approved in 2009).

Welfare:

Direct Relief: \$25,000 proposed for 2010 (\$14,000 approved in 2009).

Community Action Program: \$8,400 requested for 2010 (\$8,400 approved in 2009).

Child/Family Services: \$3,500 requested for 2010 (\$3,500 approved in 2009).

Inter-Lakes Day Care: \$4,662 requested for 2020 (\$4,662 approved in 2009).

American Red Cross: \$490 requested for 2010 (\$489 approved in 2009).

Genesis: \$1,500 requested for 2010 (\$1,500 approved in 2009).

CASA: \$500 requested for 2010 (\$500 approved in 2009).

Center Harbor Soup Kitchen: \$500 requested for 2010 (\$0 approved in 2009).

Historical:

Historical Society: \$500 proposed for 2010 (\$500 approved in 2009).

Conservation/Energy:

Conservation Commission: \$2,000 proposed for 2010 (\$2,000 approved in 2009).

Energy Committee: \$450 proposed for 2010 (\$450 approved in 2009).

ADDITIONAL BUSINESS:

Fire Department: Mr. Hanson suggested the Selectmen contact Bob Wood, previous interim Center Harbor Fire Chief, regarding performing a Fire Department audit in the future since this has been discussed off and on for a period of time.

CORRESPONDENCE:

ADJOURNMENT: At 1:20 p.m. Ms. Mattson motioned to adjourn the Board of Selectmen's meeting. Mr. Drenkhahn seconded the motion and the vote was unanimous.

Respectfully submitted,

Robin Woodaman
Selectmen's Secretary