

**Center Harbor Board of Selectmen
Meeting Minutes
Wednesday, June 3, 2009**

Chairman Charley Hanson called the meeting to order at 7:38 a.m. Selectmen Richard Drenkhahn and Randy Mattson were also present. Road Agent Jeff Haines, Parks & Recreation Director Jody Dickerson, Matt Gallant, Casey Downs, Matthew Rivet, Andre Kloetz, Dick Gzyman, David Baer and Selectmen's Secretary Robin Woodaman were also in attendance.

APPROVAL OF MINUTES: Mr. Drenkhahn motioned to accept the minutes of May 27, 2009. Ms. Mattson seconded the motion and the vote was unanimous.

NON-PUBLIC SESSION: At 7:51 a.m. Mr. Drenkhahn motioned to go into a non-public session per RSA 91-A:3, II(a) for the purpose of employee reviews. Ms. Mattson seconded the motion and the vote was unanimous. The Selectmen completed an employee evaluation. At 8:20 a.m. Mr. Hanson motioned to end the non-public session. Ms. Mattson seconded the motion and the vote was unanimous.

RECONVENE: At 8:20 a.m. Mr. Hanson reconvened the Board of Selectmen's meeting.

APPOINTMENTS:

ROAD AGENT JEFF HAINES AND PARKS & RECREATION JODY DICKERSON: The following items were discussed:

Swim line: Mr. Haines reported the Town has received a permanent swim line permit from the State of New Hampshire; if the location of the swim line changes a new permit will be required.

Playground inspection: Mr. Haines reported he and Mr. Dickerson met with Local Government Center (LGC) representatives Ron O'Keefe, Kristen Caisse and LGC's certified playground inspector Matt Comai; he reported the Town's playground passed the inspection with flying colors. Mr. Dickerson reported one item that was addressed was the need to replace the chain basketball nets with nylon nets; this has been completed. Mr. Haines reported "safe surface" material may have to be added to the playground area in the future. Mr. Dickerson reported LGC was impressed with the maintenance of the playground. LGC will submit a written report to the Town.

Horseshoe pit: Mr. Dickerson reported LGC recommended removing the horseshoe pit.

Playground supervision training: Mr. Dickerson reported LGC suggested the Parks & Recreation Department staff attend playground supervision training.

Basketball court fence: Mr. Haines reported the fence around the basketball court is not commercial grade and has become a safety issue.

Raft: Mr. Haines reported the raft will be secured soon.

Ice clusters: Mr. Haines reported an ice cluster was knocked over and explained the Town has a permit for the installation of ice clusters (the permit expires in October 2009); the repairs will be covered under this permit.

Town band equipment: Mr. Haines reported the Town band equipment will soon be moved into the Cary Mead Room for summer storage.

Brooks property garage: Mr. Haines reported being approached by an individual who may be interested in purchasing the garage at the Brooks property. The Selectmen discussed the possibility of the Town moving and utilizing the garage.

Memorial Day parade: Mr. Hanson reported the Memorial Day parade was great; the grounds looked great and the Selectmen have received comments from people reporting it was the best Memorial Day parade they had attended.

ROAD AGENT JEFF HAINES: The following items were discussed with Mr. Haines:

Harbor Heights Road snow plowing: Mr. Haines reported meeting with representatives of the Town of Meredith regarding snow plowing on Harbor Heights Road; a copy of a letter from the Town of Meredith will be submitted to the Selectmen.

Emergency Responder Traffic Control training: Mr. Haines reported he, Highway Department employee Jay Haines, Police Chief Mark Chase and Police Corporal Scott Weiss attended Emergency Responder Traffic Control training on April 30, 2009; this was a joint training with Center Harbor and Moultonborough.

Fire extinguisher inspections: Mr. Haines reported Fire Chief John Schlemmer recommended to the Joint Loss Management Committee meeting that the fire extinguisher inspections be performed by All-State. Mr. Haines reported LGC's opinion on fire extinguisher inspections was to use a third party.

Highway Department building: Ms. Mattson reported there should be a clean area in the Highway Department building for the staff to eat and to keep the computer clean. Mr. Haines reported he has requested a cover for his computer.

Sand/salt storage shed: Mr. Haines reported he has ideas for the sand/salt storage shed and will follow up with Mr. Hanson on developing a plan.

Keyser Road: Mr. Haines reported he has received quotes for the cost to reclaim 1,600' of Keyser Road.

PARKS & RECREATION DIRECTOR JODY DICKERSON: Mr. Dickerson reported the summer is off to a good start. The following items were discussed with Mr. Dickerson:

Annual Easter egg hunt: Mr. Dickerson reported over 150 children took part.

Earth day clean up: Mr. Dickerson reported 12 participants took part collecting over 50 bags of trash from Route 25 B.

Summer guide: Mr. Dickerson reported it has been printed and distributed.

Upcoming events: Mr. Dickerson reported Heath's Supermarket has placed flyers containing information on upcoming Park & Recreation Department events in grocery bags.

Restrooms: Mr. Dickerson reported the restrooms at the beach have been painted.

Boat launch attendant: Mr. Dickerson reported the boat launch attendant will be on weekend duty until July 1st.

Ball field: Mr. Dickerson reported the ball field has seen a very high volume of use in May and June. He reported receiving a lot of requests to use the field and is trying to rest the field every other day.

Intern: Mr. Dickerson reported a Plymouth State University student will intern with the Parks & Recreation Department this summer; this student will teach canoeing and the "Outdoor Adventure" programs.

Immaculate Conception School: Mr. Dickerson reported meeting with school officials regarding the Town using some of their facilities and the school using some Town facilities; he reported they will meet often. Mr. Dickerson reported the school has agreed to take part in the Christmas tree lighting with their band and chorus.

July 4th: **Parade:** Mr. Dickerson reported the parade will begin at 2:00 p.m., the theme is "The Good Old Days" and he has sent letters to area businesses requesting their participation.

Fireworks: Mr. Dickerson reported everything is in place for the fireworks.

Foot race: Mr. Dickerson reported he found 60 unused trophies and is using them this year; this will save the Town approximately \$500. He reported calling five companies for quotes for tee shirts and received two: Body Covers in the amount of \$2,050 and GoTeesnh.com in the amount of \$2,765. He reported the Race

Committee recommended the tee shirts be purchased from Body Covers due to the savings; Mr. Hanson reported it makes sense to use Body Covers and Ms. Mattson agreed.

PRE-BID MEETING: The Selectmen conducted a pre-bid meeting for the renovations of the Fire Department Radio room, Fire Department window and the replacement of the wall between the Municipal Building's lobby and the Fire Station. Clarification on the type of energy efficient windows and carpeting in the Radio Room will be forwarded to the contractors that were in attendance.

UNFINISHED BUSINESS:

PURCHASING POLICY: The Selectmen discussed the following changes to the draft purchasing policy:

Cost Range of Item to be Purchased	Type of Cost Evaluation Required
\$0.00 to \$2,000 changed to \$0.00 to \$2,500	No quote required
\$2,001 to \$10,000 changed to \$2,501 to \$10,000	3 documented quotes required

Ms. Mattson motioned to adopt the purchasing policy with the above amendment to the cost range of items purchased; this policy will supersede the prior purchasing policy. Mr. Hanson seconded the motion and the vote was unanimous.

MASTER PLAN: Mr. Hanson reported a revised agreement with the Lakes Region Planning Commission regarding the Master Plan will be submitted to the Selectmen.

FIRE DEPARTMENT TRAINING: Fire Chief John Schlemmer requested permission for the Fire Department to utilize the Brooks house for training; the training would involve building search and rescue using fake, breathable smoke. Chief Schlemmer reported the next training would be fire attack by flowing water into different rooms in the building and using hydro vent to remove the smoke. He reported at some point, he would like to cut vent holes in the roof and use forceable entry and escape by forcing their way out through walls. Chief Schlemmer reported the Fire Department may be able to burn the building as a training burn if all the hazardous material is removed. Mr. Hanson expressed his concern regarding this activity downtown. Mr. Drenkhahn explained the Selectmen do not know what the outcome of next year's Town Meeting vote regarding the proposed Police Station will be and suggested not demolishing the building until then. Mr. Hanson reported that due to the uncertainty of next year's Town Meeting vote, the house will be totally closed down, but not demolished.

2000 FORD CROWN VICTORIA: The Selectmen discussed an agreement they had with Adam Schaub to purchase the 2000 Ford Crown Victoria as a result of the Selectmen's request for bids; Mr. Schaub never signed the promissory note. Mr. Hanson motioned to rescind the Board of Selectmen's acceptance of Mr. Schaub's bid and contact the other bidder regarding his interest in purchasing the vehicle. Mr. Drenkhahn seconded the motion and the vote was unanimous.

AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA): Ms. Woodaman reported speaking with State of New Hampshire Department of Revenue Administration (NH DRA) representative Michelle Clark regarding the process for appropriating the ARRA funds granted to the Town for the replacement of the High Haith Bridge. Ms. Clark had explained that if the project costs do not exceed the amount appropriated at the 2009 Town Meeting, the Board of Selectmen will be required to submit a letter to the NH DRA reporting there is a different funding source for the project. Ms. Clark had explained that if the project costs will exceed the amount appropriated, and if the Town has adopted the

provisions of RSA 31:95-b (the provisions of RSA 31:95-b were adopted March 9, 1999), which grants the Selectmen the authority to apply for, receive and expend federal and state grants which become available during the course of a year, the Selectmen will be required to hold a public hearing in addition to submitting a letter to NH DRA reporting the different funding source.

The Selectmen received information received from Propex reporting that all ARRA funded construction projects contain a “Buy American” clause. This clause specifies that no stimulus funds can be used for a project ‘unless all of the iron, steel and manufactured goods used in the project are produced in the United States’ and are in sufficient supply, of a satisfactory quality and do not increase the project cost by more than 25%.

TOWN OF MEREDITH WAUKEWAN WATERSHED ADVISORY COMMITTEE: The Selectmen discussed the letter they received, and previously discussed on May 27, 2009, 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 of the Town of Meredith’s effort to restrict or limit through truck transports on Waukewan and Winona Roads at times of peak traffic loading on the Route 104, Route 3 and Route 25 corridor. The Selectmen discussed their concern for the Town of Meredith’s drinking water supply and support the restriction of cargo on two roads; Waukewan and Winona Roads. Mr. Drenkhahn explained the Board is not in favor of the complete restrictions referenced in the letter. A letter will be sent to the NH DOT reporting the Town of Center Harbor is not in favor of restricting use of Route 25B and feels the most important issue is the type of cargo being transported on roads adjacent to public water supplies.

E-911: The Selectmen discussed E-911 Coordinator Janet Kimball’s email of May 26, 2009 regarding issuing road names and assigning numbers to buildings on the Elcock property. Ms. Mattson asked if this change had been discussed with the Elcocks; she explained the Town has no authority to name private roads. Mr. Hanson suggested assigning unit numbers to the buildings that do not have E-911 numbers. He suggested the Selectmen discuss this matter with Road Agent Jeff Haines.

NEW BUSINESS:

LUSCHER CORRECTIVE QUITCLAIM DEED: The Selectmen reviewed, and signed, the corrective quitclaim deed to Paul & Heidi Luscher in reference to the transfer of TML 5-5 from the Town to Mr. & Mrs. Lusher.

FIREFIGHTER EMPLOYMENT APPLICATION: The Selectmen reviewed an application for a firefighter, whom Chief Schlemmer recommends hiring. Mr. Hanson motioned to hire the firefighter recommended by Chief Schlemmer. Ms. Mattson seconded the motion and the vote was unanimous.

LAKES REGION MUTUAL FIRE AID (LRMFA): The selectmen reviewed information received regarding a potential change in the funding mechanism for the LRMFA for the next fiscal year.

FIRE INSPECTION: Ms. Mattson reported the State Fire Marshall had two appointments to inspect Paul Maggi’s bed and breakfast (TML 6-24), but Mr. Maggi cancelled both appointments. She explained the Fire Chief cannot sign the certificate of occupancy without a fire inspection. Mr. Hanson reported Code Enforcement Officer Ken Ballance cannot sign the certificate of occupancy until it is signed by the Fire Chief. Ms. Mattson reported the Fire Marshall inspected the last bed and breakfast that was opened in Center Harbor; she will research past meeting minutes regarding these details.

ADDITIONAL BUSINESS:

FIRE DEPARTMENT: Mr. Hanson reported Andre Kloetz, who attended the pre-bid earlier in the day and is a Deputy Chief of the Town of Meredith Fire Department, commented to him on the level of professionalism shown by the members of the Center Harbor Fire Department. Mr. Kloetz reported to Mr. Hanson that the Center Harbor Fire Department has turned around for the better over the past year or more.

PLANNING BOARD (PB): Mr. Hanson reported the following from the June 2, 2009 PB meeting:

Pure Adrenaline Motorsports: Mr. Hanson reported the PB approved Mr. & Mrs. Melo's site plan review application to have vendors during car shows. Mr. Drenkhahn explained he attended the May 30, 2009 car show and reported it was run very well. Ms. Mattson expressed her concern regarding people crossing Route 3. Mr. Hanson reported Mr. & Mrs. Melo reported to the PB that they had a crossing guard who is a volunteer firefighter from Ashland. Mr. Hanson reported Mr. & Mrs. Melo reported to the PB that the landscaping business is gone. Ms. Mattson reported she observed landscaping materials being loaded onto a truck on Monday at 7:30 a.m.; Mr. Hanson questioned if it was the last piles of landscaping materials that was being removed.

CERTIFICATION OF YIELD TAXES ASSESSED: The Selectmen reviewed, and signed, the following timber tax warrant:

Luscher

TML 5-3.2

CORRESPONDENCE:

STATE OF NEW HAMPSHIRE DEPARTMENT OF ENVIRONMENTAL SERVICES (NH DES):

The Selectmen reviewed a "Notification of Routine Roadway and Railway Maintenance Activities" for the replacement of a culvert on Winona Road by the State of New Hampshire Department of Transportation.

KIRK & JEAN MELONEY: The Selectmen received a copy of a letter sent to Eric & Kim Haley from Mr. & Mrs. Meloney.

ADJOURNMENT: At 11:02 a.m. Mr. Drenkhahn 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