

**Center Harbor Board of Selectmen
Meeting Minutes
Wednesday, January 7, 2009**

Chairman Randy Mattson called the meeting to order at 8:05 a.m. Selectmen Charley Hanson and Richard Drenkhahn were also present. Code Enforcement Officer Ken Ballance, Library Trustees Sarah Heath and Helen Heiner, Emergency Management Director David Hughes, Town Clerk Sheila Mohan, Parks & Recreation Director Jody Dickerson, Jeff Demoura and Selectmen's Secretary Robin Woodaman were also in attendance.

APPROVAL OF MINUTES: Mr. Hanson motioned to accept the minutes of December 29, 2008 with one addition to the third bullet under the Parks & Recreation section: "He has written to the past summer's lifeguards regarding their intentions for the summer of 2009. Mr. Hanson reported he believes no lifeguards **that worked in 2008** will be returning for 2009." Mr. Drenkhahn seconded the motion and the vote was unanimous.

APPOINTMENTS:

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

Volunteer Fireman's Association Sign: Mr. Ballance reported the Town should apply for a construction permit for the sign that has been placed in front of the Fire Station. He explained it is greater than ten square feet which would define it as a structure per Town ordinances, is within fifty feet of the center line setback and is not considered a "temporary" sign because it is secured in cement and will be in place longer than thirty days. Mr. Ballance reported Zoning Board of Adjustment (ZBA) approval would be required because it is within fifty feet of the center line of the road. He offered to place the setback measurements on the construction permit application after the Board has completed the application.

Cemetery Trustees: Mr. Ballance explained he recently attended a seminar and learned the Cemetery Trustees records have to be retained in the Selectmen's office per law. Mr. Ballance reported he and John Kimball are the Cemetery Trustees; the Selectmen discussed the need to appoint a third trustee.

LIBRARY TRUSTEES SARAH HEATH & HELEN HEINER: The following items were discussed:

2009 Proposed Budget:

Salaries: \$53,112 proposed for 2009 (\$53,618 approved in 2008). Ms. Heath explained the reduction in the salaries line item is due to the fact that the employee who performed the cleaning services is no longer employed; the cleaning is now performed by an outside individual. There was discussion regarding 53 pay weeks in 2009.

Fuel: \$6,000 proposed for 2009 (\$3,500 approved in 2008). Ms. Heath reported almost \$6,000 was spent for fuel in 2008.

Furnishings/Equipment: \$1,000 proposed for 2009 (\$2,000 approved in 2008).

Repairs/Maintenance: \$3,000 proposed for 2009 (\$8,000 approved in 2008). Ms. Heath reported the Library Trustees had planned to re-seal the building in 2008, but did not due to increased fuel costs. There was discussion regarding the Town establishing an Expendable Trust Fund for the purpose of maintaining Town-owned buildings.

Supplies: \$2,500 proposed for 2009 (\$2,000 approved in 2008).

Electricity: \$2,000 proposed for 2009 (\$2,000 approved in 2008).

Telephone: \$1,480 proposed for 2009 (\$1,200 approved in 2008). Ms. Heath explained this line item will include the monthly internet service cost.

Travel: \$150 proposed for 2009 (\$150 approved in 2008).

Collection Development/Book Sales: \$1,000 proposed for 2009 (\$0 approved in 2008). Ms. Heath explained expenditures from this line item depend on the revenue received from book sales; \$1,000 has been budgeted for book sales revenue. Mr. Hanson reported the March 1996 Town Meeting voted to allow the Library Trustees to accept and expend unanticipated revenue.

Books & Periodicals: \$11,500 proposed for 2009 (\$11,500 approved in 2008).

Landscaping: \$300 proposed for 2009 (\$300 approved in 2008).

Special Projects from Gifts: \$500 proposed for 2009 (\$500 approved in 2008).

Professional Development & Training: \$500 proposed for 2009 (\$500 approved in 2008).

Program Projects: \$75 proposed for 2009 (\$250 approved in 2008).

Miscellaneous: \$100 proposed for 2009 (\$400 approved in 2008).

2009 Cleaning Service: \$4,310 proposed for 2009 (\$0 approved in 2008). Ms. Heath explained this is a new line item for cleaning including window cleaning.

Computer Maintenance Contract: \$495 proposed for 2009 (\$495 approved in 2008).

Copier Maintenance Contract: \$250 proposed for 2009 (\$250 approved in 2008).

NON-PUBLIC SESSION: At 8:33 a.m. Ms. Mattson motioned to go into a non-public session per RSA 91-A:3, II(a) to discuss employee reviews. Mr. Drenkhahn seconded the motion and the vote was unanimous. Ms. Heath, Ms. Heiner and Ms. Woodaman were also present. At 8:47 a.m. Ms. Mattson motioned to end the non-public session. Mr. Hanson seconded the motion and the vote was unanimous.

RECONVENE: At 8:47 a.m. Ms. Mattson reconvened the Board of Selectmen's meeting.

Wage Step program: There was discussion regarding implementing the Library employees wages based on the recently completed step system. The Librarian is Grade 10, Step 7, the Librarian Assistant is Grade 3, Step 4 and the Library Aide is Grade 1, Step 1. The proposed 2009 wages will be re-calculated based on this information.

PARKS & RECREATION DIRECTOR JODY DICKERSON: Mr. Dickerson presented the following update:

2009 Concert Series: The schedule has been completed and dates and times have been confirmed.

Band Director: Mr. Dickerson has spoken to Band Director Carlos Martinez regarding the upcoming season. Mr. Martinez would like to increase selections in the music library; Mr. Dickerson instructed him that there were funds in the Town Band account.

Lifeguards: Mr. Dickerson sent letters to all of the 2008 lifeguards regarding their status for the 2009 season; he heard back from two of the lifeguards, including the WSI Instructor, who stated they will be back for another season.

Boat Launch Attendants: Mr. Dickerson sent letters to the 2008 Boat Launch attendants regarding their status for the 2009 season; as of now one attendant will return for the 2009 season.

2009 Town Beach & Boat Launch Brochures: Mr. Dickerson reported the brochure has been designed and proofs have been printed.

Employment application: Mr. Dickerson has designed a new and more detailed employment application; the Selectmen would like a reference added referring to background checks.

Facility Use application: Mr. Dickerson has designed a new and more detailed application.

Inventory of Equipment: Mr. Dickerson reported working on a detailed inventory of all Parks & Recreation equipment; this should be completed within 60 days. Ms. Woodaman will supply Mr. Dickerson with a list of Parks & Recreation fixed assets.

Valentine's Day Crafts: This has been scheduled for February 7, 2009 at 10:00 a.m. in the Municipal Building; children up to grade 6 are welcome to participate.

Skate Day: Mr. Dickerson is planning a skate day during the February school vacation week. He reported he will be working with the Fire Department regarding the possibility of having a bon fire at the same time at the rink; a date had not been set yet.

Easter Egg Hunt: This has been scheduled for Saturday, April 11, 2009 at 10:00 a.m. at the Municipal Building; children up to grade 6 are welcome.

Earth Day 2009: This has been scheduled for Saturday, April 25, 2009 at 10:00 a.m. at the Municipal Building. Mr. Dickerson reported small groups will be assigned areas throughout the Town to clean. He will request donations of bags and gloves from the New Hampshire Electric Co-Op. Ms. Mattson suggested Mr. Dickerson contact Maureen Criasia, the Town's "Trash Angel".

Memorial Day: Mr. Dickerson reported he has been in contact with the "Green Mountain Air National Guard" regarding a flyover during the ceremony and parade on Monday, May 25, 2009 at a time to be determined. He reported a permit has been completed and will be forwarded in March.

Classic & Antique Car Cruise Nights: Mr. Dickerson reported this event will take place every Wednesday in the months of June, July and August beginning May 27, 2009.

July 4th Road Race: Mr. Dickerson reported a meeting will be scheduled in February to begin the planning process. Mr. Hughes requested someone on either a moped or motorcycle follow the last runner.

July 4th Parade: Mr. Dickerson reported the theme of the parade will be "The Good Old Days". He will work with local businesses, non-profit groups and residents to make this event a memorable one. A permit will be sent to the State in April.

July 4th Fireworks: Mr. Dickerson reported the fireworks are scheduled for 9:00 p.m. and explained he will be working closely with the Police Department, Fire Department and Department of Public Works as the date nears.

Department Heads: Mr. Dickerson reported he has spoken with each department head regarding the relationships between departments. He reported he is looking forward to a great working relationship with the best interest of the community first.

Summer 2009 brochure: Mr. Dickerson reported the brochure is in the early stages and should be completed by spring.

Website: Mr. Demoura presented a demonstration of the new Parks & Recreation website centerharborparksrec.com. The Selectmen liked the new website, which will be linked to the Town's website.

Computer: Mr. Dickerson reported it has been brought to his attention that the Town may be purchasing several new computers for the Municipal Building in the spring. He requested the Selectmen consider replacing the current Parks & Recreation Department's computer with one of the used computers. Ms. Mattson explained two computers will be replaced and the Selectmen will research past meeting minutes for reference on which departments are to receive the used ones.

Center Harbor Students: Ms. Mattson requested the number of Center Harbor students be given to Mr. Dickerson for Parks & Recreation planning purposes.

EMERGENCY MANAGEMENT DIRECTOR DAVID HUGHES: There was discussion regarding the Center Harbor Volunteer Fireman's Association fund raising sign in front of the Fire Station. Mr. Drenkhahn reported Code Enforcement Officer Ken Ballance met with the Selectmen and requested they submit a construction permit application, which he will deny and refer to the Zoning Board of Adjustment for a special exception. He reported Mr. Ballance had reported the sign is a permanent structure because it is in concrete. Mr. Hughes reported the sign is not in concrete; the holes were drilled with an ice auger and filled then filled with dirt, not concrete. Ms. Mattson reported she would like to research Town ordinances to determine how the process broke down. Mr. Hanson reported there was never a formal Board of Selectmen's decision regarding the sign.

The Selectmen referenced Town Zoning Ordinance Section 6 (Signs) which states the following definition of a sign: "In this section "sign" shall mean a structure, building wall, supporting post(s), other outdoor surface, or any device used for visual communication the purpose of which is to bring the subject depicted thereon to the attention of the public, or to display, identify, or publicize the name and/or service of any person or business." Ms. Mattson referred to Section 6:2 (Temporary Signs) 6:2:1 which states "Temporary signs not to exceed thirty-two (32) square feet in area advertising special events in the Town of Center Harbor conducted for charitable, or non-profit purposes shall be permitted for no more than thirty (30) days for each event. Mr. Hughes explained the Volunteer Fireman's Association has State of New Hampshire charitable status. There was discussion regarding the sign being in place for more than thirty days and the possibility of the Town advertising future events on it. Ms. Mohan explained if there is an approved construction permit in place, the sign can continue to be used. She explained one of the Zoning Board of Adjustment's criteria for a variance is that the applicant needs to show hardship. Ms. Mohan explained a construction permit is required for work where the value exceeds \$1,500; she reported Anatole Paquette, who constructed the sign, told Ms. Mohan that a construction permit would be required due to the sign having a value greater than \$1,500. Mr. Hughes reported Mr. Paquette informed him that a construction permit was not required because the value was less than \$1,500.

The Selectmen reviewed the Town's Non-Residential Site Plan Review, Section 4, which allows the Selectmen to grant an exception if certain conditions are met. The Selectmen filled out and will submit a construction permit application and attach a letter to Mr. Ballance informing him that they are exempting the need for a site plan review per Section 4, of the Non-Residential Site Plan Review.

NEW BUSINESS:

TRANSFER STATION FEES: The Selectmen received notification from the Town of Meredith that the Transfer Station fees may be raised to \$20 per two-year cycle (they are currently \$10 per two-year cycle).

ELEANOR & JOSEPH LUDWICK PROPERTY TAXES: The Selectmen were informed that Mrs. Ludwick called the Town Clerk's office on January 6, 2009 because they did not receive their 2008 property tax bill and requested the Selectmen waive any accrued interest. Mr. Hanson reported it would be reasonable to waive the interest if they did not receive the bill as this has happened to others in the past. Ms. Mattson motioned to waive the interest because Mr. & Mrs. Ludwick did not receive the tax bill in the mail. Mr. Hanson seconded the motion and the vote was unanimous.

UNFINISHED BUSINESS:

ENERGY AUDIT: Ms. Mattson reported the Jordan Institute has not performed the free energy audit, but submitted budgetary figures for the extensive energy audit. Mr. Hanson suggested the Energy Committee be asked for their recommendation for a budget figure.

2009 PROPOSED BUDGET:

Backhoe: Mr. Hanson reported the State of New Hampshire Department of Revenue Administration (NH DRA) will get back to the Town regarding the lease/purchase with an escape clause warrant article for a backhoe.

Sand/Salt Storage Shed: Mr. Hanson will meet with Road Agent Jeff Haines regarding the sand/salt storage shed.

Expendable Trust Fund: Ms. Mattson reported NH DRA recommended the Town establish an Expendable Trust Fund for the purpose of maintaining Municipal buildings. Mr. Hanson suggested proposing an appropriation of \$35,000 in 2009.

Treasurer expense: The Selectmen reviewed an email sent from Treasurer Jeannie DeGrace requesting the Selectmen consider increasing the Treasurer's hourly rate to reflect additional duties and time requirements. Ms. DeGrace will be asked what rate she would propose as an elected official.

CURRENT BILLS PAYABLE: The Selectmen reviewed, and approved, the payroll and accounts payable manifests.

CORRESPONDENCE:

LEGION OF CHRIST CENTER HARBOR, INC.: The Selectmen reviewed the State of New Hampshire's Board of Tax and Land Appeals form A-9, "List of Real Estate and Personal Property on which Exemption is Claimed" and form A-12, "Charitable Organization Financial Statement"

U.S. DEPARTMENT OF LABOR: The Selectmen reviewed a request from the U.S. Department of Labor to participate in the 2009 "Survey of Occupational Injuries and Illnesses".

ADDITIONAL BUSINESS:

PLANNING BOARD (PB): Mr. Hanson reported the following PB update from their Tuesday, January 6, 2009 meeting:

Maxfield Realty: Mr. Hanson reported Mr. & Mrs. Maxfield met with the PB regarding two possible changes to their site plan review: signs and the lettering on the signs.

New Hampshire Music Festival (NHMF): Mr. Hanson reported the public hearing on the NHMF continued last evening. He reported PB Chairman Lee Mattson researched a special exception granted to the NHMF regarding the building's height in 2001. He explained the special exception had to be used in one year; the NHMF will have to begin the process again. Mr. Hanson reported Mike Izzard, of the Lakes Region Planning Commission prepared a four page summary of questions regarding the NHMF's proposed project; Department heads have been asked to submit their comments to Mr. Izzard by January 19, 2009. He reported the NHMF will meet with the PB on February 3, 2009.

Boathouses: Mr. Hanson reported the public hearing regarding the 2009 warrant article on boathouses was held last evening. He reported three PB members voted in favor of recommending the warrant article and three PB members voted against recommendation.

BUILDING COMMITTEE (BC): Mr. Drenkhahn reported the BC will interview three architects on Thursday, January 9, 2009.

ADJOURNMENT: At 12:11 p.m. Mr. Hanson motioned to adjourn the meeting. Ms. Mattson seconded the motion and the vote was unanimous.

Respectfully submitted,

Robin Woodaman,
Selectmen's Secretary