

**Center Harbor Board of Selectmen  
Meeting Minutes  
Wednesday, August 25, 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 in attendance. Nichols Memorial Library Trustee Sarah Heath, Police Chief Mark Chase, Meredith News Reporter Erin Plummer and Selectmen's Secretary Robin Woodaman were also present.

**APPROVAL OF MINUTES:**

- **August 18, 2010 Inter-Lakes School District roundtable minutes:** Mr. Hanson motioned to accept the minutes from the August 18, 2010 Inter-Lakes School District roundtable meeting. Mr. Drenkhahn seconded the motion and the vote was unanimous.
- **August 18, 2010 Board of Selectmen's meeting:** Mr. Hanson motioned to accept the minutes of the August 18, 2010 Board of Selectmen's meeting. Mr. Drenkhahn seconded the motion and the vote was unanimous.
- **August 19, 2010 Proposed Police Station informational meeting:** Ms. Mattson motioned to accept the minutes of the August 19, 2010 proposed Police Station informational meeting. Mr. Drenkhahn seconded the motion and the vote was unanimous.

**APPOINTMENTS:**

**NICHOLS MEMORIAL LIBRARY TRUSTEE SARAH HEATH:** The following items were discussed:

- **Drain and sidewalk repairs:** Ms. Heath reported there have been discussions for one (1) year with Road Agent Jeff Haines regarding repairing a drain on the rear of the Library. She reported irregularities in the sidewalk near the drain; both the Local Government Center and OSHA have expressed concerns about the sidewalk. There was discussion regarding having the sidewalk re-paved in conjunction with the drain repairs.
- **Wireless internet:** Ms. Heath reported there have been issues with the wireless internet access at the Library when a number of people (approximately 12) are accessing it at once. She explained Librarian Jon Kinnaman has researched additional business lines to accommodate the use; this would cost approximately \$45 per month. Ms. Heath asked if the Library could receive this free from Metrocast. Mr. Drenkhahn explained the Town is negotiating the cable television agreement, not data services, with Metrocast. Mr. Drenkhahn asked if the band width needed to be increased; he will discuss this further with Mr. Kinnaman.
- **Belknap College memorial bench:** Ms. Heath reported being in communications with Virginia Irwin, of the Belknap College Alumni Association, regarding the Belknap College memorial bench. She explained there was a little confusion regarding the bench being placed on the Library's property then moved to the park. Ms. Heath reported the Library Trustees' are happy to leave it on the Library's

property; the Selectmen agreed to leave the bench in that spot. Ms. Heath explained it would be on the opposite side of the new sign. There was discussion regarding the two (2) footings needed to place the bench on. Mr. Hanson explained the Selectmen's intent was to have Belknap College representative's do the work under Mr. Haines' guidance. Ms. Heath explained hand dug holes filled with gravel will be needed; she reported the bench is scheduled for delivery on September 29<sup>th</sup>. Mr. Drenkhahn requested Mr. Haines meet with Ms. Heath regarding the footings and the location of the bench.

- **Ergonomics assessment:** Ms. Heath reported the Library Trustees reviewed the ergonomics assessment prepared by the Local Government Center (LGC). She reported Mr. Kinnaman has rearranged his desk and moved some boxes per LGC's recommendations; she reported his desk was purchased a couple of years ago and the Trustees will not be purchasing a new desk. Ms. Heath reported the hand-held scanner works fine and does not need to be replaced. She reported the scanner has to be at the correct angle to read the bar codes; it does not need to be shaken. Training on the proper use of the scanner will be performed.
- **Town report cover:** Mr. Hanson reported the Selectmen would like a picture of the Library for the 2010 Town Report cover.

**POLICE CHIEF MARK CHASE:** The following items were discussed:

- **Proposed Police Station informational meeting:** Chief Chase reported being disappointed that a presentation, providing accurate information, never occurred; after the presentation questions could have been answered. He reported there was an incredible amount of inaccurate information said by some residents. Chief Chase reported he feels it is fine for people to disagree as long as they have accurate information. Mr. Drenkhahn reported several open-minded people looked at the layout of the proposed building. Mr. Hanson reported the Selectmen will stay the course with the proposal.
- **Post Office property:** Mr. Drenkhahn reported it was suggested the Town purchase the Post Office property for the Police Station. He reported it is assessed for \$793,000, and assuming the space is appropriate, the renovations would put the cost over \$1,300,000.
- **Roof leak:** Chief Chase reported the roof over the Police Station was leaking during today's rain. Mr. Drenkhahn reported the problem occurs when it's windy and raining. Mr. Hanson will contact Page Roofing requesting an explanation on how to maintain the roof.

**UNFINISHED BUSINESS:**

**HIGH HAITH BRIDGE:** The following items were discussed:

- **Contractor's Application for Payment No. 9:** The Selectmen reviewed the final payment request. Mr. Hanson motioned to approve M. E. Latulippe Construction, Inc.'s "Contractor's Application for Payment No. 6" in the amount of \$95,389.50. Ms. Mattson seconded the motion and the vote was unanimous.
- **Speed bumps:** The Selectmen received a copy of an email from Road Agent Jeff Haines to Ron O'Keefe, Risk Management Representative for the Local Government

Center (LGC). Mr. Haines reported to Mr. O’Keefe that the reconstruction of the High Haith Bridge is complete and the Selectmen were concerned with the speed at which some cars are traveling as they cross the bridge and discussed the possibility of using speed bumps to slow the traffic down. Mr. O’Keefe reported the following items to consider:

- Speed bumps must be constructed to State standards.
- If you just create a bump and it causes damage/injury, the Town has some risk.
- If speed bumps are installed, the motoring public needs to be warned.
- His experience with speed bumps is that drivers slow down over them and then speed up until they get to the next one.
- They are frowned upon by plow drivers
- Enforcement by the Police Department of speeders is typically a better way to control speed.

Mr. O’Keefe recommended the Selectmen contact LGC legal inquiries for their opinion. The Selectmen discussed the placement of “Pedestrian Crossing” or “Caution Pedestrian” signs; Road Agent Jeff Haines will be asked to place signs.

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

- **Contractor’s Application for Payment No. 9:** Ms. Mattson motioned to approve Wild Horse Welding & Construction, LLC’s “Contractor’s Application for Payment No. 9” in the amount of \$4,350. Mr. Hanson seconded the motion and the vote was unanimous.
- **Roof:** Mr. Drenkhahn reported Wild Horse Welding & Construction, LLC is waiting for Quantum Construction Consultants, LLC to approve the roof.

**MUNICIPAL BUILDING BOILER REPLACEMENT:** Mr. Hanson reported the Energy Committee (EC) recommends the “Buderus G215” boiler, which is 86% efficient and also energy star rated. The Selectmen reviewed the following proposals received for the boiler replacement:

<b>Company</b>	<b>Type of boiler</b>	<b>Proposal</b>
Phil Cowels Heating & Air Conditioning	Buderus G215	\$4,999
Fuller Oil	Utica SF5200	\$4,595
Everett Marshall’s Oil Burner Service	Utica SFH5200	\$5,500

Mr. Hanson motioned the Selectmen contract with Phil Cowels Heating & Air Conditioning for the replacement on the Municipal Building’s boiler based on the Town’s Energy Committee recommending the boiler proposed by Mr. Cowels and because Mr. Cowels is local and performs the maintenance services on the Town’s furnaces. Ms. Mattson seconded the motion and the vote was unanimous.

**2009 AUDIT:** The Selectmen reviewed the 2009 draft audit and Grzelak and Company, PC’s required communication of deficiencies noted during the audit. Grzelak and Company, PC have

eliminated one (1) comment from 2008, revised the general ledger comment and downgraded all material weaknesses to significant deficiencies; they reported these are all positive. Mr. Hanson motioned to accept the “Management Representation Letter”. Ms. Mattson seconded the motion and the vote was unanimous.

**STATE OF NEW HAMPSHIRE DEPARTMENT OF ENVIRONMENTAL SERVICES (NHDES):** The Selectmen discussed the following:

- **NH DES Alteration of Terrain Permit:**

Mulcahy & Smith

TML 8-14.12

Ms. Mattson reported there is no Planning Board (PB) sub-division approval for this property; a sub-division application has not been filed. She explained the Town needs to make sure the correct process is followed. Ms. Mattson explained a wetlands permit will be required from NH DES prior to altering the terrain. She reported when Ms. Mulcahy and Ms. Smith met with the PB in 2006 to discuss a possible sub-division, they were asked if the road would be a town road; they answered that it would be constructed to Town specifications.

**ROAD ACCEPTANCE:** There was discussion regarding the Planning Board (PB) discussing and referencing in their meeting minutes (during the sub-division process) that the road(s) in the sub-division has to be built to current Town specifications. The applicants should understand that road acceptance is based on a Town Meeting vote (there is no guarantee that the voters will accept the road), as-built plans and a deed will need to be submitted to the Town. Mr. Drenkhahn suggested the as-built plans be submitted prior to Town Meeting. He explained it would be beneficial for the Selectmen to look at the plans prior to Town Meeting; they can then either recommend or not recommend the acceptance of the road.

**BEAVERSIDE & MEADOW DRIVES:** The Selectmen discussed the status of the deeds for Beaverside & Meadow Drives to be Town roads.

**COALITION COMMUNITIES:** The Selectmen reviewed correspondence received from Pat Remick, of the Coalition Communities regarding the following:

- **Education funding:** Ms. Remick reported Governor John Lynch told a group of education funding stakeholders that it will be a struggle just to replace the \$160 million in stimulus funding used to finance education this year and therefore, communities should “not count on additional aid” scheduled as of July 1, 2011. Ms. Remick reported although communities must be advised by November 15<sup>th</sup> what they are due to receive in State education aid, the Governor’s message is not to count on additional aid above the current level. The Selectmen would like Ms. Remick asked if she would meet with them to discuss education funding.
- **Newsletter article:** Ms. Remick reported she recently authored a piece on education funding for the Town of New Castle’s newsletter in an attempt to explain why residents should be concerned. She offered to send a copy to the Selectmen and possibly discuss how the article might be adjusted to fit Center Harbor. The

Selectmen would like Ms. Remick asked if she could submit an article for the Town's newsletter.

**PROPOSED 2011 BUDGET:** The Selectmen reviewed the following:

- **Vision appraisal (assessing software) support:** \$3,200 for 2011 (\$3,100 approved in 2010).
- **CASA:** \$500 requested for 2011 (\$500 approved in 2010).

**LAKES REGION SCENIC BYWAYS:** The Selectmen received an email from Road Agent Jeff Haines updating them on the Lakes Region Scenic Byways Exploratory Committee's meeting of August 24, 2010. Mr. Haines reported he and the Town's Lakes Region Planning Commission's (LRPC) representative Maureen Criasia attended the meeting along with representatives from the Towns of Meredith, Laconia, Gilford, Tamworth, Wolfeboro, Holderness and Alton, LRPC representative Mike Izard and Dean Eastman of the State of New Hampshire Department of Transportation (NH DOT). He reported there was discussion regarding the Committee's desire to re-write the Lakes Region Tour Scenic Byway Corridor Management Plan, which was prepared in 1999 with the assistance of the LRPC. It was strongly suggested that the committee members familiarize themselves with NH RSA 238:19, which establishes the New Hampshire Scenic and Cultural Byways Program.

Mr. Haines reported those present felt that the LRPC would be the best choice for assistance with the project and there was discussion regarding the need to submit a Letter of Intent to the State of New Hampshire between October 15<sup>th</sup> and November 15<sup>th</sup> advising them of their desire to re-write the corridor management plan. He explained the next step would be to apply for 80/20 grand funding for which the committee will need to determine a scope of work and costs associated with the project. Mr. Haines reported there was discussion on where the 20% match would come from; this could be the catalyst for a long-term committee. He reported the possibility of including non-profit organizations such as the Lakes Region Conservation Trust, the local Chambers of Commerce or the Greater Meredith Program was discussed.

The next meeting of the Lakes Region Scenic Byways Exploratory Committee is scheduled for September 14<sup>th</sup> at 2:00 p.m. in Meredith.

**NEW BUSINESS:**

**ELECTRONIC TAX RATE:** The Selectmen received an email from the State of New Hampshire Department of Revenue Administration (NH DRA) reporting that a new service will be offered this year to expedite the transmittal of the 2010 tax rates. The NH DRA will email the approved tax rate and associated documents in PDF format if the municipalities complete the authorization form and return it to NH DRA before September 15<sup>th</sup>. Ms. Mattson motioned to receive the tax rate and associated documents from NH DRA in PDF format via email. Mr. Drenkhahn seconded the motion and the vote was unanimous.

**ROADWAY/TRENCH PERMIT:** The Selectmen reviewed the New Hampshire Electric Cooperative, Inc.’s (NHEC) ‘Roadway/Trench Opening Permit’ for the installation of 4-inch conduit for fiber optic cable on Piper Hill Road. NHEC has provided a surety bond in the amount of \$6,000. Mr. Hanson motioned to sign NHEC’s “Roadway/Trench Opening Permit”. Ms. Mattson seconded the motion and the vote was unanimous. Mr. Hanson complimented Mr. Haines on the nice job with the paperwork; Ms. Mattson and Mr. Drenkhahn agreed.

**HEATING FUELS PROPOSALS:** The Selectmen opened, and reviewed, the following proposals received for the 2010/2011 heating season:

<b>Company</b>	<b>Type of fuel</b>	<b>Fixed price</b>	<b>Variable price</b>
Dead River	Propane	\$1.7613 per gallon	Wholesale cost of product plus \$.40 per gallon
Dead River	#2 Fuel Oil	\$2.5648 per gallon	Wholesale cost of product plus \$.28 per gallon
Stafford Oil	#2 Fuel Oil	\$2.474 per gallon	Equal to Stafford Oil’s prevailing, discounted 10-day cash price on the day of delivery, less a discount of \$.13 per gallon. Based on today’s (August 25, 2010) discounted cash price of \$2.499 per gallon, the price for a delivery today would be \$2.369 per gallon
Fuller Oil	#2 Fuel Oil	\$2.375 per gallon capped. Fuller also offered the Town free “downside protection”; the Town will be able to follow the price down should Fuller Oil’s retail price per gallon be lower than \$2.375 on the day of delivery.	

Ms. Mattson motioned to contract with Fuller Oil’s fixed price of \$2.375 per gallon for #2 heating fuel and Dead River Co. for propane at a fixed price of \$1.7613 per gallon for the 2010 – 2011 heating season. Mr. Hanson seconded the motion and the vote was unanimous.

**FIRE DEPARTMENT OVERHEAD DOORS:** The Selectmen reviewed a proposal Fire Chief John Schlemmer solicited from Overhead Door Options, Inc. for the removal and replacement of the Fire Department overhead doors; the proposal is \$4,096 per door. There was discussion regarding the energy inefficiency of the current doors. Mr. Hanson will discuss this matter with the Energy Committee.

**BELKNAP COUNTY OUTSIDE AGENCY FUNDING:** The Selectmen received, and discussed, an email from Debra Shackett, Belknap County Administrator, reporting last year the County considered funding the outside agencies at the County level rather than them requesting funding from both the Towns and the County. She reported there wasn't much interest because the Towns would lose the ability to choose which agencies received funding. Ms. Shackett proposed having the outside agencies funded only by the Towns; this would eliminate one (1) level of funding. She reported the County has been hearing that the biggest complaint is that these agencies are funded by the taxpayers at several different levels of government. The Selectmen would like the funding methods left as is.

**GOOD SPIRIT BASSMASTERES FISHING CLUB:** The Selectmen received a request from Dave McNary of the Good Spirit Bassmasters Fishing Club to use the boat launch for their tournament (as they did last year) which is scheduled for October 3, 2010; they will arrive around 6:00 a.m., launch at 7:00 a.m. and return at 3:00 p.m. Mr. McNary reported the Club knows where to park the vehicles and boat trailers, and understands there is to be no power loading or trash left behind. Ms. Woodaman reported Mr. McNary had previously submitted this request on March 3, 2010; it was approved at that day's Selectmen's meeting pending Police Chief Mark Chase's approval. She reported speaking with Chief Chase who has no problems with the tournament's plans. Mr. McNary will be notified of the approval.

**NEWSLETTER ARTICLES:** The Selectmen discussed the following possible newsletter articles:

- **Nichols Memorial Library 100<sup>th</sup> celebration:** Librarian Jon Kinnaman will submit an article on the celebration.
- **Proposed Police Station, High Haith Bridge and Sand/Salt Storage Shed:** Mr. Hanson will work on a draft "State of the Town" article, which will discuss these projects.
- **Master Plan:** Mr. Drenkhahn will ask the Planning Board to submit an article on the Master Plan update.
- **Prime Wetlands:** Ms. Mattson will ask the Conservation Commission to submit an article explaining prime wetlands status.

**CORRESPONDENCE:**

**TOWN OF TUFTONBORO WAGE/BENEFIT SURVEY:** The Selectmen received, and reviewed, a copy of a wage/benefit survey the Town of Tuftonboro recently completed.

**ADDITIONAL BUSINESS:**

**ELECTION WORKSHOP:** Mr. Hanson reported attending an Election Net Workshop in preparation for the September 14, 2010 primary. He reported speaking with Town Clerk Sheila Mohan regarding the “stack” method of counting ballots; he explained this method seems less prone to errors. Ms. Mohan will further research this method. Mr. Hanson reported there are 129 new election laws which are not included in the latest election law booklet. Mr. Hanson also reported that due to the manner in which the primary and general elections fall, it will be imperative to have an efficient and accurate count for timely reporting to the Secretary of State.

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

Dahl	TML 7-14.1
Weldon	TML 5-59

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

**ADJOURNMENT:** At 9:10 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