

**Center Harbor Board of Selectmen
Meeting Minutes
Wednesday, April 1, 2009**

Chairman Charley Hanson called the meeting to order at 8:04 a.m. Present were Selectmen Richard Drenkhahn and Randy Mattson. Road Agent Jeff Haines, Parks & Recreation Director Jody Dickerson, USDA representative Gregg MacPherson, Davis & Towle Insurance Agency representative Jeff Reardon and Selectmen's Secretary Robin Woodaman were also in attendance.

APPROVAL OF MINUTES: Mr. Drenkhahn motioned to accept the minutes of March 25, 2009. Ms. Mattson seconded the motion and the vote was unanimous.

APPOINTMENTS:

ROAD AGENT JEFF HAINES & PARKS & RECREATION DIRECTOR JODY DICKERSON: Mr. Haines reported Mr. Dickerson approached him with the idea of the Parks & Recreation and Highway Departments performing the landscape maintenance per the specifications of the recent bid solicitation. Mr. Dickerson explained he wanted to include the planting bed in front of Senter's Market. He reported there would be a cost savings to the Town and there would be more control having this in-house; he and Mr. Haines would know the schedule for the ball field and be able to landscape around the schedule. Mr. Dickerson explained he has won awards for his gardens in the past and reported recently attending the Local Government Center's course offered for Parks & Recreation Directors for fertilizing plants.. He reported he recently received a grant of 800 daffodils. The Selectmen agreed to have the landscape maintenance in house.

ROAD AGENT JEFF HAINES: The following items were discussed:

Transportation Advisory Committee (TAC): Mr. Haines reported he and Maureen Criasia will be attending the Lakes Region Planning Commission's (LRPC) TAC meeting. There was discussion regarding the Town's official appointments to the TAC. LRPC lists Ms. Criasia as the Town's TAC representative and Mr. Haines as an alternate. The Selectmen received an email from LRPC explaining they may have used Ms. Criasia's appointment to the NH Route 25 Corridor Study Committee to add her to the TAC. Ms. Mattson motioned to appoint Mr. Haines and Ms. Criasia as representatives to the TAC; if there can be only one representative it will be Mr. Haines and Ms. Criasia will be an alternate. Mr. Drenkhahn seconded the motion and the vote was unanimous. Note: later in the Selectmen's meeting they learned that LRPC bylaws allow for one designee and one alternate.

David Walker's property: There was discussion regarding the necessity to resolve the issue of water being pumped from Mr. Walker's basement onto Kelsea Ave.

Sand/Salt Storage Shed: Ms. Mattson asked if this would be a good time to begin the process of constructing the sand/salt storage shed. Mr. Haines explained he would like more than one person to research and review the options. He reported he would like to see other sand/salt storage sheds; Mr. Hanson will go with Mr. Haines.

Trees: The Selectmen granted permission for the removal of a couple of dead trees from the Municipal Buildings complex. Mr. Haines reported he will trim the maple tree by the Library and monitor the health of that tree for another year.

USDA RURAL DEVELOPMENT REPRESENTATIVE GREGG MACPHERSON: Mr. Hanson reported the Town is hoping to construct a new Police Department; the Building Committee has an architect and the final proposal will be voted on at the 2010 Town Meeting. He explained the Selectmen are interested in learning about USDA loan programs. Mr. MacPherson explained there are stimulus funds available until September 30,

2010 and reported the Town would be eligible for a thirty year bond with an interest rate of 4.5%; there would be no fees and no pre-payment penalty. He explained there are other loan options such as the New Hampshire Municipal Bond Bank and local banks that offer municipalities favorable rates. Mr. MacPherson explained USDA loan applications are subject to an environmental review. He explained USDA loans require that bid requests contain specific information and the lowest bidder is awarded the job. Mr. Hanson explained the lowest bidder may not be the best contractor. Mr. MacPherson explained payment and performance bonds are required, there would be monthly job meetings with the architect, contractor, USDA representative and Center Harbor representative to review and recommend change orders and to authorize payment. Mr. MacPherson requested contact information for architect Gary Goudreau; he reported the USDA needs to concur with the architect's services. Mr. Drenkhahn reported there will be a construction manager responsible for soliciting the construction bids and monitoring the project. He explained the Building Committee would like to see local contractors used, if possible.

Mr. MacPherson reported Homeland Security funds are available for Fire Departments and fire equipment; there are no grant funds for Police Departments.

DAVIS & TOWLE INSURANCE REPRESENTATIVE JEFF REARDON: Mr. Reardon explained retirement plan 457B, which is available to municipal employees as a pre-tax withdrawal. Ms. Mattson asked if the fund could be established entirely employee funded, then, if approved at Town Meeting, the Town could contribute a percentage for full-time employees; Mr. Reardon explained this could be done. Ms. Mattson asked if a minimum number of employees were required to participate; Mr. Reardon explained there is no minimum. He explained it would take approximately two weeks to submit paperwork to establish the plan, he offered to meet individually with each employee and explained employees have to deposit a minimum of \$600 per year.

After Mr. Reardon left, the Selectmen discussed the retirement plan. Mr. Hanson reported he feels the Selectmen should move forward with this; Mr. Drenkhahn and Ms. Mattson agreed. A memo will be sent to all full-time (including the Police Chief and Officers who may enroll in addition to their participation in the N.H. Retirement System) and year-round part-time employees asking who would like to participate.

UNFINISHED BUSINESS:

BEAVERSIDE DRIVE AND MEADOW DRIVE: Mr. Hanson reported working on a response to Allan Hale, Jr. and will complete it by the end of the week. Ms. Mattson reported researching the file on that subdivision and explained it went from 28 lots to 12 lots. She reported the State of New Hampshire Department of Environmental Services (NH DES) set 22 conditions on the wetlands permit; Ms. Mattson will contact the NH DES to make sure all their conditions have been met.

RADIO ALARM SYSTEMS: The Selectmen received an email from Fire Chief John Schlemmer reporting he read the March 18, 2009 Selectmen's meeting minutes and believes he did not make it clear that the proposed addition to the fire alarm ordinance would only be required for systems that are required to be connected by NFPA code. Chief Schlemmer reported this could include places of assembly, buildings with sprinklers, medical facilities and certain businesses. He reported this would be a recommendation to homeowners and others installing or upgrading their alarm systems; this system works with no phone service as it is direct radio contact to fire dispatch. Chief Schlemmer asked the Selectmen to either contact him or to see sub section 2 of the proposed ordinance for more information.

SAVOIE'S LODGING & CAMPING: The Selectmen discussed Savoie's Lodging & Camping request to be allowed to have tenting on nine weekends from June 27, 2009 through September 20, 2009. The Selectmen received an email from Fire Chief John Schlemmer reporting he sees no problems with the request for tenting;

an increase in calls can be handled by the Fire Department. Chief Schlemmer reported requests for more camp fire permits can be considered when he does the inspection. He reported if bands play in tents, or the public is placed in a tent, it would have to meet code. He reported he doesn't believe the groups would be large enough to require a detail firefighter although it could be necessary.

The Selectmen reviewed the Planning Board's August 16, 2005 meeting minutes, during which Tami Dingee (who was considering purchasing the Heritage Motel, now known as Savoie's Lodging) asked about making campsites on the property. PB Chairman Lee Mattson explained to Ms. Dingee that a site plan review would be necessary and a 150' buffer along the boundary lines would be required; a copy of the camping ordinance was given to Ms. Dingee. The Selectmen denied Savoie's Lodging & Camping's request for nine tenting weekends; they will send a letter, which will include a copy of the camping ordinance, explaining they should contact the Planning Board for site plan review if they would like to pursue camping.

The Selectmen reviewed, and denied, Savoie's Lodging & Camping's request for live band performances.

PERSONNEL POLICIES: The Selectmen will hold a work session on Wednesday, April 8, 2009 from 3:00 p.m. to 5:00 p.m. for the personnel policies.

NEW BUSINESS:

PROPERTY TAX CARDS: Ms. Mattson reported Receptionist Janet Kimball is running low on work. She explained Ms. Kimball has been updating the Vision (assessing software) records with transfers of ownership and building permit histories. Ms. Kimball asked Ms. Mattson if she should re-print all the property tax cards with the updated information for the files; Mr. Hanson and Mr. Drenkhahn thought that was a good idea.

ADDITIONAL BUSINESS:

FIRE PROTECTION IN PROPOSED SUBDIVISION: The Selectmen reviewed a memo received from Fire Chief John Schlemmer to the Planning Board (PB) recommending that the Town consider a requirement to install a cistern in the proposed subdivision on Center Harbor Neck Road or install a draft hydrant in a pond in the area. He reported, in the past, there have been requirements on several sites to install a water source for fire protection. Chief Schlemmer reported speaking with the property owner, Mr. Maggi, and agreeing that a 15,000 gallon cistern would not have to be installed until the development of the third lot.

FIRE PROTECTION IN RURAL AREAS: The Selectmen reviewed a memo from Fire Chief John Schlemmer to the Planning Board (PB) recommending they consider an ordinance or requirement for the development of properties or subdivisions of three or more lots to install a cistern in the subdivision or install a draft hydrant in a pond in the area of the subdivision.

NEW HAMPSHIRE MUSIC FESTIVAL (NHMF): The Selectmen reviewed the NHMF's charitable organization financial statement. The NHMF stated "Although as a non-profit organization we are exempt from taxes, the Festival will continue to pay the municipal portion of the taxes in support of those town services. During the normal billing cycle, please provide a bill for that portion of the taxes."

STATE OF NEW HAMPSHIRE HIGHWAY SAFETY GRANT: The Selectmen reviewed, and signed the application for a highway safety grant for Police Department sobriety checkpoints.

CONSERVATION COMMISSION (CC): Ms. Mattson reported the CC will meet Tuesday, April 7, 2009 at 10:00 a.m.

CONSTRUCTION PERMIT APPLICATION: The Selectmen reviewed the following approved construction permit application:

Schimke

TML 2-60

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 received “Notice of Administrative Completeness for the Standard Dredge and Fill Application” for the Town’s wetlands application for the High Haith Bridge project.

JOHN MACALLISTER: The Selectmen reviewed a copy of a letter sent to Mr. MacAllister from Town Attorney Doug Hill giving Mr. MacAllister formal notice that the Town has asked the Superior Court to “Quiet” or clarify title of the Dr. Leonard B. Morrill Memorial Park Association parcel.

ADJOURNMENT: At 10:25 a.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