

**Town of Center Harbor
Board of Selectmen's Meeting Minutes
Wednesday, August 5, 2009**

CALL TO ORDER: At 8:00 a.m. Chairman Charley Hanson called the meeting to order at the Town of Center Harbor Historical Society property (TML 6-79). Selectmen Richard Drenkhahn and Randy Mattson were also present. Road Agent Jeff Haines and Gail Ledger were also in attendance.

SITE VISIT – HISTORICAL SOCIETY PROPERTY: Mr. Hanson, Mr. Drenkhahn, Ms. Mattson and Mr. Haines walked the property line which abuts Ms. Ledger's property. They saw the bittersweet growing on the property line; Mr. Hanson reported the best way to deal with this issue will be investigated. Ms. Ledger pointed out brush that had been thrown over her property line; Mr. Haines will oversee the removal of that brush. There was discussion regarding Historical Society events where vehicles park along the fence and can see into Ms. Ledger's home; this issue will be addressed by the Historical Society. The Selectmen will facilitate contacting Seth Stearns to speak with Ms. Ledger regarding this issue. The site walk concluded at 8:15 a.m.

RECONVENE: At 8:19 a.m. Mr. Hanson reconvened the Board of Selectmen's meeting in the Cary Mead Meeting Room. In addition to the Board of Selectmen, Town Clerk Sheila Mohan and Selectmen's Secretary Robin Woodaman were in attendance.

APPROVAL OF MINUTES: Ms. Mattson motioned to accept the minutes of July 29, 2009. Mr. Drenkhahn seconded the motion and the vote was unanimous.

UNFINISHED BUSINESS:

METROCAST CABLE: The Selectmen discussed the following:

- **Map:** The Selectmen received a map from Metrocast showing the areas of service within the community.
- **Cable committee:** The Selectmen received an email from Bernie Volz reporting he will be unable to attend the August 29, 2009 public hearing regarding the franchise agreement, but would volunteer to serve on a temporary committee to negotiate the new franchise agreement. Mr. Hanson explained the Selectmen were not planning to form a committee; the Selectmen hope to receive input from residents at the public hearing. Mr. Volz suggested some committee meetings be broadcast on a public access channel.

SAND/SALT STORAGE SHED REQUEST FOR PROPOSALS (RFP): The Selectmen reviewed a draft RFP for the construction of a Sand/Salt storage shed at the Highway Garage. There will be a mandatory pre-bid meeting on Thursday, August 20, 2009 at 9:00 a.m. for those interested in bidding. The bids will be due by 3:00 p.m. on Tuesday, September 1, 2009. Work will begin within three (3) weeks of signing the contract and the work shall be completed within four (4) weeks after starting work.

KEYSER ROAD RESURFACING: The Selectmen reviewed Road Agent Jeff Haines' Request for Proposals (RFP) for resurfacing Keyser Road. Ms. Mattson reported the RFP's should have been solicited by the formal bid process recently adopted; advertising to allow anyone to submit a bid. Mr. Hanson explained the Selectmen formally reject all bids due to the solicitation process and the Selectmen's understanding that Mr. Haines may now have different plans for Keyser Road. Mr. Haines will be asked his intentions for Keyser Road. Mr. Hanson explained Keyser Road is a scenic road and there is a process to follow for the removal of trees from a scenic road.

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

- **Garrick easement:** Mr. Hanson reported there should be a fully executed easement with the Garrick family in place by Saturday, August 8, 2009.
- **Memorandum of Understanding:** Mr. Hanson motioned to sign the following Memorandum of Understanding:
 - This Memorandum of Understanding establishes the agreements of the Town of Center Harbor, NH, a municipal corporation (“Town”), and Laurence J. Garrick, Nancy Garrick, and Gregory K. Garrick, Jr. (“Landowners”).
 - 1. The Town has requested that the Garricks, as owners of Center Harbor Tax Map Lot 7-75, grant a “Temporary and Permanent Easement Deed” to the Town providing construction and slope and embankment easements for the reconstruction of the High Haith Bridge. A copy of the Deed is attached and incorporated herein by reference.
 - 2. The Garricks agree to execute the “Temporary and Permanent Easement Deed” on the conditions contained herein.
 - 3. The Town agrees that the permanent easement area shall not be maintained by grass cutting, brush cutting or trimming, and will be allowed to grow and remain in a natural state.
 - 4. The Town agrees to install a reasonable number of evergreen plantings on the easement area, and, if the Garricks so specify, on the adjacent non-easement portion of the Garricks’ land, to minimize visibility of the roadway from the Garricks’ dwelling.
 - 5. The Town agrees to reimburse the Garricks’ attorney fees up to \$1250.

Ms. Mattson seconded the motion and the vote was unanimous. Ms. Mattson questioned the evergreen plantings referenced in item #4; the Selectmen agree that they shouldn’t plant more than what is currently in place.

- **Request for Proposals:** Mr. Drenkhahn reported receiving an email from Quantum Construction Consultants, LLC Engineer Jim Bouchard reporting State of New Hampshire Department of Transportation Project Manager Nancy Mayville has scheduled the project to be advertised for bids on August 25, 2009.

MUNICIPAL BUILDING RENOVATIONS: Mr. Hanson motioned to approve the following change orders submitted by Up-Country Builders, LLC:

1. **Change Order #1:** To remove the siding from above the garage doors on the front of the Fire Station, install clear cedar clapboards provided by the Fire Chief, remove fascia board at the roofs edge on the front of the Fire Station, provide and install new fascia board and stain the fascia board and clapboards – **amount not to exceed \$2,000.**
2. **Change Order #2:** Repair the ceiling in the hallway outside of the restrooms, repair the wall around the water fountain and paint the ceiling and wall in the hallway outside of the restrooms – **amount not to exceed \$200.**

Ms. Mattson seconded the motion and the vote was unanimous.

Mr. Drenkhahn thanked Chief Schlemmer for the donation of the clapboards; Mr. Hanson and Ms. Mattson also thanked Chief Schlemmer.

HYDRANT: The Selectmen received an email from Fire Chief John Schlemmer reported there is a crack in the old 12” hydrant pipe that goes under Route 25. He recommended installing an 8” pipe through the current 12” pipe to eliminate any future issues with the old pipe. The Selectmen agreed with Chief Schelmmers recommendation.

PERSONNEL POLICIES: The Selectmen would like the Local Government Center (LGC) asked if they would take a long, careful look at the draft personnel policies.

CONSTRUCTION MANAGER CONTRACT: The Selectmen would like Architect Gary Goudreau asked if he has completed his review of Bonnett, Page & Stone Corporation’s Construction Manager’s contract regarding the proposed Police Station. The Selectmen would like Mr. Goudreau’s review prior to submitting the contract to Town Attorney Doug Hill for his review.

NEW BUSINESS:

TRANSFER STATION: Mr. Hanson reported receiving a call from the Town of Meredith’s Director of Public Works Mike Faller regarding the disposal of construction debris. Mr. Hanson reported the Town of Holderness’ transfer station is no longer accepting construction debris. He reported Mr. Faller was skeptical about construction debris recently brought to the Meredith transfer station by a contractor who said he was performing work in Center Harbor. Mr. Hanson explained that if a contractor comes in for a thirty (30) day contractor’s transfer station permit, verification of an approved construction permit should occur; Mr. Drenkhahn and Ms. Mattson agreed this practice should be implemented. Ms. Mohan suggested weekly permits could be issued and the Selectmen agreed. Contractor transfer station permits will now be issued on a weekly basis, after verification of an approved construction permit, in the amount of \$5 per week.

GUTTERS: The Selectmen received an email from Fire Chief John Schlemmer recommending that gutters be installed on the front of the Fire Station. He reported this would help stop the constant water splashing on the doors and damaging the ramp during freezing and thawing. Chief Schlemmer reported glass has been broken from the ice build-up and expressed his concern for employee and the public’s safety. The Selectmen agreed and would like three (3) quotes solicited for the installation of gutters.

NH DAM BUREAU MEETING: The Selectmen received a request from the State of New Hampshire Dam Bureau representative Jim Weber regarding using the Fire Station for a public meeting on Monday, September 28, 2009 at 6:00 p.m. to receive public input regarding the Lake Waukevan dam; this request was forwarded to Fire Chief John Schlemmer informing him a meeting will be held on that day.

GROUNDWATER MONITORING – FORMER CENTER HARBOR MUNICIPAL LANDFILL: The Selectmen received, and reviewed, T. R. Selling Engineering, P.C.’s report of their groundwater monitoring of the former Center Harbor Municipal Landfill. The report states “there were no exceedances of the New Hampshire Department of Environmental Service’s Ambient Groundwater Quality Standards in any of the groundwater monitoring wells during this round of groundwater sampling.”

MEREDITH ROTARY CLUB DONATION: The Selectmen discussed their appreciation for the trellises donated by the Meredith Rotary Club; a thank you letter will be sent.

RETIREMENT FUND CONTRIBUTION LITIGATION: There was discussion regarding a pending lawsuit against the State of New Hampshire regarding the increase in the contribution to the State’s retirement fund. Mr. Hanson reported Judy Silva, of the Local Government Center (formerly the New Hampshire Municipal Association), reported the Town of Center Harbor contributed approximately \$75 when the lawsuit was first considered; there is no additional contribution from the Town needed at this time.

AUDITING SERVICES: The Selectmen received a request from Melanson, Heath and Company, PC requesting the Town consider them for its auditing services. Mr. Hanson suggested the Selectmen consider requesting auditing proposals periodically.

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

CORRESPONDENCE:

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

“Shoreland Impact Permit” issued to:	Coolidge	TML 7-6
“Exemption for Vested Rights” issued to:	I.C.A.S.	TML 9-92

ADDITIONAL BUSINESS:

INTENT TO CUT: The Selectmen reviewed, and approved, the following “Notice of Intent to Cut Wood or Timber”:

Allen	TML 3-96
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CONSTRUCTION PERMIT APPLICATIONS: The Selectmen reviewed the following approved construction permit applications:

McClaskie	TML 6-24.1 (demolition permit)
Stearns	TML 8-11.4
Chase	TML 3-15
Dussault	TML 1-38
Paul	TML 7-12.2
Berryman	TML 1-3.2
I.C.A.S.	TML 9-92

ADJOURNMENT: At 10:28 a.m. Mr. Hanson motioned to adjourn the meeting. Ms. Mattson seconded the motion and the vote was unanimous.

Respectfully submitted,

Robin Woodaman
Selectmen’s Secretary