

**Center Harbor Board of Selectmen
Meeting Minutes
Wednesday, June 2, 2010**

CALL TO ORDER: Chairman Richard Drenkhahn called the meeting to order at 8:02 a.m. Selectmen Randy Mattson and Charley Hanson were present. Town Treasurer, Jeannie DeGrace, Grzelak and Company Auditor Jim Roberge, Commerford, Nieder, and Perkins, LLC Assessors Cindy Perkins and Mark Nieder, Town Clerk Sheila Mohan, Police Chief Mark Chase and Selectmen's Secretary Robin Woodaman were also in attendance.

APPROVAL OF MINUTES: Mr. Hanson motioned to accept the minutes of May 26, 2010. Ms. Mattson seconded the motion and the vote was unanimous.

NON-PUBLIC SESSION: At 8:55 a.m. Ms. Mattson motioned to go into a non-public session per RSA 91-A:3, II(e) to discuss pending litigation. Mr. Hanson seconded the motion and the vote was unanimous. Mr. Drenkhahn, Ms. Mattson, Mr. Hanson and Ms. Woodaman were present. There was discussion regarding pending litigation. At 9:00 a.m. Mr. Hanson motioned to end the non-public session. Ms. Mattson seconded the motion and the vote was unanimous.

RECONVENE: At 9:00 a.m. Mr. Drenkhahn reconvened the Board of Selectmen's meeting.

APPOINTMENTS:

JIM ROBERGE: There was discussion regarding the following:

- **Credit card use by Department Heads:** There was discussion regarding the use of credit cards by Department Heads with Mr. Roberge, auditor for Grezlak & Company and Town Treasurer Jeannie DeGrace. Ms. DeGrace reported debit cards are no longer used by department heads; this account has been closed. Mr. Roberge explained a problem with credit cards is that the Selectmen do not know what has been purchased until the statement comes in. He explained, per statute, the Selectmen have to approve the expenditure of funds prior to the Treasurer issuing the check. There was discussion regarding the scenario of an employee attending training which requires an overnight stay in a hotel and a credit card is needed to hold the room. Mr. Roberge explained that by planning for these expenditures in advance the mechanism is in place to process checks for these expenses. Mr. Drenkhahn suggested the Selectmen not issue credit cards to Department Heads; Ms. Mattson and Mr. Hanson agreed.

There was discussion regarding internal controls for purchases. Mr. Hanson explained the Town does not have a policy for day to day purchases; the Department Heads function within their budgets. Mr. Hanson explained the level of internal controls is appropriate for this municipality. Mr. Roberge explained part of the internal control would be for the Selectmen to review all invoices; the Selectmen do review all invoices prior to signing the manifest approving payment. Mr. Roberge recommended the Selectmen consider requiring formal requisition forms the last quarter of the year to monitor the Town's budget.

- **2009 audit:** Mr. Roberge reported he is compiling the 2009 financial statements.

- **High Haith Bridge funding:** Mr. Hanson explained the Town appropriated approximately \$85,000 more for the High Haith bridge replacement project than will be expended. He explained the Town originally anticipated an 80/20 funding with the State of New Hampshire; 100% of the construction costs will actually be covered. Mr. Roberge explained unexpended funds will be returned to the general fund.

CINDY PERKINS AND MARK NIEDER: Commerford, Nieder, Perkins, LLC (CNP) Assessors Ms. Perkins and Mr. Nieder and the Selectmen discussed the Town's equalization ratio of 114.4%. Mr. Hanson reported the Selectmen met with State of New Hampshire Department of Revenue Administration Representative Gary Karp regarding a revaluation or update of property values. He explained the lakefront properties are holding their value and the Town does not have a lot of commercial property or mobile homes. Mr. Nieder reported he will send options to the Selectmen for their consideration. Ms. Perkins explained some municipalities spread the revaluation process out over a number of years; this helps the municipalities maintain an even budget for assessing services. There was discussion regarding establishing an Expendable Trust Fund for the purpose of a revaluation or update of property values.

POLICE CHIEF MARK CHASE: The following items were discussed:

Calls for service: Chief Chase reported calls for service year-to-date (778) are almost the same as last year (779). Chief Chase reported there have been 32 arrests to date in 2010 compared to 12 during the same time last year. He explained the State Police have been busy when they are covering the Town; their numbers are not included in Chief Chase's statistics. Chief Chase reported domestic violence incidents, thefts from vehicles parked in Heath's parking lot, an underage party, a property owner growing forty marijuana plants and a hate crime are some of the items the Police Department has been working on. Mr. Hanson reported his biggest complaint is when people say nothing ever happens in Center Harbor when in fact, things do that are addressed by the Department.

Town revenue: Chief Chase reported the Town does not receive any revenue from speeding tickets; it goes to the State. Mr. Hanson explained the Town does receive grant funds for speed enforcement. Chief Chase reported the Town receives money from assessed fines when a Town ordinance is violated such as parking tickets. He explained the Town receives some funds from DWI court fines. All the penalty revenue received is deposited into the Town's general fund.

Spring Fling: Chief Chase reported Sergeant Scott Weiss was working a detail at the Spring Fling in Plymouth and was attacked by a student. He reported the student is serving time in jail.

Motorcycle Week: Chief Chase reported the Police Department is ready as normal for Motorcycle Week. He reported he will utilize as much DWI and speed enforcement grant funds as possible. There was discussion regarding police coverage during Motorcycle Week. Chief Chase reported anticipating a larger crowd than last year. Mr. Drenkhahn reported Savoie's Lodging reservations are down; Chief Chase reported he has a good working relationship with Mr. Savoie.

Brooks House: Chief Chase suggested the Selectmen consider having the hazardous abatement performed on Brooks House. He will research this and report the cost to the Selectmen.

Rain diverter: Chief Chase asked the status of the installation of a rain diverter on the back door; Ms. Mattson will ask Norman McGuigan about this.

Training: Chief Chase reported he will attend Phase 3 training at Roger Williams University; he explained he has applied for a grant to cover this training.

Credit cards: Mr. Drenkhahn reported the Selectmen decided not to issue credit cards to Department Heads. He explained the Town will pay for Chief Chase's hotel in advance of the scheduled training. Chief Chase explained not having a credit card will hamper the ability for trainings.

UNFINISHED BUSINESS:

HOLIDAY COMPENSATION FOR YEAR-ROUND, PART-TIME EMPLOYEES: This will be discussed during the Selectmen's June 9, 2010 work session on the personnel policies.

SAND/SALT STORAGE SHED: Mr. Hanson reported the poles are up and being braced on the sand/salt storage shed; the project is moving along.

HIGH HAITH BRIDGE: Mr. Hanson reported driving over the new bridge, which has temporary guardrails and the temporary access is being removed.

BACKHOE SPECIFICATIONS: Ms. Mattson asked the status of the backhoe specifications. Ms. Woodaman reported Road Agent Jeff Haines has been busy and has not had the time to compile the specifications but will be asked to work on this.

NICHOLS MEMORIAL LIBRARY CENTENNIAL CELEBRATION: The Selectmen received an invitation to the centennial celebration of the dedication of the James E. Nichols Memorial Library. The celebration will be Saturday, June 26, 2010 at 11:00 a.m. The Library, a gift to Center Harbor by Mr. Nichols, is a national historic site and is regarded as one of the State's finest classical libraries. The occasion also marks the book release of *A Viable Service: A Centennial History of the James E. Nichols Memorial Library*. Mr. Hanson offered to speak at the celebration; he explained his great-grandfather was one (1) of the original founders. Mr. Drenkhahn and Ms. Mattson accepted Mr. Hanson's offer.

DIGITAL MAPS: The Selectmen received notification from Tim Fountain, Vice-President of Cartographic Associates, Inc. that they continue to make progress of the parcel-mapping project. Mr. Fountain reported Cartographics has developed a new map sheet layout; a scale-adjusted copy was included in the correspondence. Ms. Mohan contacted Mr. Fountain who reported there will be approximately 35 map sheets when the project is complete; the Town currently has nine maps. Ms. Mohan reported some maps will be mapped at 1" equaling 200' and the congested areas will be mapped at 1" equaling 100'. Ms. Mohan reported she was very pleased with Mr. Fountain's handling of the plans she submitted to him and reported they were returned on time and complete.

MORRILL PARK: The Selectmen received the following notifications from the State of New Hampshire Probate Court:

- **Motion for Withdrawal:** Michael S. DeLucia, Director of Charitable Trusts, filed a “Motion for Withdrawal” as Attorney for the public interest due to his retirement from State employment.
- **Appearance:** Anne M. Edwards, Associate Attorney General, filed an “Appearance” as Attorney for the public interest.

UNEMPLOYMENT COMPENSATION: The Selectmen received an email from Angela Richard, of the Local Government Center (LGC), explaining, per statute, that the Town is responsible for a portion of the unemployment benefits even if the individual continues to be employed by the Town. She explained it is the employee’s responsibility to report the wages he/she earns to the State of New Hampshire Department of Employment Security (DES) while he/she is collecting unemployment benefits. Ms. Richard explained she has, in the past, forwarded wage information to the DES regarding wages paid to an employee to ensure that those wages were being reported. Ms. Richard offered to do that for the Town; she would require a breakdown by week of the number of hours worked and wages paid. The Selectmen accepted Ms. Richard’s offer.

HIGH HAITH DOCK: Mr. Drenkhahn reported a State of New Hampshire Department of Environmental Services (NH DES) permit would be required if the Town were to install a dock at the High Haith beach area. He suggested the Selectmen hold the public hearing (July 14, 2010) prior to applying for the permit. Mr. Hanson explained a downside to having a dock at the beach is that it would make the area more popular and there is limited parking. Mr. Drenkhahn reported it would be helpful for island residents to use when they have to ferry supplies to their island properties. He reported the dock would be constructed in three (3) sections which would have to be removed for the winter. There was discussion regarding the length of the dock; Mr. Hanson suggested NH DES be contacted regarding the length Ms. Mattson explained the Town cannot fund the dock; no funds were approved. Mr. Drenkhahn explained there would be no cost to the Town; it would be a gift.

VENDING CART: The Selectmen received a certificate of insurance from Sandwich Creamery; all requirements have now been met for Meredith Thomas to operate an ice cream vending cart this season.

HEARTHSTONE BED & BREAKFAST: The Selectmen received a memo from Fire Chief John Schlemmer reporting he and the State of New Hampshire Fire Marshall completed an inspection of Hearthstone Bed & Breakfast on May 13, 2010. Chief Schlemmer reported the required sprinkler system has been installed and the other items needed to pass inspection have been completed to a satisfactory level. He reported the only item not completed are the fire separation doors which are on site, but not yet installed as that area is being remodeled. Chief Schlemmer recommended that Mr. Maggi be issued his certification of occupancy; he has forwarded a copy of this memo to Code Enforcement Officer Ken Ballance and Mr. Maggi. Chief Schlemmer reported in the future, an annual inspection by the Fire Department should be all that is needed for the Bed & Breakfast. He reported proper permitting would be needed if there are to be large outside events on the property.

NEW BUSINESS:

FIRE STATION OVERHEAD DOOR PROPOSALS: Fire Chief John Schlemmer submitted the following three proposals for the replacement of the rear overhead door in the Fire Station:

Company	R-Value	Color options	Cost
Overhead Door Options, Inc. Meredith, NH	15.76	Brown outside White inside	\$1,675 (Note: Price includes servicing of all other (4) overhead doors on site.)
Overhead Door Company of Concord Concord, NH	14.86	White	\$1,290 (Plus \$150 to remove and haul old door)
	17.5	White	\$1,390 (Plus \$150 to remove and haul old door)
Laurent Overhead Door Systems, Inc. Laconia, NH	16.04	White	\$1,972 (Note: Price includes removal and disposal of existing door and reconnect of trolley existing operator)

There was discussion regarding the importance of the door matching the rest of the building and the insulation value. It was reported that the cost of servicing the other four (4) overhead doors is \$80 per door; this is included in Overhead Door Options, Inc. proposal; they will also remove and dispose of the old door. Mr. Hanson motioned to award the project to Overhead Door Options, Inc. Ms. Mattson seconded the motion and the vote was unanimous. The funds will come from the Building Repairs and Maintenance Expendable Trust Fund.

MUNICIPAL BUILDING BOILER: Mr. Drenkhahn reported one (1) of the boilers is cracked and leaking. He reported Phil Cowels, of Phil Cowels Heating and Air, is researching the cost of a replacement; the new boiler will be more efficient. Ms. Mattson reported The Jordan Institute had a specific recommendation for the boiler. Mr. Hanson will bring this topic to the Energy Committee meeting on Thursday, June 3, 2010.

HIGHWAY DEPARTMENT PROJECTS: Mr. Hanson requested Road Agent Jeff Haines submit a list of improvement projects planned for this season.

MEMORIAL DAY PARADE: Mr. Hanson reported he feels this year's Memorial Day parade was a very well run event, even better than last year. He explained it was a nice, solemn event with comments by Mr. Drenkhahn and the focus on Ben MacDonald. The Selectmen will send a letter to Parks & Recreation Director Jody Dickerson.

NEW HAMPSHIRE MUSIC FESTIVAL (NHMF) TAX EXEMPT STATUS: There was discussion regarding non-employees of the NHMF living in houses on the tax exempt property; this area of the property should not be tax exempt. A letter will be sent to the NHMF.

CORRESPONDENCE:

CENTER HARBOR FIRE DEPARTMENT MEMBERS: The Selectmen signed a congratulatory letter to the members of the Center Harbor Fire Department congratulating them on receiving the Lakes Region LRGHealthcare's EMS Unit of the Year Award.

STATE OF NEW HAMPSHIRE DEPARTMENT OF ENVIRONMENTAL SERVICES (NH DES) WETLANDS BUREAU: The Selectmen received a copy of an email from Chris Johnson to Mary Ann Tilton, Assistant Bureau Administrator of NH DES Wetlands Bureau. Mr. Johnson asked the status of his application to the NH DES Wetlands Bureau for a waiver for forest management adjacent to a wetlands area. Mr. Johnson explained he has been working on this application for almost three (3) months, has submitted all the required information as well as documentation from the engineering company that submitted the prime wetlands application concerning the impact to the area. The Selectmen received an emailed copy of a NH DES "approved Prime Wetland Waiver & Complete Forestry Notification" approving Mr. Johnson's request.

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

ADDITIONAL BUSINESS:

PLANNING BOARD (PB): Mr. Hanson reported the PB's June 1, 2010 meeting was cancelled.

SPECIAL EVENTS PLANNING BUDEBOOK: The Selectmen reviewed the Local Government Center's publication "Special Events Planning Guidebook".

NON-PUBIC SESSION: At 10:57 a.m. Ms. Mattson motioned to go into a non-public session per RSA 91-A:3, II(b) for the purpose of hiring a public employee. Mr. Drenkhahn seconded the motion and the vote was unanimous. Mr. Drenkhahn, Ms. Mattson, Mr. Hanson, Chief Chase and Ms. Woodaman were present. There was discussion regarding a part-time police officer candidate. At 11:32 a.m. Mr. Hanson motioned to end the non-public session. Ms. Mattson seconded the motion and the vote was unanimous.

RECONVENE: At 11:32 a.m. Mr. Drenkhahn reconvened the Board of Selectmen's meeting.

PART-TIME POLICE OFFICER: Mr. Hanson motioned to hire Christopher Meeken as a part-time police officer per Chief Chase's recommendation. Mr. Drenkhahn seconded the motion and the vote was unanimous. Mr. Meeken will meet with the Selectmen on Wednesday, June 9, 2010 at 8:30 a.m. to be sworn in.

ADJOURNMENT: At 11:33 a.m. Mr. Hanson 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