

**Center Harbor Board of Selectmen
Meeting Minutes
Wednesday, March 18, 2009**

Chairman Randy Mattson called the meeting to order at 7:00 p.m. Present were Selectmen Charley Hanson and Richard Drenkhahn. 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 **March 4, 2009**. Mr. Drenkhahn seconded the motion and the vote was unanimous.

Mr. Drenkhahn motioned to accept the minutes of **March 9, 2009**. Mr. Hanson seconded the vote and the vote was unanimous.

Mr. Drenkhahn motioned to accept the minutes of **March 10, 2009**. Mr. Hanson seconded the motion and the vote was unanimous.

Mr. Hanson motioned to accept the minutes of **March 16, 2009**. Mr. Drenkhahn seconded the motion and the vote was unanimous.

NEW BUSINESS:

BOARD STRUCTURE 2009 – 2010:

Chairman, Board of Selectmen: Ms. Mattson motioned for Mr. Hanson to be Chair of the Board of Selectmen for the upcoming year. Mr. Drenkhahn seconded the motion and the vote was unanimous. Chairman Hanson began his duties immediately.

Oath of Office: Ms. Mattson was sworn in as Selectman for a three year term.

The Selectmen discussed Town Boards and Committees and decided on the following Board of Selectmen representation:

Planning Board:

Mr. Hanson

Building Committee:

Mr. Drenkhahn

Energy Committee & Conservation Committee:

Ms. Mattson

Joint Loss Management Committee:

Ms. Mattson reported the Joint Loss

Management Committee (JLMC) meets quarterly and is comprised of equal representation from management and employees. She explained she will step down from the JLMC to allow for the equal representation. No Selectman will be on the JLMC this year.

APPOINTMENTS:

FIRE CHIEF JOHN SCHLEMMER: The following items were discussed:

Town House security: Mr. Hanson explained the Selectmen want to limit the number of keys available to Town-owned buildings and explained the Fireman's Association can approach Chief Schlemmer if they need access to the Town House. Ms. Mattson explained she doesn't know if the Association should store items in the Town House and questioned what was stored there. Chief Schlemmer explained items

such as a grill, pots and coolers are stored in the Town House by the Association and reported he agrees the keys should be limited.

Knox boxes: Chief Schlemmer asked the Selectmen to consider installing knox boxes for emergency access to Town-owned buildings.

Special detail line item: Chief Schlemmer requested the Selectmen's guidance with the "Special Detail" line item; \$500 was budgeted for 2009, but Chief Schlemmer has received special detail requests which will cause that line item to go over budget. Chief Schlemmer reported speaking with Police Chief Mark Chase and explained the Police Department charge \$35 per hour for details and asked about establishing the same fee for Fire Department details. Chief Schlemmer reported he has requests for details for the Parks & Recreation Department's Easter Party, the Centre Harbor Historical Society's plant sale and the Center Harbor Congregational Church's annual craft fair. Mr. Drenkhahn explained he is not in favor of billing for detail services for long-standing events. Mr. Hanson agreed and explained the Town utilizes the Church's parking lot, the Historical Society is a community activity and the Easter Party is a Town event. Ms. Mattson suggested the Selectmen develop a policy with a set rate for details and include the condition that the Selectmen can waive the fee for certain organizations. Mr. Drenkhahn explained \$500 was budgeted for Fire Department special details in 2008 for the same events as this year. Chief Schlemmer explained the special details requirement was not in place for all of 2008; \$616 was expended in 2008. Chief Schlemmer reported the Fire Station cannot be used without a detail because there are no sprinklers in the building; this requirement came to Chief Schlemmer's attention because of potential hazards with the furnace room. Mr. Hanson asked if there was a formal requirement that the Immaculate Conception Boys School needs a Fire Department detail during their events; Chief Schlemmer explained there is not a Town ordinance in place requiring such details and reported ordinances vary from town to town. Ms. Mattson suggested the Parks & Recreation Department include a "Special Detail" line item in the 2010 budget.

Radio controlled alarm systems: Chief Schlemmer submitted a sample ordinance for the Selectmen to consider adopting regarding radio controlled alarm systems; he explained the cost for these systems will soon be reduced. He explained he feels it makes sense for new construction (with plans to install alarm systems) be required to have this type of system. Chief Schlemmer reported phone dialer types of alarm systems cost approximately \$300, but there is a four to five minute delay in response time; the radio controlled alarm systems will cost approximately \$2,000, but there is an immediate response. Mr. Hanson reported time is of the essence during a fire; the fire doubles in size every minute. Chief Schlemmer requested the Selectmen consider this type of alarm for the Municipal complex; he explained the fire dispatch service is free and one box would service the Municipal Building, Library, gazebo and, possibly, the new Police Department building.

Copier: Chief Schlemmer reported problems with the Fire Department's copier machine, which was the old one used by the Town's administration areas. He reported he has the use of a used machine; the cost to purchase this used machine is approximately \$600.

Town Meeting: Ms. Mattson reported (Emergency Management Director) David Hughes spoke incorrectly at Town Meeting when he was proposing an amendment to the Fire Department's 2009 operating budget; Mr. Hughes said the Selectmen agreed to 36 hours for Chief Schlemmer and then took the hours away. Ms. Mattson explained the Selectmen did not agree to 36 hours; Chief Schlemmer agreed with Ms. Mattson's statement. Chief Schlemmer explained he told Mr. Hughes that he was comfortable with the budget; he reported he (Chief Schlemmer) had hoped to compromise at 32 hours per week (24 hours per week were budgeted for Chief Schlemmer). Chief Schlemmer reported Mr. Hughes handed him the proposed amendment at Town Meeting. Chief Schlemmer reported he feels the budget for the "Training" line item is good, and explained a lot of training is free. He reported he has been approached three times since Town Meeting by individuals who said they didn't know he worked 20 hours per week.

UNFINISHED BUSINESS:

EMPLOYEE EVALUATION PROCESS: The Selectmen reviewed samples of employee evaluation forms; Mr. Hanson will draft an employee evaluation form for the other Selectmen to review. Ms. Mattson will draft a memo to all employees informing them that the step wage program has been implemented, the Selectmen will soon conduct employee reviews and the annual review process will begin in October in anticipation of the 2010 budget.

HIGH HAITH BRIDGE REPAIRS: The Selectmen discussed Quantum Construction Consultants, LLC contract for professional engineering services for the High Haith Bridge project; the contract had been reviewed by Town Attorney Doug Hill. Mr. Hanson explained the State of New Hampshire Department of Transportation (NH DOT) has mandated that the Town hire an archaeologist to identify potential historical or archaeological resources in the project area; this cost is unknown at this time. He explained the NH DOT has reviewed and approved Quantum Construction Consultants, LLC contract with the Town. The Board of Selectmen signed the contract with Quantum Construction Consultants, LLC.

Mr. Hanson reported he and Ms. Mattson attended a meeting regarding American Recovery and Reinvestment Act (ARRA) funding. He reported the Board of Selectmen met Monday, March 16, 2009 to compile the necessary documents for submission for potential ARRA funding. Mr. Hanson reported part of the ARRA requirements is that a Town representative and the Town's construction consultant attend a training session on the ARRA funding process; Center Harbor is scheduled to attend the April training session.

SALE OF TOWN-OWNED PROPERTY: The Selectmen reviewed, and approved, a draft Quitclaim Deed conveying TML 5-5 from the Town of Center Harbor to Paul & Heidi Luscher. Town Attorney Doug Hill will be informed of their approval to proceed with the transfer of this property.

PERSONNEL POLICIES: The Selectmen scheduled a work session on the personnel policies for Wednesday, March 25, 2009 from 2:00 p.m. to 5:00 p.m.; they will not take any public input during this work session.

TOWN MEETING: The Board thanked the Highway Department and Fire Department for the work setting up and cleaning up for Town Meeting. In addition, Ms. Mattson thanked the Administrative staff for their efforts as well.

NEW BUSINESS:

TOWN COMMITTEE/BOARD APPOINTMENTS:

The Selectmen appointed the following (those who have not yet been sworn in will be sworn in by Town Clerk Sheila Mohan at a future date):

<u>Name</u>	<u>Committee/Board</u>	<u>Term Expires</u>
Sheila Mohan	Town Clerk	2010
Ellen Burns	Tax Collector	2010
Jeannie DeGrace	Treasurer	2010
Diane Drenkhahn	Trustee of Trust Funds	2012
Peter Michaud	Trustee of Trust Funds	2010

Bess Hanson	Library Trustee	2012
Karin Karagozian	Library Trustee	2011
Kenneth Ballance	Cemetery Trustee	2010
Jessie Foley	Cemetery Trustee	2011
Barbara Lauterback	Ballot Clerk	2010
Helen Heiner	Ballot Clerk	2010
Rachel Small	Ballot Clerk	2010
Steven Caney	Energy Committee	
Harry Viens	Energy Committee	
Christopher Johnson	Energy Committee	
Christopher Williams	Energy Committee	
Randy Mattson	Energy Committee	

MS-2: The Selectmen reviewed, and signed, the State of New Hampshire Department of Revenue Administration’s MS-2, “Report of Appropriations Actually Voted”.

TENNIS COURT RESURFACING: The Selectmen, reviewed, and signed the proposal with Vermont Tennis Courts for resurfacing the Town’s tennis courts; the amount is \$4,985.

FIREFIGHTER APPLICATION: The Selectmen reviewed a firefighter’s employment application submitted by Chief Schlemmer. Mr. Drenkhahn motioned to hire the firefighter as recommended by Chief Schlemmer. Ms. Mattson seconded the motion and the vote was unanimous.

NATIONAL FLOOD INSURANCE: Ms. Mattson reported being notified by Receptionist Janet Kimball that Center Harbor resident Sam Brickley was informed that the Town does not qualify for national flood insurance. The Selectmen discussed their understanding that the Town qualified for national flood insurance last year; Ms. Woodaman and Town Clerk Sheila Mohan will research this matter.

ADDITIONAL BUSINESS:

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

Dussault	TML 1-38
Rydstrom	TML 7-12.1
Duymazlar	TML 8-36.3

CURRENT USE ASSESSMENT RANGES: The Selectmen reviewed the 2009/2010 Current Use Assessment Ranges submitted by the State of New Hampshire Department of Revenue Administration; this will be forwarded to the assessor.

JOINT LOSS MANAGEMENT COMMITTEE (JLMC): Ms. Mattson reported the JLMC met on Monday, March 15, 2009 and had a good meeting. She reported Road Agent Jeff Haines created list of items that the JLMC feel the Selectmen should be aware of. This list is:

1. Pursuing costs/options for a fire rated wall to replace the glass between the Town Office lobby and the Fire Station.
2. Installation of automatic door closure units and additional gaskets/weather stripping to the door bottoms to aid in protection from exhaust gases (Police Department doors).

3. The addition of heat detectors in the furnace room and a smoke detector in the Fire Chief's office at the Fire Station.
4. The addition of a carbon monoxide detector in the Town Office. (Note: Chief Schlemmer installed a carbon monoxide detector on Tuesday, March 17, 2009).
5. That the Fire Department purchases a fire proof cabinet for the storage of flammable materials.
6. That each department updates their MSDS sheets and submit copies to the master list at the Town Office.
7. The addition of protective bollards in front of the new generator.
8. The Library Trustees investigate options for the peeling paint in the stairwell.
9. Covering the exposed wire in the Library rear stairwell with a protective shield. (Note: Road Agent Jeff Haines installed a protective shield on Tuesday, March 17, 2009).
10. Removing the window above the side entry door of the Fire Station and securing the space.
11. Expediting renovations to the Fire Department radio room to rid the apparent mold issue that has occurred.

Ms. Mattson suggested the Selectmen take action and combine items #1, #10 and #11 and solicit bids this spring; Mr. Hanson and Mr. Drenkhahn agreed. The Selectmen scheduled a Public Hearing for Wednesday, April 8, 2009 at 7:15 p.m. to discuss "Renovations of the Fire Department's Radio Room". An email regarding this public hearing will be sent to all department heads requesting their input by April 1, 2009.

ENERGY COMMITTEE (EC): Ms. Mattson reported the EC discussed the proposed energy audit to be performed by the Jordan Institute; \$2,500 was budgeted for this audit in 2009 based on the square footage cost provided by the Jordan Institute. She reported EC member Chris Williams spoke to a representative of the Jordan Institute and was informed that the Institute failed to mention there is a \$6,000 minimum cost. The Selectmen discussed the fact that not enough funds were budgeted in 2009; therefore the energy audit cannot be performed.

PLANNING BOARD (PB): Mr. Hanson reported the following from the PB meeting last evening:

Savoie's Lodging: Mr. Hanson reported a representative from Savoie's Lodging requested permission for camping and bands performing other times than Motorcycle Week. Mr. Hanson reported Police Chief Mark Chase had informed him that Savoie's Lodging had done a good job to date with events. Savoie's Lodging was asked to submit a letter of their proposals to the Selectmen.

Maggi sub division: Mr. Hanson reported Chief Schlemmer recommended the installation of a 30,000 gallon cistern as part of Mr. Maggi's proposed eight lot sub-division. He explained all of the houses will be required to have sprinkler systems as part of the covenants Mr. Maggi is attaching to the lots. Mr. Hanson explained if a cistern is required, it would have to be on someone's property; there is no common land with the proposed sub-division. He explained the PB will research requirements of other towns. This hearing has been continued until April 7, 2009.

New Hampshire Music Festival (NHMF): Mr. Hanson reported the PB will conduct a site visit at the NHMF on Saturday, April 4, 2009 at 8:00; the next hearing for the NHMF is April 7, 2009.

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

CORRESPONDENCE:

STATE OF NEW HAMPSHIRE DEPARTMENT OF ENVIRONMENTAL SERVICES (NH DES): The Selectmen reviewed a letter from NH DES to Thomas & Elizabeth Kelsey (TML 7-53) requesting additional information to clarify and complete their Shoreland Permit application.

DAVID M. DOLAN ASSOCIATES, PC: The Selectmen reviewed a copy of a letter sent from Mr. Dolan to NH DES regarding Thomas & Elizabeth Kelsey's Shoreland Permit application (TML 7-53). Mr. Dolan reported the proposed work is located within the Protected Shoreland (**within 250' of Squam Lake**), not (within 250' of Lake Winnepesaukee).

MARK & KATHLEEN KOZAK: The Selectmen reviewed correspondence received from Mr. & Mrs. Kozak requesting permission to let their daughter use their cemetery plots in the Center Harbor Memorial Park Cemetery. Mr. Hanson motioned to grant permission for Mr. & Mrs. Kozak to give their plots to their daughter. Mr. Drenkhahn seconded the motion and the vote was unanimous.

ADJOURNMENT: At 9:36 p.m. Mr. Drenkhahn motioned to adjourn the Board of Selectmen's meeting. Ms. Mattson seconded the motion and the vote was unanimous.

Respectfully submitted,

Robin Woodaman,
Selectmen's Secretary