

**Center Harbor Board of Selectmen
Meeting Minutes
Wednesday, May 12, 2010**

Chairman Richard Drenkhahn called the meeting to order at 7:02 p.m. Selectmen Randy Mattson and Charley Hanson were present. Chris Johnson, Quantum Construction Consultants, LLC representatives Lisa Martin and Jennifer Reczek and Selectmen's Secretary Robin Woodaman were also in attendance.

APPROVAL OF MINUTES: Mr. Hanson motioned to accept the minutes of May 5, 2010. Mr. Drenkhahn seconded the motion and the vote was unanimous. Mr. Hanson reported Town Clerk Sheila Mohan did a good job transcribing the Selectmen's discussion with State of new Hampshire Department of Revenue Administration representative Gary Karp regarding property valuations.

APPOINTMENTS:

CHRIS JOHNSON: Mr. Hanson explained he asked Mr. Johnson, a member of the Town's Energy Committee (EC) and employee of the New Hampshire Electric Cooperative (NHEC) to discuss an energy efficient project to replace the light fixtures in the Municipal Building and the Highway Garage. He explained 50% of the cost of the project would be paid for by the NHEC and the Town would realize an annual savings of \$2,120. Mr. Johnson explained the NHEC's maximum rebate is \$7,500 per year; he explained the NHEC's rebate for The Jordan Institute's energy audit was processed in 2010; therefore the Town's maximum rebate will be \$5,050.

There was discussion regarding the Town's purchasing policies. Mr. Johnson explained the NHEC has a statewide preferred contractor list, which is revised every two (2) years. He explained this way everybody in the State is billed the same price, local contractors are used and the Request for Proposal (RFP) process is avoided since prices have already been established for any participating contractor; Atlantic Energy Solutions is the contractor NHEC uses in this area. Mr. Johnson explained when the pre-approved, pre-qualified contractors are used, NHEC will rebate 50%. He explained if agencies solicit their own contractors, NHEC will rebate 35%. Ms. Mattson asked if the Selectmen could make an exception to the purchasing policies; Mr. Drenkhahn and Mr. Hanson agreed they can. Mr. Hanson reported the EC voted to recommend the Selectmen proceed with the project and NHEC has already gone through the RFP process. Mr. Johnson explained they are three (3) separate projects and contracts:

<u>Location</u>	<u>Total Project Cost</u>	<u>Town Cost</u>
Town Hall	\$2,475.61	\$1,237.81
Fire Station (1)	\$4,776.96	\$2,388.48
Highway Garage	\$3,852.86	\$1,926.43

Mr. Hanson motioned to sign the contracts with Atlantic Energy Solutions pending Fire Chief John Schlemmer and Road Agent Jeff Haines' review of the proposals. Ms. Mattson seconded the motion and the vote was unanimous.

QUANTUM CONSTRUCTION CONSULTANTS, LLC (QCC) REPRESENTATIVES
LISA MARTIN & JENNIFER RECZEK: The following items were discussed:

- **High Haith Bridge replacement project:** Ms. Martin reported the bridge looks really good. The following items were discussed:
 - Notifying residents of bridge closure:** The Selectmen signed a thank you letter to Fire Chief John Schlemmer for taking the initiative to personally notify each residence affected by the temporary closure of the bridge.
 - Concrete planks:** Mr. Drenkhahn reported the concrete planks were placed yesterday; he reported there was never really a blockage to road traffic.
 - Abutment B compaction:** Ms. Martin reported M. E. Latulippe Construction was put on notice on February 2, 2010 that there may be an issue with the compaction at Abutment B; it did not meet the 98% compaction requirements of the contract documents. She explained there is no way to determine the compaction of what's below the water level. She reported the lake level is high now and expressed her concern that excavation, without proper watertight cofferdams and dewatering, may worsen the existing condition of the soils. Ms. Martin explained water rapidly flowing through the underlying crushed stone beneath the abutment footing during dewatering may compromise the foundation soils. She reported the compaction above water level meets specifications. Ms. Martin reported she feels the worst case scenario would be some settlement of the pavement near the bridge; this would be noticeable in one (1) to two (2) years. She suggested the Town obtain an irrevocable letter of credit from Mr. Latulippe to fix the settlement of the pavement if it did occur. Ms. Martin will estimate the amount she feels should be in the letter of credit and speak with Mr. Latulippe.
 - Updated schedule:** There was discussion regarding the project not being completed on time. Ms. Martin will ask Mr. Latulippe for an updated schedule. Mr. Drenkhahn suggested the bypass be left open for use until after Memorial Day.
 - Weekly field observation reports:** The Selectmen reviewed the 21st, 22nd, 23rd and 24th "Weekly Field Observation Reports" submitted by Ms. Reczek.
- **Sand/salt storage shed:**
 - Change Orders:** Ms. Martin reported plans to meet with representatives of Wild Horse Welding regarding the necessary procedure for change orders. She explained the change orders need to be authorized by the Selectmen. Ms. Mattson asked that Road Agent Jeff Haines understand the process.
 - Geotech report:** The Selectmen received, and reviewed, the foundation evaluation prepared by Ward Geotechnical. Ms. Martin reported the cost for this evaluation was less than originally anticipated. She reported there will also not be the increased cost for cement that had been anticipated prior to the evaluation.

Wild Horse Welding payment: Mr. Hanson motioned to approve payment to Wild Horse Welding. Ms. Mattson seconded the motion and the vote was unanimous.

UNFINISHED BUSINESS:

HAWKINS POND DAM: The following items were discussed:

Repairs & maintenance responsibility: The Selectmen received an email from Mark Stevens, of the State of New Hampshire Department of Environmental Services (NH DES) Dam Bureau, reporting the Dam Bureau thought the Town would draft a Memorandum of Understanding (MOU) between the Town and the State to specify which entity is responsible for repairs and maintenance of the dam. Mr. Hanson will draft a MOU.

Dry hydrant: The Selectmen received a letter from the State of New Hampshire Fish & Game Department reporting they have been notified by NH DES Dam Bureau that the construction of the Hawkins Pond Dam is complete; the construction included the installation by NH DES of a dry hydrant adjacent to the dam located on NH Fish and Game owned property.

Protective bollards: Mr. Drenkhahn reported two (2) protective bollards have been installed behind the dry hydrant at the Hawkins Pond Dam. Per the above-referenced letter from the State of New Hampshire Fish & Game Department, if the Town desires to reposition the protective bollards, they must request permission through the NH Fish & Game Special Use process. Mr. Drenkhahn suggested leaving the two (2) in back and installing two (2) in front; he will speak to Fire Chief John Schlemmer regarding this.

VENDING CART: The Selectmen received a request from Meredith Thomas to operate an ice cream vending cart, selling ice cream for the Sandwich Creamery, at the Town Beach. Mr. Drenkhahn reported no one has come forward to request permission to operate a hot dog cart this summer. Mr. Hanson motioned to allow Ms. Thomas to operate an ice cream vending cart at the Town Beach this summer pending her meeting the Town's insurance requirements and paying the \$100 fee. Ms. Mattson seconded the motion and the vote was unanimous. Ms. Mattson reported it needs to be made clear where the specific designated spot for a vending cart is; Parks & Recreation Director Jody Dickerson will be asked to meet with Ms. Thomas to review the specific area where a vending cart is allowed per deed restrictions.

Ms. Thomas also requested permission to operate at Little League games and other events in Town. The Selectmen would like the deed researched for the ball field for any deed restrictions. Mr. Drenkhahn suggested Ms. Thomas meet with the Selectmen to provide more information; Ms. Mattson and Mr. Hanson agreed.

AIR CLEANERS: Mr. Drenkhahn reported speaking with Trustees of the Trust Funds Joe Hulkow and Diane Drenkhahn regarding expending funds from the Building Maintenance & Repair Expendable Trust Fund for the purchase of used air cleaners; the Trustees feel it is an appropriate use of the funds.

UNEMPLOYMENT COMPENSATION: The Selectmen had previously questioned why the Town was charged a portion of a current part-time employee's unemployment benefits. The Selectmen reviewed an email received from the Local Government Center (LGC) explaining all employers, active or in-active, who have paid the claimant wages within the past five (5) quarters are charged a percentage of benefit payments according to the overall wages that the employee has received in the past five (5) quarters.

STATE EDUCATION FUNDING: The Selectmen received correspondence from the Coalition Communities reporting the House approved its own version of SB465; it retained the Senate approved version to establish a study committee to look at the long-term sustainability of the education funding formula **and** added a provision allowing school departments to carry forward any FY10 and FY11 fund balances to cover decreases in State aid in FY12 **but** it did not extend the collar to delay the return of Donor communities, as the Senate had proposed. Now the Senate must decide whether to go along with the House version, kill the bill altogether, or request a committee of conference to work out the differences.

WOOD RIDGE ROAD: Mr. Drenkhahn reported meeting with Town Attorney Doug Hill regarding the status of deeding Wood Ridge Road to the Town. He explained the "as-built" survey has shown a small encroachment; this could be remedied by an easement from the property owner or shifting the road. Ms. Mattson explained these should not be the Town's responsibility. She explained that the owner(s) of the road should incur the legal fees. Mr. Drenkhahn reported a fifty (50) foot easement is needed for the turn-around.

Mr. Hanson suggested, for future planning, the Town require "as-built" plans.

NEW BUSINESS:

JUNE 9, 2010 SELECTMEN'S MEETING: The Selectmen rescheduled their Wednesday, June 9, 2010 meeting from 7:00 p.m. to 8:00 a.m.

TRANSFER STATION RECYCLING ROOM: Mr. Hanson reported being questioned about the status of the Meredith Transfer Station recycling room by a citizen who would pick up children's coats in the room, clean them and then donate them to charity and was concerned about possible closure of the room. Mr. Hanson reported that due to very poor, childish behavior of some people at the recycling room – hoarding material – there is a new policy that requires a ten (10) minute per person, per day limit on access. He reported if this policy is abused, the room will be closed.

NEW HAMPSHIRE ELECTRIC COOPERATIVE (NHEC) PETITION AND POLE LICENSE: Mr. Hanson motioned to sign the NHEC Petition and Pole License for two (2) poles along Route 25. Mr. Drenkhahn seconded the motion and the vote was unanimous.

HOLIDAY PAY: Ms. Mattson reported receiving an email from Receptionist Janet Kimball regarding holidays that fall on days she (Ms. Kimball) is scheduled to work and loses wages for that day. There was discussion regarding pro-rating holiday pay for year-round part-time employees. The Selectmen calculated that Ms. Kimball works 18 hours per week (three (3) six

(6) hour days); this is divided by the full-time category of 35 hours per week. Ms. Kimball would be compensated .514 x 6 hours (3.09 hours) for holidays on which she is scheduled to work.

ADDITIONAL BUSINESS:

ENERGY COMMITTEE (EC): Mr. Hanson reported the EC met on Thursday, May 6, 2010. He reported the EC members are compiling their own lists of priorities based on The Jordan Institute's audit and personal opinions; these lists will be reviewed at a future EC meeting.

CERTIFICATION OF YIELD TAXES ASSESSED: Mr. Hanson motioned to sign the following timber tax bills. Ms. Mattson seconded the motion and the vote was unanimous.

Jones	TML 1-41
Bureau	TML 1-19

REPORTS OF TIMBER CUT: The Selectmen sent letters to the following property owners requesting they submit the "Report of Timber Cut" for the tax year April 1, 2009 to March 31, 2010:

Fitzgerald	TML 4-56.7
McGuigan	TML 4-17

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

Andersen	TML 4-12
Valpey	TML 5-26
MacDonald	TML 2-12

CORRESPONDENCE:

FIRE DEPARTMENT: The Selectmen received copies of letters from Fire Chief John Schlemmer to Holderness Fire Officer Stan Graton and Center Harbor Fire Department's Medical Officer Sam Schlemmer commending them for their actions at a recent medical call.

CHRIS JOHNSON TO STATE OF NEW HAMPSHIRE DEPARTMENT OF ENVIRONMENTAL SERVICES (NH DES): The Selectmen received a copy of a letter from Mr. Johnson to NH DES pertaining to his waiver for forestry management within 100 feet of a prime wetlands buffet.

STATE OF NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION (NH DOT): The Selectmen received notification of the following "Application for Driveway Permit":

Halsey	TML 4-39
--------	----------

STATE OF NEW HAMPSHIRE DEPARTMENT OF ENVIRONMENTAL SERVICES
(NH DES): The Selectmen received reviewed the following:

“Shoreland Application” and issued a “Wetlands and Non-Site Specific Permit”

Paul

TML 7-12.2

“Notification of Routine Roadway and Railway Maintenance Activities”

NH DOT Maintenance District

Route 25B

ADJOURNMENT: At 9:25 p.m. Mr. Hanson 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