

**Center Harbor Board of Selectmen
Meeting Minutes
Wednesday, April 23, 2008**

Chairman Randy Mattson called the meeting to order at 7:55 a.m. Present were Selectmen Charley Hanson and Richard Drenkhahn. Tax Collector Ellen Burns, Parks & Recreation Director Sandy Frost, Road Agent Jeff Haines, H. E. Bergeron engineer Ed Bergeron and Selectmen's Secretary Robin Woodaman were also in attendance.

TAX COLLECTOR ELLEN BURNS: Ms. Burns reported approximately six property tax owners mailed their 2007 property tax payments on December 14, 2007 and explained they never arrived at the Tax Collector's post office box nor have they cleared the property owners bank accounts. She explained there was a problem with the Post Office and reported she feels the people should not be penalized for the Post Office's problem. She reported she has applied the two percent discount and waived the interest on these properties; the Board of Selectmen felt this was reasonable as this was consistent with the taxpayers credible payment history.

PARKS & RECREATION DIRECTOR SANDY FROST: There was discussion regarding the following:

- **Parking at the beach:** There was discussion regarding the thirty minute parking limits on the parking spots at the Town beach. Mr. Drenkhahn suggested they be a "first come, first served" parking spot, with a designated "drop-off" spot and the other Selectmen agreed. There was discussion regarding the Selectmen's decision last fall to designate boat trailer parking between the basketball court and the Center Harbor Inn property line. In order to change the beach and boat trailer parking regulations, a public hearing will be necessary. The Selectmen will hold a Public Hearing on Wednesday, May 15, 2008 at 7:15 p.m. to delete the following from Town Ordinance 2:4 Use of the Town Beach, 2:4:1 (~~delete: "In addition, there shall be no boat trailer parking at the Center Harbor Town Beach parking lot. There shall be a thirty (30) minute parking limit at the Town Beach for motor vehicles"~~) and adopt: **Beach and boat trailer parking shall be in areas designated by the Board of Selectmen.**
- **Boat launch brochure:** The Selectmen and Ms. Frost reviewed the 2007 brochure and discussed changes for the 2008 brochure. The brochure will be a bullet formatted boat launch and beach brochure that is more user friendly for users of the Town facilities.
- **Aquatic weed infestation:** Information on aquatic weed infestations will be included in the boat launch brochure. The boat launch attendants will be trained to perform pre-launch inspections.
- **Boat launch logs:** Vehicle registration numbers, total number of boats launched, aquatic weed infestation inspection checked and a column for notes will be added to the daily log sheets.
- **Beach seminar:** Ms. Frost reported attending a beach seminar during which she received important information. She explained it will be important to order two new signs; a safety sign regarding the concern about holding breaths for an extended period of time by users of the beach, and a sign stating that parents must watch their own children at all times. Ms. Frost explained there are parents who feel it is the lifeguard's responsibility to baby-sit their children while at the beach. There was discussion regarding the appropriate age for a child to be on the beach unsupervised; Mr. Hanson suggested speaking with Local Government Center Risk Prevention Representative Ron O'Keefe when Mr. O'Keefe is present for the June 30, 2008 safety trainings.
- **Use of beach by organizations:** Ms. Frost reported receiving a request from Community Response (CoRe) to use the beach on June 26, 2008. There was discussion regarding the

CoRe group previously comprised of Inter-Lakes students, but it has expanded and is now Belknap County CoRe. Ms. Mattson explained Town ordinances allow Center Harbor and Moultonborough residents and guests to use the beach area. Mr. Drenkhahn reported he likes to support group activities for youths and the other Selectmen agreed. Ms. Frost reported learning at the beach seminar that for outside groups, it is preferable to use the Town's lifeguards; they are familiar with the beach area and are covered under the Town's insurance. She reported she has a concern regarding CoRe's possible planned use of gas grills, she questioned the status of lifeguards and the certificate of insurance. Mr. Hanson explained the Selectmen need more information from CoRe such as the scope of the event and the number of people planning to attend. Mr. Hanson reported he feels grills should not be allowed at the beach and the other Selectmen agreed. Mr. Hanson asked Ms. Frost to contact CoRe for more information; if they have not responded by Monday, April 28, 2008 their request will be denied. The Selectmen will work on a policy for use of the beach by outside organizations.

- **Use of beach for parties:** Ms. Frost reported she would like people planning to hold parties, such as birthday parties, to discuss their plans with her. She explained it is extremely important for her to know exactly what is going on at the beach.
- **Beach opening:** Ms. Frost reported the beach will officially open June 21, 2008.
- **Help wanted:** Ms. Frost reported one water safety instructor (WSI), one lifeguard and one boat launch attendant are needed.
- **Fire watches:** There was discussion regarding the line item to expend funds for fire watches. Ms. Frost reported she uses the Fire Department for Parks & Recreation once per year, but the Town Band uses it on rainy days. Ms. Mattson explained the Fire Department has a "Special Detail" line item in their budget and suggested including funds for Parks & Recreation "Special Detail" next year.
- **Bunting:** Ms. Frost reported planning to purchase bunting for the Fire Department; last year new bunting was purchased for the Municipal Building. New bunting will be acquired for above the Fire Department.
- **Reader board:** Ms. Frost reported meeting with Police Chief Mark Chase and Fire Chief John Schlemmer. She reported they discussed purchasing a new reader board (to be included in the 2009 Municipal Building budget). She reported discussion regarding placing the board across the street by the band stand which would be visible from Main Street and Route 25; the deed to that property will be researched for any deed restrictions.
- **Town band equipment storage:** There was discussion regarding the need for storage of the band member's chairs, music stands and equipment. Ms. Frost reported last year they were stored in the Fire Department member's room, but she was informed nothing can be stored in the Fire Department anymore. She suggested the band member's keep their chairs and music stands in their vehicles; Mr. Hanson didn't think that would be a good idea. Mr. Drenkhahn reported past Band Director Paul Mayerson would hire some young men to move, set up and take down the equipment. Mr. Hanson will contact Tilton Trailer Sales regarding renting a storage unit.

H.E. BERGERON ENGINEER ED BERGERON: Mr. Hanson reported he and Mr. Bergeron discussed the High Haith Bridge project last year and Mr. Bergeron prepared the budget figure of \$55,000 for the Town Meeting warrant article for the engineering study and final bridge design. Mr. Bergeron explained the Request for Qualifications (RFQ) process; bidding for engineering services is not the same as bidding for construction services per state law. He explained the company must be selected based on qualifications, not on price. He suggested sending the RFQ to eight firms; after they are received and reviewed there would be a preliminary cut which will match the project specifications with the most experienced firms in that area. Mr. Bergeron explained the Selectmen cannot request fees as part of the "short list"; they cannot negotiate with more than one firm at a time. Mr. Haines reported the State has

estimated the repairs to cost \$280,000 and asked Mr. Bergeron how close the State usually is to the estimate. Mr. Bergeron explained the estimate may have been prepared years ago and reported the study phase of the project will update the State's estimate. Mr. Haines reported the general consensus of the property owners in the area of High Haith Bridge is to still be able to canoe or kayak under the bridge when water levels permit. Mr. Bergeron explained public input is important. Mr. Hanson is completing the RFQ for the Selectmen's review; he has also compiled the following list of engineering firms which are to receive the RFQ:

- Nobis Engineering
- Horizons Engineering
- Hoyle, Tanner & Associates, Inc.
- H. E. Bergeron Engineers
- Underwood Engineers, Inc.
- Provan & Lorber, Inc.
- Dubois & King, Inc.

Mr. Haines asked Mr. Bergeron the cost of load rating the Hawkins Pond dam; Mr. Bergeron estimated approximately \$1,000. Mr. Haines reported he would like safe and acceptable guard rails installed at the dam.

UNFINISHED BUSINESS:

DAVID WALKER PROPERTY DRAINAGE: Mr. Bergeron explained most towns allow roof run-off and sump pump water pumped into the municipal drainage system – not the sewer system. He recommended the Town require “Hold Harmless” agreements from residents pumping into the municipal drainage system. Mr. Bergeron explained the Town would pay for the installation of the stub and the residents would pay for the hook-up. Mr. Haines explained the Town would need a waiver from any property owner pumping into the municipal drainage system in case the Town needed to inspect the hook-up. Mr. Hanson asked Ms. Woodaman to contact Mr. Walker and explain that due to a family emergency with the Town Attorney, the Selectmen's response to his (Mr. Walker's) concerns submitted on April 14, 2008 will be sent early next week.

TREE ON ANTHON ROAD: Mr. Drenkhahn reported he and Mr. Haines met with Roland Jutras, who was concerned about a dead tree on Anthon Road. Mr. Jutras had expressed his concern about the tree to the Inter-Lakes School District Assistant Superintendent of Schools, Trish Temperino, and had asked for the school bus route to be re-routed because of the danger. Mr. Drenkhahn reported the tree in question is on private property, not in the Town's right-of-way. Mr. Haines reported speaking to the property owner and receiving permission to remove the tree; the tree has been removed and Mr. Haines has informed Ms. Temperino.

PERSONNEL POLICIES: Ms. Mattson submitted copies of the Towns of Meredith and Moultonborough's personnel policies and step wage scales for review.

CORRESPONDENCE:

BARRY BORELLA: The Selectmen reviewed correspondence received from Mr. Borella reporting he feels the Selectmen misconstrued the meaning in his letter of March 20, 2008 when he stated that he preferred to make his own arrangements for the repairs to his masonry pylon. Mr. Borella reported he feels the Town caused the damage and is responsible for the cost of repairs, the property is private and he reserves the right to select who performs the work on it. Mr. Borella reported he appreciates the spirit that

motivated the Selectmen to accomplish the repairs, and he trusts they will understand his desire to maintain control over the type and quality of work done on his property. Mr. Drenkhahn reported he and Mr. Haines examined the damage to the pylon and explained it was caused by the Town's backhoe while clearing snow. The Selectmen discussed the Town's right-of way on Center Harbor Neck Road. If the pylon is in the right-of-way, the Town is not responsible for damage caused by winter maintenance operations. Mr. Haines will contact the State of New Hampshire Department of Transportation regarding available plans for that road.

ADDITIONAL BUSINESS:

SENATOR DEBORAH REYNOLDS: Mr. Hanson reported attending a forum with Senator Reynolds held in the Cary Mead room on Tuesday, April 22, 2008. He reported they discussed the Kelsea Ave./Kelley Court drainage project, her Judiciary Committee work, her support of HB 1645 (the Omnibus Retirement Bill) and her lack of support of the bill which would potentially allow for donor towns.

NON-PUBLIC SESSION: At 12:20 p.m. Mr. Hanson motioned to go into a non-public session per RSA 91-A:3, II(a) to discuss a personnel matter. Ms. Mattson seconded the motion and the vote was unanimous. The Selectmen reviewed a draft letter which will be sent to an employee's attorney. At 12:55 p.m. Ms. Mattson motioned to end the non-public session. Mr. Hanson seconded the motion and the vote was unanimous.

RECONVENE: At 12:55 p.m. Ms. Mattson motioned to reconvene the Selectmen's meeting. Mr. Hanson seconded the motion and the vote was unanimous.

ADJOURNMENT: At 12:57 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