

**Center Harbor Board of Selectmen  
Meeting Minutes  
Wednesday, February 11, 2009**

Chairman Randy Mattson called the meeting to order at 8:02 a.m. Selectmen Charley Hanson and Richard Drenkhahn were also present. Police Chief Mark Chase, Town Clerk Sheila Mohan, Road Agent Jeff Haines and Selectmen's Secretary Robin Woodaman were also in attendance.

**APPROVAL OF MINUTES:** Ms. Mattson motioned to accept the minutes of the February 4, 2009 Board of Selectmen's meeting and Budget Hearing. Mr. Hanson seconded the motion and the vote was unanimous.

**APPOINTMENTS:**

**POLICE CHIEF MARK CHASE:** Chief Chase requested the Selectmen sign the document to accept \$4,700 for the Police Department speed enforcement grant.

**ROAD AGENT JEFF HAINES:** The following items were discussed:

**Backhoe Capital Reserve Fund (CRF):** Mr. Hanson reported the Selectmen have proposed changing the purpose of this CRF to the Public Works Truck or Equipment CRF and have proposed adding \$30,000 in 2009.

**Public Works Truck or Equipment CRF:** Ms. Mattson explained if voters approve the change of the Backhoe CRF (which currently has \$30,000) to this CRF and appropriate \$30,000 this year and \$30,000 next year there will be \$90,000 in 2010.

**Backhoe:** Mr. Hanson asked Mr. Haines if he feels the current backhoe needs to be replaced in 2009; \$5,600 was recently spent on repairs to the backhoe. Mr. Haines reported he feels the backhoe could be nursed for another year by replacing pins and bushings. Ms. Mattson reported there will be \$60,000 in 2009 in the Public Works Truck or Equipment CRF and asked if a late model used backhoe, or one from the State of New Hampshire surplus equipment, could be purchased for \$60,000 if necessary. Mr. Haines reported that would be a possibility; he is not against looking at options. Mr. Haines reported Beauregard Equipment had leased backhoes to the State of Maine and had expected to receive them back, but the State of Maine has extended the lease until June or July of this year. He explained these backhoes could be purchased with a \$20,000 to \$25,000 reduction in cost. Mr. Haines reported he would like the Town to develop a planned replacement schedule for vehicles and equipment. Ms. Mattson reported the Selectmen did not have the information for a lease/purchase of a backhoe to be included in the 2009 warrant.

**Truck:** Mr. Haines reported he plans to hold off on the purchase of a truck and explained he feels the replacement of the backhoe is more important.

**Purchasing policy:** Ms. Mattson explained there should be a purchasing policy in place for purchasing used equipment. Mr. Haines explained the Town of Meredith may have a policy.

**Police cruiser:** Mr. Haines reported the Highway Department has used the 2000 Crown Victoria police cruiser for the past couple of years; he explained it has been very useful, and more economical than using a Town truck, for running errands. He explained this vehicle is also available for use by other Town departments; it is used by the Police Department as an extra vehicle during Motorcycle Week. Mr. Haines requested replacing this vehicle with the 2004 Intrepid cruiser; the Selectmen agreed to his request.

**Gilbert Block:** Mr. Haines reported being contacted by Brian Gilbert, of Gilbert Block, who reported Gilbert Block has not been paid for the concrete structures sold to Lakes Region Marine Construction for the boat ramp repairs project. The Selectmen will send a letter to Lakes Region Marine Construction informing them that the Town of Center Harbor does not want to conduct business with companies that

do not pay their suppliers and to encourage them to pay Gilbert Block for the supplies used to do the boat ramp.

**Road surface management:** Ms. Mattson explained the Board of Selectmen had discussed ways of trimming the proposed 2009 budget and did not include funding for this line item this year. She explained the Selectmen discussed the \$60,000 that was encumbered from this line item in 2008 for work in 2009. Mr. Haines explained he feels that makes sense and reported he plans to use the 2008 encumbered funds for Center Harbor Neck Road (from Mouse Road to Anthon Road) and High Haith Road (from Singing Eagle Road to Anthon Road). There was discussion regarding an assessment of Town roads being included in the Town's Master Plan; this will be a useful tool for planning for road maintenance.

**Beaverside Drive and Meadow Drive:** There was discussion regarding the petitioned warrant article to have these two roads accepted as Town roads. Mr. Haines reported they are very well built roads and can report to Town Meeting that they meet road standards. Ms. Mattson questioned the number of undeveloped lots and the potential impact to these roads during construction. Mr. Haines explained there should be a "trigger" for development of subdivisions in order for the roads to be accepted as Town roads. Ms. Mattson asked if the Selectmen had reason not to encourage the voters to accept these as Town roads; the Selectmen will discuss this matter with Attorney Doug Hill.

**Discontinuance of plowing private roads:** Mr. Haines reported the Highway Department employees now have time to thoroughly go over the equipment after plowing; he explained they did not have that time when they were plowing private roads. He reported a Highway Department employee is now snow blowing the walkways around the Municipal Building and Library.

**Road salt:** Mr. Haines reported the Town is now using less road salt with the discontinuance of plowing private roads, but the price has increased.

**Jordan Institute:** Mr. Haines reported the meeting with the Jordan Institute representatives regarding an energy audit of the Town buildings went well. He reported they could not access the Historical Society building, but with that electric bill ranging from \$20 to \$25 per month there would not be much to change. Mr. Haines reported the representatives looked at several items in the Municipal Building and discussed the Fire Station and Highway Garage roofs.

**New Hampshire Music Festival (NHMF):** Mr. Haines reported he is working on his questions and comments regarding the NHMF's proposed construction and plans to complete this either today or tomorrow. Mr. Hanson explained the Planning Board will be meeting with the NHMF on Tuesday, February 17, 2009 and asked him to submit his comments to Ms. Mohan as soon as he was able.

## **NEW BUSINESS:**

**LEGAL SERVICES:** The Selectmen discussed meeting with Town Attorney Doug Hill prior to Town Meeting to discuss specific items; Mr. Hanson had prepared a draft of items to discuss. Ms. Mattson suggested the agenda of topics the Selectmen would like to discuss should be submitted to Attorney Hill prior to their meeting and that there should be a definitive time limit to the meeting. Mr. Drenkhahn explained Attorney Hill can have answers to their questions ready if he receives the questions ahead of time. Ms. Mattson suggested the Selectmen may wish to meet with Attorney Hill quarterly to discuss Selectmen's questions. Mr. Hanson will schedule an appointment with Attorney Hill.

**EQUALIZATION RATIO:** The Selectmen received notification from the State of New Hampshire Department of Revenue Administration (NH DRA) that the Tax Year 2008 ratio is 97.1%. Ms. Woodaman reported that the NH DRA looks at the selling prices and assessments of the properties sold between October 1, 2007 and September 30, 2008 to calculate the 2008 ratio; a ratio of 97.1% means the 2008 property assessments are close to 100% of fair market value. NH DRA feels that Towns should be within plus or minus 10% (between 90% and 110%) of the fair market value.

**HEALTH OFFICER:** The Selectmen received notification from the State of New Hampshire Department of Health and Human Services that Ken Ballance's term as Health Officer will expire on March 5, 2009. Ms. Mattson motioned to appoint Ken Ballance Health Officer and Robin Woodaman as Deputy Health Officer. Mr. Hanson seconded the motion and the vote was unanimous.

**SALE OF TOWN OWNED PROPERTY:** Mr. Hanson reported the Town received a check in the amount of \$500 from former Fire Chief Scott Davis for some equipment that was installed on his truck during his tenure as Fire Chief; Mr. Davis has purchased this equipment from the Town.

**POLICE DEPARTMENT BUILDING PUBLIC HEARING:** The Selectmen discussed the format for the February 14, 2009 Public Hearing regarding the location and construction of the Police Department building; Ms. Mattson will open the hearing and then turn it over to Mr. Drenkhahn, the Selectmen's representative on the Building Committee (BC) to introduce the BC members. Mr. Hanson suggested establishing ground rules; requesting people who have questions and/or comments be asked to identify themselves and their address and limit questions to three minutes. Ms. Mattson and Mr. Drenkhahn agreed; Ms. Mattson reported one person should not be allowed to monopolize the hearing and Mr. Drenkhahn explained it will be critical to keep a tight handle if there are a lot of people in attendance so everyone can have their say. Chief Chase reported he would like the BC to receive good feedback.

**UNFINISHED BUSINESS:**

**PERSONNEL POLICIES:** Mr. Hanson suggested the Selectmen continue work on the personnel policies during the day of Town Meeting; Ms. Mattson and Mr. Drenkhahn agreed. There was discussion regarding the format for employee's evaluations.

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

**CORRESPONDENCE:**

**BOB BEEM:** The Selectmen reviewed correspondence submitted by Mr. Beem regarding the following 2009 warrant article: "To see if the Town will vote to repeal article 15 passed by the 1989 Town Meeting, and adopt in its place the following: To place 25% of all future payments collected under RSA ch. 79-A:7, the Land Use Change Tax, in the Conservation Fund under RSA 36-A:5 III, and to confirm all prior deposits of the Land Use Change Tax to the Conservation Fund." The Selectmen will discuss Mr. Beem's correspondence with Attorney Hill prior to Town Meeting.

**ADDITIONAL BUSINESS:**

**ENERGY COMMITTEE (EC):** Ms. Mattson reported the EC met last Thursday, February 5, 2009. She reported Joann Wood will not renew her EC membership, but she will remain with the Conservation Commission. The Selectmen discussed possible EC members who may or may not have been appointed and sworn in. Mr. Hanson suggested all the EC members be reappointed.

Ms. Mattson reported EC member Bernie Volz updated the EC's web site. She reported the EC asked about the possibility of the EC's web site being hosted by the same company that hosts the Town's web site; this will be researched.

Ms. Mattson reported the EC discussed which street lights are included in the New Hampshire Electric Cooperative's bill; the Coop should have the listing.

Ms. Mattson reported the EC discussed the possibility of handing out information at the Town Meeting. Town Clerk Sheila Mohan suggested Town Moderator John Kimball be asked if he has any objections. She explained if he doesn't have any objections, a table can be set up in the rear of the room and Mr. Kimball can mention it to the townspeople in attendance.

**TOWNSPEOPLE'S EMAIL ADDRESSES:** Mr. Drenkhahn suggested the Selectmen compile a list of resident's email addresses so notices such as public hearings could be emailed. The Selectmen will put this request on the Town's web site.

**CONSTRUCTION PERMIT APPLICATIONS:** The Selectmen reviewed the following approved construction permit applications:

Bailey Park Properties, LLC	TML 9-75
Derr	TML 7-9

Ms. Mattson noted that a State of New Hampshire Department of Environmental Services "Seasonal Dock Notification for Lakes and Ponds" proposal was attached. She reported Mr. Derr should identify Kimball Island Trust as the owner of the property.

**GRAVEL TAX LEVY:** The Selectmen signed the following Tax Year ending March 31, 2008 gravel tax levy:

Paquette	TML 4-24
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The Selectmen reviewed a letter sent to Mr. Paquette from the State of New Hampshire Department of Revenue Administration (NH DRA) Gravel Tax Appraiser Mary Pinkham-Langer on June 11, 2008 giving him official notice and warning that he had until June 17, 2008 to send the "Report of Excavated Material" to the NH DRA. Ms. Woodaman reported a telephone conversation with Ms. Pinkham-Langer, in which she (Ms. Pinkham-Langer) reported not being able to contact Mr. Paquette and suggested the Town issue dooimage (twice the tax amount) on the gravel tax levy.

**ADJOURNMENT:** At 10:15 a.m. Mr. Drenkhahn motioned to adjourn the meeting. Mr. Hanson seconded the motion and the vote was unanimous.

Respectfully submitted,

Robin Woodaman,  
Selectmen's Secretary