

**Center Harbor Board of Selectmen
Meeting Minutes
Wednesday, March 4, 2009**

Chairman Randy Mattson called the meeting to order at 8:03 a.m. Selectmen Charley Hanson and Richard Drenkhahn were also present. Aflac Insurance representatives Jeff Eakin and Chuck Therrien, Bob's Lock and Key representative Paul Gouette, Road Agent Jeff Haines and Selectmen's Secretary Robin Woodaman were also in attendance.

APPROVAL OF MINUTES: Mr. Hanson motioned to accept the minutes of the February 18, 2009 Board of Selectmen's meeting and Budget Hearing. Mr. Drenkhahn seconded the motion and the vote was unanimous.

APPOINTMENTS:

JEFF EAKIN: Aflac Insurance representatives Mr. Eakin and Mr. Therrien discussed offering employee-funded Aflac Insurance policies. Mr. Eakin explained three people subscribing to any of the offered policies would constitute a group; group policies cost twenty-five (25) percent less than individual policies. He explained the rates of the policies are locked in for life. Mr. Eakin explained the Board of Selectmen would need to sign a "Payroll Account Acknowledgment" in order to establish a group number. Ms. Mattson explained the Board would like to look at the "Payroll Account Acknowledgment" prior to signing; Mr. Eakin left the paperwork and reported he would pick it up tomorrow. Ms. Mattson questioned the Board's responsibility to offer similar insurance companies the opportunity to meet with the employees. Mr. Drenkhahn reported he feels it is premature to sign a contract which will only apply if employees are interested in the policies. Mr. Hanson suggested the Selectmen do not sign the contract until they (the Selectmen) see if three employees are interested in enrolling; Ms. Mattson and Mr. Drenkhahn agreed.

PAUL GOUETTE: Bob's Lock & Key representative Mr. Gouette discussed possible changes to various keys. Road Agent Jeff Haines will coordinate these changes with Mr. Gouette as soon as possible.

NEW BUSINESS:

EMPLOYEE EVALUATION PROCESS: The Selectmen discussed the process for conducting employee evaluations. The Selectmen would like the evaluation process to begin in October of each year; this will be included in the personnel policies. In 2009, the Selectmen would like to review employees in March or April, then in October as per the personnel policies. An explanation of this process will be included with the employee's retroactive paychecks.

RURAL DEVELOPMENT OPPORTUNITIES: Mr. Hanson reported attending a meeting with a representative of Carol Shea-Porter's office regarding the American Recovery and Reinvestment Act. He reported that the Town of Center Harbor has the highest income of any town in Belknap County and, therefore, is not eligible for any grants through Rural Development. Mr. Hanson reported the United States Department of Agriculture (USDA) has a program offering loans to municipalities with an interest rate of 4.125%. The Selectmen would like to meet with USDA Rural Development Specialist Gregg MacPherson at their April 1, 2009 meeting. Mr. Hanson explained this would be an opportunity for the Selectmen to compare the USDA with local loan rates.

2008 ANNUAL REPORT: The Selectmen discussed the discrepancies with the property assessments in the 2008 Annual Report; the assessors (Commerford, Nieder, Perkins, LLC) did not include outbuildings and extra building features in their query. The Selectmen reviewed the revised property assessment list; this will be a supplement to the 2008 Annual Report.

BROOKS HOUSE LEASE: The Selectmen reviewed the lease agreement with Julie Bickford, which expires on April 25, 2009. Mr. Drenkhahn reported it would be helpful if the property was vacant by the 2010 Town Meeting in anticipation of the voter's approval of the Police Department. Mr. Hanson suggested the Town enter into a month by month rental with Ms. Bickford with a thirty (30) day termination. Ms. Mattson suggested Town Attorney Doug Hill review the proposed new terms.

LIFEGUARD MANUAL: The Selectmen reviewed a draft copy of the Parks & Recreation Department's Lifeguard Manual prepared by Parks & Recreation Director Jody Dickerson; the Selectmen felt it is a great document. Mr. Drenkhahn suggested Mr. Dickerson include "no personal cell phone use" in the section instructing the lifeguards what they will not do.

2010 CENSUS: The Selectmen received notification that the 2010 U.S. Census will begin its first phase of operation, Address Canvassing on April 20, 2009; this will go to July 6, 2009.

UNFINISHED BUSINESS:

HIGH HAITH BRIDGE REPLACEMENT PROJECT: Mr. Hanson reported the warrant article for the replacement of the High Haith Bridge may have to be amended due to revised estimates received from the State of New Hampshire Department of Transportation (NH DOT). He explained the actual cost amount will not be known until the project goes out to bid. The current NH DOT estimate is \$608,872 (NH DOT's share is \$487,097 and the Town's share is \$121,774, of which the Town raised and appropriated \$55,000 in 2008). The Selectmen had included \$10,000 in contingency expenses in the warrant article.

The warrant article may be amended to: "To see if the Town will vote to raise and appropriate the sum of \$563,872 for the replacement of the High Haith Bridge with \$487,097 to be funded by the State of New Hampshire Department of Transportation and the balance of \$76,775 to be funded by general taxation. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the project is completed or by December 31, 2014, whichever is sooner. The Selectmen recommend this appropriation. (Majority vote required)".

The Selectmen signed a letter to NH DOT engineer Nancy Mayville requesting two design exceptions for the High Haith Bridge replacement project.

TOWN MAPS: Ms. Mattson reported there are 602 parcels that need the acreage added to on the town maps; she explained the Town budgeted \$500 for this project. She suggested overspending this line item to complete the project; Mr. Hanson and Mr. Drenkhahn agreed.

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

CORRESPONDENCE:

JOHN MacALLISTER: The Selectmen reviewed correspondence from Town Attorney Doug Hill to Mr. MacAllister, one of the original "incorporators" of the Dr. Leonard B. Morrill Park Association. Attorney Hill reported the 1963 Town Meeting voted to accept the park lot and a small trust fund from the Association; a deed executing the transfer of title from the Association to the Town has not been found. Attorney Hill requested Mr. MacAllister's assistance with his recollection of these events.

ADDITIONAL BUSINESS:

2008 PROPERTY ASSESSMENT ABATEMENT APPLICATIONS: The Board discussed the fact that March 1, 2009 was the deadline for abatement applications for 2008 property taxes. They reviewed the following 2008 Property Assessment Abatement Applications:

Seery 1993 Qualified Personal Residence Trust	TML 7-38
NH Electric Coop, Inc.	TML 999-888
LeMein	TML 3-52
Mitchell	TML 3-97.8

BUILDING COMMITTEE (BC): Mr. Drenkhahn reported architect Gary Goudreau revised the proposed location of the Police Department so as not to affect the view from Mr. & Mrs. Schofield’s house. Ms. Mattson asked if the parking lots could be reversed so the Police could access Route 25B directly. She explained she would like the public parking area to be a multi-use parking area; Mr. Hanson and Mr. Drenkhahn agreed. Mr. Hanson asked if a multi-function meeting space had been included. Mr. Drenkhahn reported Police Chief Mark Chase and Mr. Goudreau were working on the “needs and wants” of the Police Department; the actual floor plan has not been drawn. He explained there is a flow to the floor plan for the Police Department to be efficient. Mr. Drenkhahn reported additional space would cost approximately \$200 per square foot. Mr. Hanson asked about a storage area accessible to other Town departments. Mr. Drenkhahn explained that would have been possible if the Police Station was connected to the Municipal Buildings, but explained separate storage space would cost more money. Mr. Drenkhahn questioned the number of people who would be accessing the Police Department.

ADJOURNMENT: At 10:50 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