

**Center Harbor Board of Selectmen
Meeting Minutes
Wednesday, June 9, 2010**

CALL TO ORDER: Chairman Richard Drenkhahn called the meeting to order at 8:00 a.m. Selectmen Randy Mattson and Charley Hanson were present. Police Chief Mark Chase, Christopher Meeken, Town Clerk Sheila Mohan and Selectmen's Secretary Robin Woodaman were also in attendance.

APPROVAL OF MINUTES: Mr. Hanson motioned to accept the minutes of June 2, 2010. Ms. Mattson seconded the motion and the vote was unanimous.

APPOINTMENTS:

CHRISTOPHER MEEKEN: Police Chief Mark Chase reported he was pleased to introduce Christopher Meeken, a new part-time Police Officer. Chief Chase reported he is excited to have Mr. Meeken on board and begin the training process. Mr. Drenkhahn issued the oath of a part-time Police Officer to Mr. Meeken. The Selectmen welcomed Mr. Meeken to the Town. Mr. Hanson explained the Center Harbor Police Department may be small, but has high standards.

UNFINISHED BUSINESS:

HIGH HAITH BRIDGE REPLACEMENT PROJECT: The following items were reviewed and discussed:

- **5th Application for Payment:** Ms. Mattson motioned to approve M. E. Latulippe Construction, Inc.'s 5th Application for Payment in the amount of \$85,414.40. Mr. Hanson seconded the motion and the vote was unanimous.
- **State of New Hampshire Department of Transportation (NH DOT) funding reimbursement request:** The Selectmen signed a funding reimbursement request from the NH DOT in the amount of \$140,026.20.
- **Construction status:** Ms. Mattson reported visiting the bridge yesterday and reported a backhoe was working on the vegetative walls; she reported paving is planned for within a day or two (2). Mr. Drenkhahn reported all the railing posts are in place, the contractor is waiting for the rails.

SAND/SALT STORAGE SHED: The following items were discussed:

- **4th Application for Payment:** Ms. Mattson motioned to approve Wild Horse Welding & Construction, LLC's 4th Application for Payment in the amount of \$30,893.35. Mr. Hanson seconded the motion and the vote was unanimous.

MUNICIPAL BUILDING BOILER: The Selectmen received the following proposal for the replacement of a boiler in the Municipal Building:

Phil Cowels Heating & Air Conditioning	\$4,999
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Mr. Hanson reported the Energy Committee (EC) discussed The Jordan Institute's energy audit recommendation of a 97% efficient boiler; there was discussion regarding whether the recommendation was for a propane or oil fueled boiler. Mr. Hanson reported the EC suggested the additional cost for an energy efficient boiler over a base boiler could come from the Energy Conservation & Improvements Expendable Trust Fund. Mr. Drenkhahn reported Mr. Cowels explained to him that there is approximately a \$300 difference. Ms. Mattson asked if both boilers should be replaced. Mr. Hanson questioned when the second boiler will go because both boilers were installed at the same time. Mr. Drenkhahn reported three (3) documented quotes are required for purchases up to \$10,000. Mr. Drenkhahn will review The Jordan Institute's recommendations and research the cost difference between an oil or propane boiler and any potential cost savings to replace both boilers at once.

AMBULANCE CONTRACT: Mr. Hanson reported he and Mr. Drenkhahn missed a meeting regarding the ambulance contract; he discussed the meeting with Fire Chief John Schlemmer.

NEW BUSINESS:

FIRE DEPARTMENT CALLS: Mr. Hanson reported speaking with Fire Chief John Schlemmer regarding the cost of Fire Department calls. He explained there has been a significant increase in the Fire Department's budget over the last four (4) years. Mr. Hanson reported Chief Schlemmer will compile cost-per-call information compared to other towns.

BALL FIELD: Ms. Mattson reported that after working at the Center Harbor Ball Field as the Junior High Softball Coach this season, she would like to commend the Town's Department of Public Works for their maintenance of the field. She reported the field was pristine at all times, it was a pleasure to go to the field and she gave kudos to the DPW.

CERTIFICATION OF YIELD TAXES ASSESSED: The Selectmen reviewed, and signed, the following 'Certification of Yield Taxes Assessed':

Frampton

TML 1-41

CORRESPONDENCE:

FIRE CHIEF JOHN SCHLEMMER: The Selectmen received an email from Fire Chief John Schlemmer regarding the following:

- **May 26, 2010 Board of Selectmen's meeting minutes:** Chief Schlemmer reported the Selectmen's minutes of their May 26, 2010 meeting stated a patient had chest pains; Chief Schlemmer reported the patient had gone into cardiac arrest. Ms. Mattson reported Chief Schlemmer's report is duly noted.
- **Band concerts:** Chief Schlemmer reported speaking with Parks & Recreation Director Jody Dickerson regarding the dates for the band concerts.
- **Fireworks:** Chief Schlemmer reported speaking with Mr. Dickerson regarding loading the fireworks in the early morning on July 4th onto the barge.

TOWN BOARD MEMEBERS: There was discussion regarding openings on Town Boards; two (2) for the Conservation Commission and one (1) for the Planning Board. Mr. Hanson suggested these openings be posted on the Town’s web site, including a description of the responsibilities and meeting information.

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

ADDITIONAL BUSINESS:

STATE OF NEW HAMPSHIRE DEPARTMENT OF SAFETY (NH DOS) DIVISION OF FIRE SAFETY: The Selectmen reviewed the following:

- **“Permit to Operate a Place of Assembly”** issued June 3, 2010 by Center Harbor Fire Chief John Schlemmer to Keepsake Quilting and expiring June 7, 2010; the authorized capacity in persons, excluding employees is 150.

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

- **“Notice of Administrative Completeness Standard Dredge and Fill Application”** issued to:

Edward N. Dane Real Estate Trust TML 8-6

- **“Shoreland Impact Permit”** issued to:

Paul TML 7-12.2

- **“Approved Prime Wetland Waiver & Complete Forestry Notification”** issued to:

Johnson TML 1-40

STATE OF NEW HAMPSHIRE DPEARTMENT OF TRANSPORTATION (NH DOT):
The Selectmen reviewed the following:

- **“Application for Driveway Permit”**: applied for by:

Gavarny TML 1-18

CONSERVATION COMMISSION (CC): Ms. Mattson reported the CC met on Tuesday, June 8, 2010 and the following items were discussed:

- **Natural Resource Inventory (NRI):** Ms. Mattson reported the NRI is finished and is waiting to be printed.
- **Tuttle/Otter Pond:** Ms. Mattson reported Tuttle Pond, aka Otter Pond, is a very sensitive ecological area, which is one of the areas Rick Van der Poll has suggested the Town

consider designating as prime wetlands. She reported the CC discussed scheduling a site walk of this pristine area.

- **New commissioners:** Ms. Mattson reported there has been discussion with potential new Conservation Commissioners. She asked if a person who resides in Town, but cannot vote because he/she is not an American citizen, can serve on a Town board; Town Clerk Sheila Mohan will be asked this question.

ENERGY COMMITTEE (EC): Mr. Hanson reported an EC meeting was scheduled for Thursday, June 3, 2010; he reported there were two (2) members in attendance; therefore there was not a quorum. He reported the following items were discussed:

- **Municipal Building boiler:** Mr. Hanson reported the EC's recommendations during the Selectmen's previous discussion regarding the Municipal Building boiler.
- **No cost, low cost improvements:** Mr. Hanson reported there was discussion regarding no cost, low cost improvements, such as weather stripping the doors, recommended in The Jordan Institute's energy audit.
- **Thermostat settings:** Mr. Hanson reported there was discussion regarding maintaining the thermostat settings at a consistent, reasonable temperature.
- **Computers:** Mr. Hanson asked if the computers needed to stay on all the time. Ms. Woodaman explained the server is left on overnight and a computer may be left on if the assessors need to work remotely. Mr. Hanson requested printers be turned off at the end of the day.

PLANNING BOARD (PB): Mr. Drenkhahn reported he will not be able to attend the Tuesday, June 15, 2010 PB meeting; Ms. Mattson will represent the Selectmen at that PB meeting.

JOINT LOSS MANAGEMENT COMMITTEE (JLMC): Ms. Woodaman reported the JLMC will meet on Tuesday, June 15, 2010 at 9:00 a.m. She reported Local Government Center (LGC) Risk Management Representative Ron O'Keefe will attend the meeting during which there will be a safety inspection of buildings and Town property.

NON-PUBLIC SESSION: At 8:52 a.m. Mr. Drenkhahn motioned to go into a non-public session per RSA 91-A:3, II(e) to discuss pending litigation. Ms. Mattson seconded the motion and the vote was unanimous. Mr. Drenkhahn, Ms. Mattson, Mr. Hanson and Chief Chase were in attendance. There was discussion regarding pending litigation. The Selectmen and Chief Chase outlined Morrill Park, proposed changes to the Park and the proposed Police Station. At 10:45 a.m. Ms. Mattson motioned to end the non-public session. Mr. Hanson seconded the motion and the vote was unanimous.

RECONVENE: At 10:45 a.m. Mr. Drenkhahn reconvened the Board of Selectmen's meeting.

PERSONNEL POLICIES: The Selectmen reviewed the draft personnel policies and the "Employment Classification" of part-time employees which states: "individuals who are regularly scheduled to work less than 35 hours per week. Part-time employees are not eligible for benefits described in the Manual except where noted or to the extent required by state or federal law." The Selectmen reviewed the Nichols Memorial Library Trustees reclassification of Linda Belisle's position as permanent part-time and therefore eligible for pro-rated vacation and

holidays per the Trustees. Mr. Hanson referred to the Local Government Center's publication "Knowing the Territory", which states "The board of library trustees shall have the entire custody and management of the public library and of all the property of the town relating thereto, including appropriations". There was discussion regarding Ms. Belisle receiving 7 hours compensation for Memorial Day; Mr. Hanson reported it appears that she was overpaid and the Library Trustees would be asked for clarification of her pro-rated compensation. Ms. Mattson reported she is only in favor of compensating Ms. Kimball pro-rated holiday pay (3.09 hours) and the Selectmen's previous agreement with Ms. Kimball regarding pro-rated vacation compensation (1 week, 18 hours) should not change; Mr. Drenkhahn and Mr. Hanson agreed. The Selectmen agreed to compensate Ms. Kimball pro-rated holiday pay of 3.09 hours per holiday retroactive to May 1, 2010.

The Selectmen will continue to work on the personnel policies at a future meeting.

ADJOURNMENT: At 11:06 a.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