

**Town of Center Harbor
Board of Selectmen's Meeting Minutes
Wednesday, May 27, 2009**

CALL TO ORDER: At 7:01 p.m. Chairman Charley Hanson called the meeting to order. Selectmen Richard Drenkhahn and Randy Mattson were also present. Building Committee members Steve Condojani, Bob Chance (Co-Chairman), and advisor Police Chief Mark Chase, architect Gary Goudreau, Paul Luscher, Heidi Luscher and Selectmen's Secretary Robin Woodaman were also in attendance.

APPROVAL OF MINUTES: Mr. Drenkhahn motioned to accept the minutes of May 20, 2009. Mr. Hanson seconded the motion; the motion passed. Ms. Mattson abstained from voting because she left the Selectmen's meeting early.

APPOINTMENTS:

BUILDING COMMITTEE (BC): The following items were discussed:

Proposed Police Department: The Board of Selectmen reviewed the proposed design of the proposed Police Department; the proposed building will have approximately 4,000 to 4,200 square feet for the police work area and an 850 square foot sallie port. Police Chief Mark Chase explained the goal is not to have to use the Meredith Police Department's building for any police activity, with one exception. Chief Chase explained intoxilizers (breath machines) are supplied by the State of New Hampshire and not every town has one. Ms. Mattson reported the Energy Committee would like to meet with the Building Committee to discuss energy efficient ideas. Mr. Hanson asked when the public presentation of the proposed design would be scheduled; this will be held towards the end of the summer after the hiring of a construction manager who will be able to present proposed construction costs. The Selectmen were in agreement with the proposed design presented this evening.

Request for Proposals (RFP) – Construction Management services: The Selectmen reviewed the Request for Proposals (RFP) for construction management services; prospective Construction Managers are invited to submit a sealed, written proposal no later than 3:00 p.m. on June 11, 2009. The BC expects that a short-list of participating Construction Managers will make presentations to the BC on June 22, 2009, and a Construction Manager will be selected no later than June 25, 2009. The BC plans for construction to begin April 1, 2010, pending 2010 Town Meeting approval. Mr. Hanson motioned to approve the RFP for Construction Management services as presented. Ms. Mattson seconded the motion and the vote was unanimous.

PAUL & HEIDI LUSCHER: Mr. Luscher reported he purchased TML 5-3.2 in August 2008 through a Sherriff's auction and recently received notification that back property taxes (from 2002) were due on the property. He explained the back taxes were not addressed during the auction and reported he is willing to pay the property tax amount, but not the accrued interest. Mr. Luscher reported that as part of the process of a Sherriff's auction, the previous owner has the right to buy back the property until August 9, 2009. Mr. Hanson suggested Mr. Luscher contact the Sherriff's Office regarding the back taxes and explained the Town of Center Harbor would like to receive all money owed on this property; the property taxes and accrued interest.

UNFINISHED BUSINESS:

DRAFT PERSONNEL POLICIES: The Board of Selectmen extended the Department head's review, and

submission of their input, of the draft personnel policies for two weeks.

DRAFT PURCHASING POLICY: The Selectmen received an email from Fire Chief John Schlemmer asking if the department heads would have the discretion, after soliciting three quotes, to purchase items in the \$2,001 to \$10,000 range. This will be at the department head's discretion; they will be required to retain the three quotes solicited. The Selectmen will vote to adopt the purchasing policy on June 3, 2009.

CENTER HARBOR NECK ROAD: The Selectmen reviewed an email received from Road Agent Jeff Haines, in which Mr. Haines reported receiving two telephone calls from the State of New Hampshire Department of Transportation (NH DOT) reporting the portion of Center Harbor Neck Road that was previously owned by the State was never designated a scenic road.

NEW BUSINESS:

MASTER PLAN: The Board of Selectmen reviewed the proposed agreement between the Town and the Lakes Region Planning Commission (LRPC) for the preparation of the Master Plan. The cost of the Master Plan is \$30,175, of which LRPC will contribute \$3,725 through program funding obtained from the State of New Hampshire Department of Transportation; the cost to the Town is \$26,450. This agreement will be in effect until March 31, 2011. Mr. Hanson reported Town Attorney Doug Hill would like him (Mr. Hanson) to discuss RSA 674:59 which becomes effective July 2009 and requires communities to provide a reasonable opportunity for workforce housing with Planning Board Chairman Lee Mattson. Mr. Hanson motioned to sign the agreement with LRPC contingent upon additional funding approval at the 2010 Town Meeting. Mr. Drenkhahn seconded the motion and the vote was unanimous.

MEETING MINUTES: Mr. Drenkhahn submitted information he received from the Local Government Center (LGC) regarding the procedure for taking meeting minutes; the Selectmen will review this information for future discussion.

HIGHWAY SAFETY GRANT: The Selectmen reviewed, and Mr. Hanson signed, the Police Department's application to the State of New Hampshire Highway Safety Agency for the Center Harbor sobriety Checkpoints project.

PLYMOUTH VILLAGE WATER & SEWER DISTRICT: Mr. Hanson reported RSA 485A:5-b requires every municipality to provide, or assure access to, a State of New Hampshire Department of Environmental Services approved septage facility for its residents for a minimum 5-year period. The Plymouth Village Water & Sewer District presented two agreements for the Selectmen to consider: an annual septage agreement in the amount of \$150, and a five-year agreement with an annual fee of \$100. Mr. Hanson motioned to sign the five year agreement with Plymouth Village Water & Sewer District. Ms. Mattson seconded the motion and the vote was unanimous.

MEMORIAL DAY CEREMONY: Mr. Hanson reported the Memorial Day event was outstanding and the Board of Selectmen has received positive feedback. A note will be sent to Parks & Recreation Director Jody Dickerson thanking him for his efforts.

FOURTH OF JULY: The Board of Selectmen reviewed, and approved, the following:

- State of New Hampshire Application for Permit to Display Non-Permissible Fireworks
- State of New Hampshire Application for Parade Permit

CENTRE HARBOR HISTORICAL SOCIETY PLANT SALE: Mr. Drenkhahn reported firefighter Kent Libby was assigned the fire watch detail during the Centre Harbor Historical Society's plant sale. Mr. Drenkhahn reported Firefighter Libby was truly a professional; he was very helpful with the people working the plant sale and the customers who attended. A note will be sent to Firefighter Libby thanking him for all his help.

E-911: The Board of Selectmen received two (2) emails from E-911 Coordinator Janet Kimball addressing the following matters:

- **Daniel Webster Highway:** Ms. Kimball reported when the E-911 numbers were issued, Holderness numbers were assigned to structures that are actually in Center Harbor. She reported the Center Harbor numbering system begins at the Meredith/Center Harbor town line. She reported suggesting to Mike Kelleher at E-911 that numbers be assigned to this property in sequence to Center Harbor's, but E-911 felt that would be confusing. Ms. Kimball reported the Town has the assigning power and recommended this property be re-numbered with the Center Harbor sequence; the Board of Selectmen agree with this recommendation as long as Road Agent Jeff Haines agrees.
- **Elcock property:** Ms. Kimball reported the Elcock property, which was previously Camp Asquam, has many buildings that have not been assigned numbers. She reported speaking with Mr. Haines regarding this and they concluded that the best way to take of this is to give the road a name; it would be a private road. The Board of Selectmen concurs with this solution as long as Mr. Haines agrees.

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 Board of Selectmen reviewed correspondence from NH DES to Charles Harris (TML 6-11) reporting additional information is required for his Shoreland Permit application.

STATE OF NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION (NH DRA): The Selectmen reviewed a copy of a letter from NH DRA to the Trustees of the Trust Funds reporting the Report of the Trust Funds did not include the 1978 Meredith Incinerator Fund.

STATE OF NEW HAMPSHIRE DEPARTMENT OF SAFETY (NH DOS): The Selectmen received notification that the Town will receive \$3,237.06 under the FEMA-1787-DR-NH disaster, which was declared on September 5, 2008.

MARY LAMPRE BARE: The Selectmen reviewed correspondence received from Mary Lamprey Bare who reported it is her intention to fully comply with the Town of Center Harbor in making whatever structural changes necessary to convert a dwelling unit back into a garage. In 2002, the Board of Selectmen approved Peg Lamprey's request to convert the garage into a dwelling unit to be used by a family member during recuperation from an illness. A copy of this letter was submitted to Code Enforcement Officer Ken Ballance.

TOWN OF MEREDITH WAUKEWAN WATERSHED ADVISORY COMMITTEE: The Selectmen received a letter from the Waukewan Watershed Advisory Committee requesting the Town submit a letter to the State of New Hampshire Department of Transportation (NH DOT) indicating support die the Town of

Meredith's effort to restrict or limit through truck transports on Waukegan and Winona Roads at times of peak traffic loading on the Route 104, Route 3 and Route 25 corridor. The Selectmen discussed their concern about a release of dangerous or hazardous materials in close proximity to Lake Waukegan, the source of the Town of Meredith's drinking water. The Selectmen will send a letter regarding this matter to NH DOT.

ADDITIONAL BUSINESS:

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

Hennessey

TML 9-70

ADJOURNMENT: At 9:28 p.m. Mr. Drenkhahn motioned to adjourn the meeting. Mr. Hanson seconded the motion and the vote was unanimous.

Respectfully submitted,

Robin E. Woodaman
Selectmen's Secretary