

**Center Harbor Board of Selectmen  
Meeting Minutes  
Wednesday, June 30, 2010**

**CALL TO ORDER:** At 7:05 p.m. Chairman Richard Drenkhahn called the Board of Selectmen's meeting to order. Selectmen Randy Mattson and Charley Hanson were also present. Jeff Duren, Emergency Management Director David Hughes, 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 23, 2010. Ms. Mattson seconded the motion and the vote was unanimous.

**APPOINTMENTS:**

**JEFF DUREN:** Mr. Duren reported Fire Chief John Schlemmer informed him that his business is a commercial business and Chief Schlemmer needs to conduct a fire inspection. Mr. Duren explained no people come to his garage; the garage is used for storage and for him to work on the equipment for his property maintenance business. Mr. Duren asked how his business got on a list for inspections. Mr. Drenkhahn will ask Chief Schlemmer about this matter.

**EMERGENCY MANAGEMENT DIRECTOR (EMD) DAVID HUGHES:** There was discussion regarding the following:

- **Emergency Operations Plan (EOP):** There was discussion regarding the Town's draft EOP. Mr. Drenkhahn asked when the EOP was due to the State of New Hampshire. Mr. Hughes explained Cindy Richards, Senior Field Representative of the State of New Hampshire Department of Safety – Homeland Security & Emergency Management, has granted an extension for the EOP, but he reported she did not specify a date. Mr. Hughes reported the Town has an EOP from 1988; he reported the State of New Hampshire reports that EOP was updated in 1998, but no one has a copy. He explained the overall plan is to have protocol in place in the event of a disaster. Mr. Hughes explained the Selectmen will be required to take National Incident Management System (NIMS) classes on line.

Mr. Hanson explained Mr. Hughes asked the Selectmen during last year's budget season for assistance with preparing the document and asked why it has taken so long. Mr. Hughes reported he has not had time; he works four (4) jobs, but will have more time in the fall after his retirement. He reported giving the project to Receptionist Janet Kimball months ago, but was unable to meet with her to discuss the specifics of the project until recently.

The Selectmen would like copies of the draft EOP distributed to Mr. Hughes, Fire Chief John Schlemmer, Police Chief Mark Chase and Road Agent Jeff Haines for review prior to review by the other departments; the first review will be due by August 1, 2010. Mr. Hanson suggested the previously mentioned Department Heads meet with Ms. Kimball regarding any changes. The final review of the EOP will be due by September 1, 2010. The Selectmen will send a letter to Ms. Richards reporting the schedule for the EOP.

- **Emergency Management Director position:** Ms. Mattson asked Mr. Hughes if the time commitment was too much for him to be the Town's EMD and if the Selectmen should look for a replacement. Mr. Hughes reported that is up to the Selectmen; most of the EOP is done, it just needs to be reviewed and finalized.
- **Center Harbor Volunteer Firemen's Association:** Mr. Hughes reported the Association has raised approximately \$10,000 for the purchase of firefighting equipment. He reported members

of the Association will be parking cars at the July 10<sup>th</sup> car show at Castle in the Clouds; the Association will raise \$5 per car parked.

**PARKS & RECREATION DIRECTOR JODY DICKERSON:** There was discussion regarding the following:

- **July 4<sup>th</sup> activities:** Mr. Dickerson reported the Parks & Recreation Department is all set for the Fourth.
- **Raft injury:** There was discussion regarding an incident an individual may have had while diving off the raft at the Town Beach. Mr. Dickerson reported the individual didn't tell the lifeguards. Mr. Dickerson explained the sections of the raft are interlocked like a jigsaw puzzle. He reported Road Agent Jeff Haines contacted the manufacturer of the raft after hearing of the incident and the manufacturer sent fillers which were immediately installed.
- **State of New Hampshire Department of Environmental Services (NH DES) beach inspection report:** The Selectmen received a copy of the NH DES inspection report of the Town beach. NH DES reported no deficiencies exist and the beach is in compliance with the rules.

**UNFINISHED BUSINESS:**

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

- **Change Order #1:** The Selectmen reviewed, and discussed the following two (2) components to Change Order #1:
  1. Additional one (1) foot of excavation under the footings, installation of one (1) foot crushed stone wrapped with geotextile fabric and use of concrete formwork.
  2. Removal of the organic layer within the building footprint and replacement with item 304.2 gravel.Mr. Hanson motioned to approve Change Order #1 with Wild Horse Welding & Construction, LLC in the amount of \$12,914.70. Ms. Mattson seconded the motion and the vote was unanimous.

**NICHOLS MEMORIAL LIBRARY CENTENNIAL CELEBRATION:** Ms. Mattson reported the Library's celebration was a wonderful, well attended event. The Board commended the Trustees and staff for their excellent job of putting everything together. The Board referenced the nice historical book Librarian Jon Kinnaman put together; copies are available at the Library for \$10; the proceeds benefit the Library.

**LAKE WAUKEWAN & LAKE WINONA WATER LEVELS:** The Selectmen received notification that the State of New Hampshire Department of Environmental Services (NH DES) will hold the following public hearings on the water levels of Lakes Waukewan and Winona:

- July 1, 2010 from 6:00 p.m. to 8:00 p.m.
- August 17, 2010 from 6:00 p.m. to 9:00 p.m.

Both public hearings will be held at The Inns and Spa at Mill Falls meeting facility at Church Landing, 312 Daniel Webster Highway.

**CAMP EAGLE'S CLIFF:** The Selectmen reviewed the following items:

- **Camp inspection:** The Selectmen received an email from Fire Chief John Schlemmer reporting he was called on June 22<sup>nd</sup> for an inspection and camp fire permits. He reported he inspected the two (2) camp fire permits and issued seasonal permits on June 24<sup>th</sup>. Chief Schlemmer reported smoke detectors and fire extinguishers were not in the tents as they were still in storage at the

lodge. He reported advising them that these needed to be in place prior to campers sleeping in the tents. Chief Schlemmer reported there were multiple overloaded extension cords and many LP bottles stored in the mess hall tent; Code Enforcement Officer Ken Ballance was made aware of the situation. Chief Schlemmer reported, as of June 24, 2010, he would not issue a place of assembly permit; it was reported Chief Schlemmer returned to the camp and the issues were addressed.

- **Buses complaint:** The Selectmen reviewed the Planning Board's June 19, 2002 permit regarding vehicles. The permit states: "All camp vehicles shall be parked in the designated parking area. The maximum number shall be 4 private vehicles and 1 bus." Ms. Woodaman reported receiving a call from Jim Teed, Camp Director, who reported someone had donated a large bus for use during this year's camp and it was too big to fit in the designated parking area. Mr. Teed reported they will use a smaller bus next year. The Selectmen will send a letter to Mr. Teed reminding him of the Planning Board's conditions and asking him to contact Chief Schlemmer earlier for the inspection.

**EXCAVATION PERMIT:** The Selectmen reviewed Town Attorney Doug Hill's suggestions to the draft excavation permit.

**BOILER REPLACEMENT:** The Selectmen received a proposal from Fred Fuller Oil for the replacement of the Municipal Building's boiler in the amount of \$4,595. Mr. Drenkhahn explained one (1) additional proposal will be solicited and the boiler replacement proposals can be reviewed.

**FIRE DEPARTMENT STORAGE:** Mr. Drenkhahn reported speaking with Fire Chief John Schlemmer regarding utilizing the Brooks garage for storage. He explained Chief Schlemmer reported being unaware that the Fire Department could use the garage for storage and reported he does not have a key. Mr. Drenkhahn reported the Fire Department had training materials stored in back of the Fire Station building. He reported there is also an item that someone will be picking up.

**SAFETY INSPECTION OF TOWN-OWNED BUILDINGS:** The following items were discussed:

- **Library:** Ms. Mattson reported speaking with Librarian Jon Kinnaman who reported safety plugs have been installed in the outlets in the children's area and the wire with the exposed end has been repaired. Ms. Mattson reported Mr. Kinnaman informed her that Road Agent Jeff Haines will tackle the outside walkway and bird droppings issues soon.
- **Fire Department:** Mr. Drenkhahn reported speaking with Fire Chief John Schlemmer regarding mounting the bench grinder and having guards for the grinder. Mr. Drenkhahn reported the bench grinder has been mounted and he recommended the Fire Department get a full face shield.
- **Town Clerk's area:** Mr. Drenkhahn reported speaking with Road Agent Jeff Haines who is researching specifications for the installation of a ramp at the rear door.

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**NEW BUSINESS:**

**POLICE CRUISER:** Mr. Drenkhahn reported speaking with Police Chief Mark Chase regarding approximately \$3,000 of repairs required on the 2005 cruiser; Chief Chase will solicit additional quotes for the repairs.

**HOUSEHOLD HAZARDOUS WASTE COLLECTIONS:** The Selectmen received notification that the 2010 Lakes Region Household Hazardous Waste Collections will be as follows:

*Saturday, July 31, 2010 8:30 a.m. to 12:00 noon Meredith Public Works Garage*  
*Saturday, August 6, 2010 8:30 a.m. to 12:00 noon Moultonborough Highway Garage*

The Selectmen received an email from Scott Kinmond, Highway/Road Agent for the Town of Moultonborough searching for volunteers to help at the Moultonborough Household Hazardous Waste Day. Mr. Kinmond reported volunteers will assist with data collection, educational material distribution and traffic flow; refreshments, including lunch, will be served to all volunteers.

**UNWANTED MEDICINE COLLECTION EVENT:** The Selectmen received notification that Center Harbor residents will be able to dispose of unwanted medicine at the following location:

*Saturday, July 31, 2010 8:30 a.m. to 12:00 noon Gilford Town Hall*

**MCCLASKIE CONSTRUCTION PERMIT FEES:** The Selectmen reviewed a copy of a letter from Sandra McClaskie (TML 6-24.1) to Code Enforcement Officer Ken Ballance reporting the size and value of the home she is constructing has changed since the building permit was applied for. She reported the following changes:

Original permit	Heated square footage: 7,820	Unheated (garage): 1,680	Decks: 2,000	Permit fee: \$2,675.00
Revised permit	Heated square footage: 6,593	Unheated (garage): 1,512	Decks: 1,555	Permit fee: \$2,259.50

Ms. McClaskie requested a refund of \$415.50. Mr. Hanson motioned to refund Ms. McClaskie based on confirmation of the refund amount by Code Enforcement Officer Ken Ballance. Ms. Mattson seconded the motion and the vote was unanimous.

**INVASIVE PLANTS TRAINING:** The Selectmen received notification that there will be a Roads Scholar training activity on invasive plants on September 17, 2010; the Board would like Road Agent Jeff Haines to attend.

**PROPERTY ASSESSMENT UPDATE AND REVALUATION OPTIONS:** The Selectmen reviewed the following options submitted by Commerford, Nieder, Perkins, LLC:

- **Update Options:**

	<b>Visit &amp; Measure Sales from the Outside</b>	<b>Visit non-sale properties &amp; check outside only</b>	<b>Update Vision Tables</b>	<b>Callbacks</b>	<b>Notify Taxpayers</b>	<b>Hold Informal Hearings</b>	<b>Abatements Included</b>	<b>BTLA/ Superior Court included</b>
Option 1	Yes	No	Yes	No	No	No	No	No
Option 2	Yes	No	Yes	No	Yes	Yes	Yes	No
Option 3	Yes	Yes	Yes	No	Yes	Yes	Yes	NO

- **2013 Revaluation Options:**

Option 1	2011	<ul style="list-style-type: none"> <li>• Visit ½ of the Town’s improved properties (435 of 870)</li> <li>• Complete the callback procedure for those properties that CNP were not able to complete an interior inspection.</li> </ul>
	2012	<ul style="list-style-type: none"> <li>• Visit ½ of the Town’s improved properties (435 of 870)</li> </ul>

		<ul style="list-style-type: none"> <li>• Complete the callback procedure for those properties that CNP were not able to complete an interior inspection</li> </ul>
	2013	<ul style="list-style-type: none"> <li>• Complete the sales analysis</li> <li>• Final field review of all properties</li> <li>• Notify taxpayers and hold hearings</li> <li>• Abatements would be included in the cost</li> <li>• Defense of values to the BTLA or Superior Court would not be included and would be billed on an hourly basis at a rate to be agreed upon, probably in 2015</li> </ul>
	2012	<ul style="list-style-type: none"> <li>• Visit ½ of the Town’s improved properties (435 of 870)</li> <li>• Complete the callback procedure for those properties that CNP were not able to complete an interior inspection.</li> </ul>
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The Selectmen will review the above proposals during the budget process.

**DEPENDENT ELIGIBILITY UNDER HEALTHCARE REFORM:** The Selectmen received notification from the Local Government Center (LGC) that a provision under the Patient Protection and Affordable Care Act (ACA) requires an expansion of eligibility for health insurance coverage for dependent children up to the age of 26, regardless of their student status or state residency. LGC reported the new rules do not take effect until plan years beginning in 2011; however LGC will be allowing those currently enrolled dependents who would be considered ineligible for coverage after June 1, 2010 to remain on the plan with no lapse in coverage. Dependent children who are currently eligible, but are not enrolled, may not be enrolled on their parent’s coverage until their group’s renewal (January 1, 2011 for January renewal groups and July 1, 2011 for July renewal groups).

**WITHDRAWAL FROM CAPITAL RESERVE FUND (CRF):** The Selectmen signed a request to the Trustees of the Trust Funds for a withdrawal of \$104,665.50 from the Sand/Salt Storage Shed CRF to reimburse the Town’s general fund for expenditures during the second quarter of 2010.

**FIRE DEPARTMENT:** The Selectmen discussed the following:

- **Gentleman transported:** Mr. Drenkhahn reported a gentleman came in to the Town Offices today asking for the name of the girl who saved his life. Ms. Mattson reported it is wonderful that there was the ability to save a person; Mr. Drenkhahn and Mr. Hanson agreed. Mr. Drenkhahn reported the Center Harbor Fire Department transported this gentleman in the ambulance because Stewart’s Ambulance did not have an available ambulance.
- **Ambulance:** Mr. Drenkhahn reported his understanding that the ambulance was originally purchased as a rescue vehicle and expressed his concern about running an ambulance. He asked who would pay for the ambulance runs and mentioned the scenario of a person with non-life threatening injuries not wanting to pay for a transport by Stewart’s Ambulance and asking for a

transport by the Center Harbor Fire Department at no charge. Ms. Mattson asked the possibility of Stewart's Ambulance billing if Center Harbor transports. Mr. Drenkhahn reported when the vehicle was purchased it was purchased as a rescue vehicle and then was certified as an ambulance. He explained when it was purchased, the Selectmen were adamant about removing the word "Ambulance" from the vehicle. Ms. Mattson reported it is a multi-use vehicle and she has been informed by other people that it was a very good purchase. She explained that if the vehicle is regularly used to transport, the Selectmen would have to speak with the Fire Chief. She explained the townspeople have voted for the ambulance contract with Stewart's Ambulance for years. Mr. Hanson reported the Town has committed to the other towns (Meredith, Moultonborough and Sandwich) to contract with Stewart's Ambulance. Mr. Drenkhahn reported he does not want the Town to run an ambulance service. There was discussion regarding the cost to staff an ambulance. Mr. Hanson suggested the Selectmen meet with Chief Schlemmer regarding this matter; Mr. Drenkhahn and Ms. Mattson agreed.

- **Siren:** Mr. Drenkhahn reported the old fire siren has been refurbished. Mr. Hanson suggested the weekly test be on Wednesday's at 7:00 p.m.

**CORRESPONDENCE:**

**OFFICER DON WELCH:** The Selectmen reviewed a copy of a letter sent to Police Chief Mark Chase commending Officer Welch for his professionalism and compassion to a resident who was assisted during a difficult situation.

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

**ADDITIONAL BUSINESS:**

**TOWN CLERK'S OFFICE:** The Town Clerk's Office will be closed on July 7, 2010 between the hours of 9:00 a.m. and 12:00 p.m. (noon). The office will reopen for the evening hours of 6:30 p.m. to 8:30 .m.

**BUILDING COMMITTEE (BC):** The Selectmen will hold a joint meeting with the BC on Thursday, July 15, 2010 at 7:00 p.m. to discuss updates on the proposed Police Station.

**AUGUST SELECTMEN'S MEETINGS:** The Selectmen have scheduled all evening meetings for the month of August.

**CONSTRUCTION PERMIT APPLICATIONS:** The Selectmen reviewed the following approved construction permit applications:

Shute	TML 3-34
Gerli	TML 8-13

**ADJOURNMENT:** At 9:56 p.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