

**Center Harbor Board of Selectmen  
Meeting Minutes  
Wednesday, June 23, 2010**

**CALL TO ORDER:** At 7:00 p.m. Chairman Richard Drenkhahn called the Board of Selectmen's meeting to order. Selectmen Randy Mattson and Charley Hanson were also present. Police Sergeant Scott Weiss, Parks & Recreation Director Jody Dickerson and Selectmen's Secretary Robin Woodaman were also in attendance.

**APPROVAL OF MINUTES:** Mr. Hanson motioned to accept the minutes of June 16, 2010. Ms. Mattson seconded the motion; the motion passed. Mr. Drenkhahn abstained from voting due to his absence from the meeting.

**APPOINTMENTS:**

**POLICE SERGEANT SCOTT WEISS:** Sergeant Weiss reported receiving a complaint from David Schimke regarding two (2) buses parked by Camp Road. Sergeant Weiss reported fishermen park their vehicles in this location and fish off the bridge. Mr. Hanson explained the property is owned by The Legionaires of Christ, Center Harbor, LLC, who run a boys camp at that location and also own the Immaculate Conception Apostolic School whose students also use the property. The Selectmen will research the Planning Board's agreement for the use of the property. Sergeant Weiss will drive by the location of the buses.

**UNFINISHED BUSINESS:**

**SAFETY INSPECTION OF TOWN-OWNED BUILDINGS:** The Joint Loss Management Committee (JLMC) had a meeting on June 15, 2010 during which Road Agent Jeff Haines and Fire Chief John Schlemmer conducted a walk-through of Town buildings with Local Government Center (LGC) Representatives Ron O'Keefe and Kristen Caisse. The following observations were noted during the inspection:

- **Cary Mead Room:**
  1. Blue chair with four (4) out-reaching feet may need to be removed; LGC will check on this. **Action:** Mr. Drenkhahn will remove the chair.
  2. Three (3) way plug should be swapped to a power strip with a fuse. **Action:** a power strip was installed on June 17, 2010.
  
- **Selectmen's Office:**
  1. May want to update/replace protective wire floor strip. **Action:** Mr. Haines will be asked to replace the floor strip.

- **Town Clerk's area:**

1. Decayed concrete at rear door is a potential trip hazard. **Action:** Mr. Drenkhahn will speak with Mr. Haines regarding installing a ramp.
2. Recommendation that panic buttons be checked twice a year and the batteries replaced twice a year. **Action:** Ms. Woodaman will replace batteries and arrange a test of the panic buttons.

- **Fire Department:**

1. Ladders to mezzanines may be required to have fall protection; LGC will check on this.
2. Bench grinder is to be mounted and have guards. **Action:** Mr. Drenkhahn will speak with Chief Schlemmer regarding this item.
3. Fire separation from the Fire Department to the Fire Department office and the Police Department office should be part of any future renovations.
4. The Police Department should have automatic door closures. **Action:** Mr. Haines will be asked for clarification on this matter.
5. Boiler inspection certificates expire on July 28, 2010. **Action:** Road Agent Jeff Haines reported, via email, that a representative from Traveler's Insurance is scheduled to inspect the boiler on June 30, 2010.

- **Library:**

1. Outside walkway should be repaired in the future.
2. Rear basement entry has a hole in the concrete around the drain and an issue with bird droppings.
3. Outlets in the children's area should have safety plugs.
4. A downstairs fire extinguisher was missed in last year's inspections.
5. Wire in basement has an exposed end.
6. Boiler inspection expires July 8, 2010. Road Agent Jeff Haines reported, via email, that a representative from Traveler's Insurance is scheduled to inspect the boiler on June 30, 2010.

**Action:** Ms. Mattson will ask Librarian Jon Kinnaman the status of the above items.

- **Beach:**

1. Employees should be forewarned of undercover inspections by the LGC to see if employees are enforcing the policies/rules governing the use of the beach. See LGC Representative Ron O'Keefe information below.

- **Historical Society:**

1. If open after dark, it is required to have emergency lights and exit lights.
2. Fire detection should be part of any future plans for the building.
3. Clear path to rear door exit.
4. An assembly permit is required.

**Action:** Seth Stearns, President of the Historical Society, will be asked to address the above items.

- **Highway Garage:**

1. Bolt down hydraulic press.
2. Bolt down drill press.
3. Paint outside fuel tanks.
4. Pressure vessel certificate expires on July 8, 2010. Road Agent Jeff Haines reported, via email, that a representative from Traveler's Insurance is scheduled to inspect compressor on June 30, 2010.

**Action:** Mr. Haines will be asked the status of these items.

**PLANNING BOARD (PB) MEETINGS:** The Selectmen discussed the possibility of recommending to the PB that they meet once a month and schedule additional meetings as needed. Mr. Hanson suggested they recommend the PB meet the first Tuesday of the month and the 3<sup>rd</sup> Tuesday of the month will be the date for alternate meetings as needed; Mr. Drenkhahn and Ms. Mattson agreed.

The Selectmen discussed potential PB members; Ms. Mattson will contact a potential member.

**BOILER REPLACEMENT:** The Selectmen discussed various options for replacing the Municipal Building boiler. Mr. Hanson reported the Energy Committee (EC) will meet on Thursday, July 1, 2010; he will ask the EC for assistance with the focus on replacing one (1) boiler.

**SAND/SALT STORAGE SHED:** The Selectmen reviewed the following:

- **Contractor's Application for Payment:** The Selectmen reviewed Wild Horse Welding & Construction, LLC's 5<sup>th</sup> application for payment. Mr. Drenkhahn motioned to approve Wild Horse Welding & Construction, LLC's "Contractor's Application for Payment No. 5" in the amount of \$10,076.11. Ms. Mattson seconded the motion and the vote was unanimous.

**HIGH HAITH BRIDGE PROJECT:** The Selectmen reviewed the following:

- **Weekly or Periodic Field Observation Reports:** The Selectmen reviewed Weekly or Periodic Field Observation Reports 25, 26 & 27, which were submitted by Quantum Construction Consultants, LLC.
- **Paving:** Mr. Drenkhahn asked when the paving would be completed. Mr. Hanson reported it needs to be completed prior to July 4<sup>th</sup>. An email will be sent to Quantum Construction Consultants, LLC regarding the paving.

**DIGITAL MAPPING PROJECT:** The Selectmen received a letter from Cartographic Associates, Inc.'s Vice President Tim Fountain indicating that they are well underway in the preliminary stage of the mapping process. Mr. Fountain included the following information/requests in his letter:

- **Sample form letter:** Mr. Fountain submitted a sample form letter, which Cartographic sends to non-resident property owners and leaves at doors when they find no one home while doing fieldwork.
- **Request to solicit information:** Mr. Fountain submitted a sample "Request to Solicit Information" form letter; he requested this be typed onto Town letterhead and signed by the Selectmen.
- **Exempt list:** Mr. Fountain requested a list, sorted by map and lot, of all exempt parcels in Town with their common names; Tax Collector Ellen Burns will be asked to generate this list.
- **Road map:** Mr. Fountain requested a copy of the "Official" road map, including the digital street centerline network file used to develop the map; Lakes Region Planning Commission has been asked about this road map.

**DEAD TREES:**

- **Kelsea Ave.:** The Selectmen received an email from Road Agent Jeff Haines reporting he met with Harry Welch regarding the dead tree on his property which likely died from the excavation to remove the old pipe that ran across their property during the recent Kelsea Avenue drainage project. Mr. Haines reported the tree is a small maple and is in close proximity to the utility wires. He reported speaking with Dan Cornelissen, of the New Hampshire Electric Cooperative (NHEC); the NHEC will cut the dead tree on Tuesday, June 29, 2010 at 7:30 a.m. and the Highway Department will clean up the debris.
- **Elm tree by cemetery:** It was reported the dead elm tree has been removed.

**INVASIVE SPECIES:** Mr. Drenkhahn reported the Highway Department has cut the Japanese Knotweed plants in the Town's right-of-way and laid the cut plants on the ground prior to them going to seed; this procedure will be repeated to eradicate the plants.

**LAKE WAUKEWAN & LAKE WINONA LEVELS:** The Selectmen received an email from James Weber, of the State of New Hampshire Department of Environmental Services (NH DES) requesting if the Selectmen have received any complaints regarding the lake levels of Lakes Waukewan and Lake Winona and people not being able to launch boats from the Lake Winona launch area; the Selectmen have not received any complaints.

**WOOD RIDGE ROAD:** Mr. Drenkhahn reported speaking with Wood Ridge Road resident Seth Stearns who was contacted by Allan Hale regarding payment for the recent survey of the road. The Selectmen explained this is a private matter and has nothing to do with the Town.

**NEW BUSINESS:**

**EMERGENCY MANAGEMENT DIRECTOR (EMD):** Mr. Hanson reported the Selectmen will speak with EMD David Hughes regarding the generator grant information which is due in two (2) weeks to the State of New Hampshire. Mr. Hanson reported the Selectmen had agreed to have Receptionist Janet Kimball prepare this information during the last budget season. He explained Mr. Hughes needs to understand the lead time necessary to prepare these documents.

**FIRE DEPARTMENT STORAGE:** Mr. Hanson will speak with Fire Chief John Schlemmer regarding moving the items outside the back of the Fire Station into the Brooks garage for storage.

**2009 PROPERTY TAX LIENS:** The Selectmen reviewed Tax Collector Ellen Burns' "Report of Collector's Execution of Real Estate Tax Liens", in the amount of \$50,517.58, for the 2009 property taxes.

**BANDSTAND REPAIRS:** The Selectmen received notification that Steve Brem will once again be repairing/replacing some rotted wood on the Bandstand over the next two (2) weeks with the goal of completing the work prior to the concert season.

**ASIAN LONGHORNED BEETLE RISK:** The Selectmen received notification from the State of New Hampshire Department of Resources and Economic Development (DRED) Division of Forests and Lands that the Asian Longhorned Beetle (ALB) may have been transported in firewood by some Massachusetts residents to their second homes and camps in New Hampshire. The ALB is an exotic beetle that kills maple trees and many other hardwood species abundant in New Hampshire. DRED submitted a list of Massachusetts zip codes and requested information on Center Harbor property owners with addresses in those locations. Five (5) Center Harbor property owners were identified with those zip codes; this information has been forwarded to DRED.

**UNDERGROUND CABLE ALONG A SCENIC ROAD:** Mr. Haines reported, via email, that the New Hampshire Electric Cooperative (NHEC) has requested permission to excavate within

the right-of-way along the edge of Piper Hill Road in front of Tax Map 3, Lots 20.1 and 20.2. He reported the NHEC would install a conduit either over or in the same trench that Metrocast placed a conduit. Mr. Haines reported the new conduit would carry a communication line that would link NHEC operations centers giving them the option to switch Emergency Operations Centers should the need arise. Mr. Haines reported Piper Hill Road is a designated scenic road, but the work would not involve the cutting of any trees or branches. Mr. Drenkhahn reported this project would have no affect on walls or trees. Ms. Mattson explained the Town needs to be cautious and stressed the importance of the person performing the work be fully aware of RSA 231:158. Mr. Drenkhahn reported the NHEC had tried to communicate these plans with Metrocast, but was not successful. The Selectmen will inform Metrocast of NHEC's plans and a letter will be sent to the NHEC regarding the scenic road designation.

Mr. Haines submitted a draft "Roadway/Trench Opening Permit" for the Selectmen's review; this will be forwarded to Town Attorney Doug Hill for his review.

**CENTER HARBOR VOLUNTEER FIREMEN'S ASSOCIATION:** The Selectmen reviewed the following items submitted via email by David Hughes:

- **July 4<sup>th</sup>:** Mr. Hughes reported the Center Harbor Volunteer Firemen's Association is planning on preparing breakfast, then grilling burgers, sausages and hot dogs over the course of the day.
- **Fundraising sign:** Mr. Hughes reported the Center Harbor Volunteer Firemen's Association would like to put the fundraising sign up for 30 days only, with the results and distance yet to be achieved on the fundraising efforts. The Selectmen granted the request.

**SAND/SALT EXPENDABLE TRUST FUND:** Mr. Hanson suggested the Selectmen consider the value of creating a sand/salt expendable trust fund. He explained some winters there is a high demand for sand and salt and other winters have a lesser demand.

**BROWNFIELDS ASSESSMENTS GRANTS:** Ms. Mattson submitted information from the Lakes Region Planning Commission (LRPC) reporting they recently received a total of \$400,000 in Brownfields Assessment grants from the U.S. Environmental Protection Agency to assist municipalities, non-profits, landowners and developers with redevelopment of their underutilized properties in an effort to help bring them back to a higher and better use. Ms. Mattson reported Rick Van der Poll discussed a junk yard on the Center Harbor/Meredith line. She reported the clean-up of this area may be a joint Center Harbor and Meredith project with the land owner's cooperation. Ms. Mattson will speak with Phillip Warren, Meredith Town Manager.

**CORRESPONDENCE:**

**LOCAL GOVERNMENT CENTER (LGC) RISK MANAGEMENT REPRESENTATIVE RON O'KEEFE:** The Selectmen received an email from Mr. O'Keefe regarding the following items:

- **Fire truck backing up:** Mr. O'Keefe reported he saw a fire truck backing in the Fire Station with two (2) staff on board and no one backing the vehicle in. He reported backing collisions are some of the most preventable claims and recommended using a

backer whenever possible. Ms. Mattson will speak with Chief Schlemmer regarding this matter.

- **Town beach**: Mr. O’Keefe reported the two (2) lifeguards were doing a great job at the Town beach on Monday, June 21, 2010. He reported they appeared to be very attentive to the water and at times one (1) swam out and stationed himself at the floating dock. Mr. O’Keefe reported he did see some swimmers who were on the lake side of the dock and swam under the barrier into “open water” where boaters could be. He reported the guard was on the dock, but was watching swimmers towards shore. Mr. O’Keefe reported he went to yell to him, but the swimmers were only on the wrong side of the barrier for a brief time. He requested Parks & Recreation Director Jody Dickerson instruct the guards that when they are on the floating dock, to do a 360 degree look. Mr. O’Keefe reported they were doing a great job overall.

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

**ADDITIONAL BUSINESS**:

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

Paul

TML 7-12.2

**NON-PUBLIC SESSION**: At 8:33 p.m. Mr. Hanson 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 and Mr. Hanson were present. There was discussion regarding pending litigation. At 9:12 p.m. Mr. Hanson motioned to end the non-public session. Ms. Mattson seconded the motion and the vote was unanimous.

**RECONVENE**: At 9:12 p.m. Mr. Drenkhahn reconvened the Board of Selectmen’s meeting.

**PARKS & RECREATION UPDATE**: There was discussion regarding the following items with Parks & Recreation Director Jody Dickerson:

- **July 4<sup>th</sup> footrace times**: Mr. Drenkhahn asked if the reader board, which had advertised the footrace starting at 10:00 a.m., been changed to 9:00 a.m. which is when the children’s race begins; Mr. Dickerson reported it had been changed.
- **July 4<sup>th</sup> footrace fees**: Mr. Drenkhahn reported he received a complaint about the increase in the footrace entrance fees (adults went from \$10 to \$15 and children are now charged \$2). Mr. Dickerson reported the cost of the tee shirts still will not be covered with the increase in the entrance fees. He reported there will be electronic timing of this year’s footrace.
- **Town beach**: Mr. Dickerson reported the beach is open and operating well. He reported there may be overtime with a couple of lifeguards this week due to one (1) of the lifeguards out because of surgery. Mr. Drenkhahn reported the Town of Meredith has no lifeguards this year.

- **Rain garden**: Ms. Mattson reported the rain garden has been installed and there has not been any erosion. A thank you letter will be sent to the people who initiated this project.

**ICE CREAM VENDOR**: Mr. Dickerson reported he has only seen the ice cream vendor at the beach once. Mr. Hanson reported the Selectmen discussed the importance of consistency with the vendor.

**ADJOURNMENT**: At 9:19 p.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