

**Center Harbor Board of Selectmen
Meeting Minutes
Wednesday, August 18, 2010**

CALL TO ORDER: At 6:00 p.m. Chairman Richard Drenkhahn called the Board of Selectmen's meeting to order; he turned the meeting over to Town of Meredith Selectman Peter Brothers for the School District Roundtable meeting. The following were in attendance for the School District roundtable meeting:

- **Inter-Lakes School District:** Superintendent of Schools Dr. Philip McLaughlin and Inter-Lakes School Board representative Jack Carty
- **Town of Center Harbor:** Selectmen Richard Drenkhahn (Chairman), Charley Hanson and Randy Mattson (arrived at 7:20 p.m.)
- **Town of Meredith:** Selectmen Peter Brothers (Chairman), Colette Worsman, Miller Lovett, Chuck Palm and Nate Torr and Town Manager Phillip Warren
- **Town of Sandwich:** Selectmen Bud Martin and Gerry Gingras
- **Others in attendance:** Six residents, Laconia Citizen Reporter Bea Lewis, Meredith News Reporter Erin Plummer and Town of Center Harbor's Selectmen's Secretary Robin Woodaman

SCHOOL DISTRICT ROUNDTABLE MEETING: Mr. Brothers chaired this meeting; please refer to those minutes.

RECONVENE BOARD OF SELECTMEN'S MEETING: At 7:47 p.m. Mr. Drenkhahn reconvened the Board of Selectmen's meeting. Parks & Recreation Director Jody Dickerson, Parks & Recreation and Fire Department employee Jared McGrath and Selectmen's Secretary Robin Woodaman were also in attendance.

NON-PUBLIC SESSION: At 8:03 p.m. Mr. Hanson motioned to go into a non-public session per RSA 91-A:3, II(a) to discuss a personnel matter. Ms. Mattson seconded the motion and the vote was unanimous. Mr. Drenkhahn, Ms. Mattson, Mr. Hanson, Mr. Dickerson, Mr. McGrath and Ms. Woodaman were present. There was discussion regarding a personnel matter. At 8:03 p.m. Mr. Hanson motioned to end the non-public session. Mr. Drenkhahn seconded the motion and the vote was unanimous.

RECONVENE: At 8:03 p.m. Mr. Drenkhahn reconvened the Board of Selectmen's meeting.

PARKS & RECREATION DEPARTMENT UPDATE: The following items were discussed:

- **Vandalism:** Mr. Dickerson reported there has been quite a bit of vandalism at the Town Beach area this summer.
- **Beach cleanliness:** Mr. Dickerson reported the lifeguards rake the beach and pick up the trash every morning. There was discussion regarding the appeal of the beach.

- **Beach policies:** Mr. Dickerson reported he would like to discuss implementing additional beach policies. This will be discussed at the end of the season.
- **Parking:** Mr. Dickerson reported issues with parking. There was discussion regarding possibly asking if employees and/or overflow beach vehicles could park in the Mount Washington's parking lot.
- **Lifeguards:** Mr. Hanson reported periodically observing the lifeguards; he reported they have all been looking at the water, which is what Mr. Hanson was advised to look for. Mr. Dickerson complimented the lifeguard staff.
- **LIFEGUARD RISK AUDIT:** The Selectmen received a copy of an email to Parks & Recreation Director Jody Dickerson from Ron O'Keefe, Risk Management Representative for the Local Government Center (LGC). Mr. O'Keefe reported he conducted a risk audit of the beach on Monday, August 9, 2010. He reported he was mainly looking at the lifeguard operations. Mr. O'Keefe reported they were doing a fine job; they were very attentive to those in the water. Mr. O'Keefe asked that they know their efforts are appreciated.
- **Boat launch:** Mr. Dickerson reported boat launch revenue has increased. Mr. Hanson questioned why there was no attendant on duty the Sunday before last Sunday; Mr. Dickerson reported an attendant had been scheduled.

NON-PUBLIC SESSION: At 8:18 p.m. Mr. Hanson motioned to go into a non-public session pre RSA 91-A:3, II(c) to discuss matters that would affect someone's reputation if made public. Ms. Mattson seconded the motion and the vote was unanimous. Mr. Drenkahn, Ms. Mattson, Mr. Hanson and Ms. Woodaman were present. There was discussion regarding a public assistance matter. At 8:41 p.m. Ms. Mattson motioned to end the non-public session. Mr. Drenkhahn seconded the motion and the vote was unanimous.

RECONVENE: At 8:41 p.m. Mr. Drenkhahn reconvened the Board of Selectmen's meeting.

APPROVAL OF MINUTES: Mr. Hanson motioned to accept the minutes of August 11, 2010. Ms. Mattson seconded the motion and the vote was unanimous.

APPOINTMENTS:

UNFINISHED BUSINESS:

HIGH HAITH BRIDGE: The following items were discussed:

- **Change Order #1:** The Selectmen received, and reviewed, Change Order #1, which is the "Final Balancing Change Order" (FBCO) and amends the original contract. The FBCO reflects the completed construction scope and costs. The original contract price was \$301,887.40. The FBCO reflects a decrease of \$7,423.30; the contract price incorporating the FBCO is \$294,464.10. Ms. Mattson motioned to sign the FBCO, a credit of \$7,423.20. Mr. Hanson seconded the motion and the vote was unanimous.
- **Contractor's Affidavit of Payment of Debts and Claims:** The Selectmen received, and reviewed, the "Contractor's Affidavit of Payment of Debts and Claims" signed by Michael Latulippe, President of M. E. Latulippe Construction, Inc. In the form

Mr. Latulippe states that the cost of all the work, and outstanding claims and indebtedness of whatever nature arising out of the performance of the contract between The Town of Center Harbor, NH and M. E. Latulippe Construction, Inc. dated November 25, 2009 for the construction of the High Haith road over Squam Lake Canal, Bridge Replacement Project, NH DOT Bridge No. 126/139, NH DOT Project No. 15403, Federal Project No. X-A000(928) and necessary appurtenant installations have been paid in full.

- **Bond**: The Selectmen received, and reviewed, a bond (M.E. Latulippe Construction inc. is the principal and North American Specialty Insurance Company is the surety) in the amount of \$10,000 to guarantee the “Bridge Replacement Project High Haith road over Squam Lake Canal” against defects in materials or workmanship which may develop during the period beginning on August 1, 2010 and ending on February 1, 2012.
- **Certificate of Substantial Completion**: The Selectmen received, and reviewed, the “Certificate of Substantial Completion” reporting August 3, 2010 as the date of substantial completion, with the following contractor’s (M. E. Latulippe Construction, Inc.) amended responsibilities:
 1. The six (6) “No Parking” signs shown on the plans will be deleted and instead the Contractor shall provide four (4) signs reading “No Parking Between Signs.”
 2. The Contractor will install an additional “Speed Limit 15 MPH” sign on the island for traffic traveling south onto the bridge.
 3. The Contractor shall provide to the Owner a Bond in the amount of \$10,000 to ensure that repairs can be made at no additional cost to the Owner should settlement occur behind Abutment B within 18 months of Substantial Completion.

The following list of items to be completed is made part of this Certificate:

1. Contractor shall loam and seed a vegetated strip behind the end of the radius guardrail section and along the right roadway shoulder where Stone Fill has been installed for stabilization.
2. The contractor shall install signage and provide bond as described above.
3. The temporary electric service must be discontinued and the pole removed.

Mr. Hanson motioned to sign the “Certificate of Substantial Completion.” Ms. Mattson seconded the motion and the vote was unanimous.

SAND/SALT STORAGE SHED: The following was discussed:

- **Roof and shed colors**: The Selectmen reviewed metal roof and stain colors submitted by Road Agent Jeff Haines. Mr. Haines suggested “burnished slate” for the metal roof and “blue spruce” for the stain. Mr. Drenkhahn motioned to have “burnished slate” for the metal roof and “blue spruce” for the stain. Mr. Hanson seconded the motion and the vote was unanimous.

2011 PROPOSED BUDGET: The Selectmen reviewed the following:

- **Child and Family Services**: \$3,500 requested for 2011 (\$3,500 approved in 2010).
- **Town Band**: \$12,560 proposed (\$11,090 realistic) for 2011 (\$9,200 approved in 2010). Band Director Carlos Martinez had submitted the following:

Line Item	2011 Proposed budget	2011 Realistic budget
Band members fee (Band travel stipend)	\$7,200 = \$18 per unit (meeting). An average of 40 members, six (6) concerts and three (3) rehearsals plus one (1) 4 th of July 18 x 40 = 720 x 10 units = \$7,200	\$6,300 = \$18 per unit (meeting). An average of 35 members, six (6) concerts and three (3) rehearsals plus one (1) 4 th of July. 18 x 35 = 630 x 10 units= \$6,300
Music purchase & materials	\$1,360 = \$80 per unit (music selection) 80 x 17 = \$1,360	\$1,040 = \$80 per unit (music selection) 80 x 13 = \$1,040
Postage/copies	\$300	\$250
Director stipend	\$3,400 = = \$3,200 stipend = \$ 200 travel gas	\$3,250 = = \$3,000 stipend = \$ 250 travel gas
Music Library Upkeep	\$300	\$250
Totals	\$12,560	\$11,090

- **Copier:** The Selectmen received the following two (2) quotations from Twin Rivers Office Machines, Inc. for the replacement of a copier:

Panasonic DP 8025 (color): \$3,672.50

Panasonic DP 8020E (black & white): \$2,873.31

Twin Rivers reported the above are the current prices and the pricing is subject to change.

PROPOSED POLICE STATION INFORMATIONAL MEETING: The Selectmen discussed the purpose of the informational meeting:

- to show people the outline of the building so they may get a sense of the size of the proposed structure, and
- to show people the Morrill Park boundaries and the park proposal.

COALITION COMMUNITIES: The Selectmen received correspondence from Pat Remick, of the Coalition Communities, reporting that members of two (2) Coalition communities working groups met with the State of New Hampshire Department of Revenue Administration (NH DRA) Commissioner Kevin Cougherty, Assistant Commissioner Missy Fulton, Barbara Robinson and Stephen Hamilton to discuss options if the Coalition Communities is unable to stop the return of donor communities. Ms. Remick reported there was discussion of the concept of “first-half” Statewide Education Property Tax billing, but NH DRA wants to runs some numbers over the next few weeks. She reported the NH DRA was resistant to the concept of NH DRA collecting the Statewide Education Property Tax directly due to extensive software systems changes underway at NH DRA that could continue for another year.

Ms. Remick reported the Coalition Communities have submitted floor proposals on each topic for a vote at the September 17, 2010 New Hampshire Municipal Association (NHMA) policy conference. She asked that someone be designated to represent Center Harbor at the NHMA conference to vote in favor of these proposals.

STATE OF NEW HAMPSHIRE BOARD OF TAX & LAND APPEALS (BTLA)

DECISION: The Selectmen received notification that the BTLA has granted the appeal for abatement, but only to the value recommended by the Town’s assessors at the BTLA hearing for the following:

<u>Name</u>	<u>TML</u>	<u>2008 assessment</u>	<u>2008 abated assessment</u>
Mitchell	3-97.8	\$264,700	\$253,000

Mr. Drenkhahn reported the Town’s assessors Commerford, Nieder, Perkins, LLC had recommended the revised assessment of \$253,000 earlier this year; the abatement has already been made to Mr. Mitchell.

JAPANESE KNOTWEED SPRAYING: Mr. Hanson reported the following:

- **Lorraine Paul:** Mr. Hanson reported speaking with Ms. Paul regarding two (2) items:
 1. Ms. Paul understands her issue is with an individual, not the Town, and
 2. Ms. Paul understands the Town has not authorized anyone to spray in the Town’s right-of-way.
- **Kent Warner:** Mr. Hanson reported a letter should be sent to Mr. Warner confirming his (Mr. Hanson) telephone conversation with Mr. Warner; the Town has not authorized anyone to spray in the Town’s right-of-way.

NEW BUSINESS:

2011 BUDGET HEARINGS: The 2011 Budget Hearings will be:

- Saturday, January 22, 2011 10:00 a.m.
- Wednesday, February 2, 2011 7:15 p.m.

STATE OF NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

(NH DRA) MS FORMS: The Selectmen reviewed the following NH DRA MS forms:

- **NH DRA MS-1 “Summary Inventory of Valuation”:** The Selectmen reviewed the 2010 MS-1, “Summary Inventory of Valuation”. Mr. Hanson motioned to sign the MS-1. Ms. Mattson seconded the motion and the vote was unanimous.
- **NH DRA MS-4 “Revised Estimated Revenues”:** The Selectmen reviewed the 2010 MS-4, “Revised Estimated Revenues”.

FIRE DEPARTMENT CALL HISTORY: Mr. Drenkhahn reported, per Mr. Hanson’s request, Receptionist Janet Kimball compiling a history of the Fire Department’s calls. Mr. Hanson reported the original intent was to look at the cost per call per community and will be expanded to include other towns for comparison.

WINNIPESAUKEE RIVER BASIN PROJECT (WRBP): The Selectmen received notification that the WRBP Advisory Board will hold a meeting on August 25, 2010 at 9:00 a.m. at the Meredith Community Center; Mr. Hanson reported he may attend.

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

ADJOURNMENT: At 9:28 p.m. Ms. Mattson motioned to adjourn the Board of Selectmen's meeting. Mr. Hanson seconded the motion and the vote was unanimous.

Respectfully submitted,

Robin Woodaman
Selectmen's Secretary