

**Center Harbor Board of Selectmen
Meeting Minutes
Wednesday, October 7, 2009**

Chairman Charley Hanson called the meeting to order at 8:00 a.m. Selectmen Richard Drenkhahn and Randy Mattson were present. Kevin Campbell, Diane Campbell, Fire Chief John Schlemmer, Code Enforcement Officer Ken Ballance, Road Agent Jeff Haines and Selectmen's Secretary Robin Woodaman were also in attendance.

APPROVAL OF MINUTES: Mr. Drenkhahn motioned to accept the minutes of September 30, 2009. Mr. Hanson seconded the motion; the motion passed.

APPOINTMENTS:

KEVIN & DIANE CAMPBELL: Mr. Campbell presented plans showing different possible parking configurations for the portion of the bandstand property (TML 9-76) that he leases from the Town. Mr. Campbell explained the current parking works OK for now and his goal is to retain the green space. He explained the main reason for leasing the section is that if his business ever lost the existing parking out front or if a different business opened in his building additional parking may be required. Ms. Campbell explained they have to have enough parking to sustain the employees. Mr. Hanson reported the Planning Board (PB) informally discussed the possibility of the Town using the area for municipal parking and giving Mr. Campbell an option to use it for future parking. Mr. Hanson explained there is enough land in the remaining parcel to satisfy the State of New Hampshire Attorney General's Office's park requirement. Ms. Mattson suggested the Town and Mr. Campbell enter into a boundary line adjustment, which would give Mr. Campbell an area for future parking. She reported, personally, that she feels it would be nice to not have an encumbrance of a lease on green space. The Selectmen will pursue a boundary line adjustment.

FIRE CHIEF JOHN SCHLEMMER: The following items were discussed:

- **PROPOSED 2010 FIRE DEPARTMENT BUDGET.** Chief Schlemmer presented the following:

Fire Chief Wages: This is to be determined by the Selectmen. (\$22,934 approved in 2009).

Firefighter Hazmat Wages: \$500 proposed for 2010 (\$500 approved in 2009).

Firefighter Wages: \$36,000 proposed for 2010 (\$34,900 approved in 2009). Chief Schlemmer reported this line item will be over budget in 2009.

Fire Inspections: \$1,500 proposed for 2010 (\$1,500 approved in 2009).

Firefighter Special Detail: \$750 proposed for 2010 (\$500 approved in 2009).

Telephone: \$500 proposed for 2010 (\$500 approved in 2009).

Forest Fires: \$1,000 proposed for 2010 (\$1,000 approved in 2009). Chief Schlemmer reported foam is purchased through this account.

Equipment Maintenance: \$4,500 proposed for 2010 (\$4,500 approved in 2009).

Vehicle Maintenance: \$10,000 proposed for 2010 (\$10,000 approved in 2009).

Dues & Subscriptions: \$750 proposed for 2010 (\$600 approved in 2009).

Training: \$4,500 proposed for 2010 (\$4,000 approved in 2009). Chief Schlemmer reported the State of New Hampshire is funding less for the Firefighter 1 training; the Town's portion will increase.

Medical Supplies: \$2,000 proposed for 2010 (\$1,500 approved in 2009). Chief Schlemmer reported an increase in costs for medical supplies.

Office Supplies: \$500 proposed for 2010 (\$500 approved in 2009)

Postage: \$150 proposed for 2010 (\$150 approved in 2009).

Auxiliary Supply Fund: \$500 proposed for 2010 (\$500 approved in 2009).

Gas Fuel: \$500 proposed for 2010 (\$500 approved in 2009).

Diesel Fuel: \$2,400 proposed for 2010 (\$2,400 approved in 2009).

Hardware Supplies: \$1,000 proposed for 2010 (\$1,000 approved in 2009).

Hydrant Equipment and Maintenance: \$1,000 proposed for 2010 (\$1,000 approved in 2009).

Protective Equipment: \$11,740 proposed for 2010 (\$11,740 approved in 2009).

Radios: \$1,750 proposed for 2010 (\$1,500 approved in 2009). Chief Schlemmer reported the Fire Department has 30 pagers and 24 radios to maintain. He reported he tries to replace one to two pagers per year. He explained new radios will have to be purchased in 2013 at a cost of approximately \$37,000; the Federal Communications Commission will require radio frequencies at a narrow band rather than the current wide band.

Hose: \$1,000 proposed for 2010 (\$1,000 approved in 2009).

Computer Upgrade: \$1,000 proposed for 2010 (\$1,000 approved in 2009).

Self Contained Breathing Apparatus: \$500 proposed for 2010 (\$500 approved in 2009).

New Equipment: \$5,600 proposed for 2010 (\$5,600 approved in 2009).

Fire Truck Lease: \$26,475 proposed for 2010 (\$26,475 approved in 2009).

Firefighter Evaluations: \$2,600 proposed for 2010 (\$2,600 approved in 2009).

Chief Schlemmer reported the proposed 2010 Fire Department budget is \$2,570 higher than 2009, not including the Fire Chief wages.

- **FIRE TRUCK:** Chief Schlemmer reported the Town is in the fifth year of a ten year lease/purchase of engine 4. He submitted information on rolling the current lease/purchase and entering into a lease/purchase for a new fire truck; the new lease/purchase would be approximately \$46,000 per year for the two (2) trucks (the current lease/purchase is \$26,475). Mr. Hanson reported the Selectmen thought a new truck would be voted on in 2011. Chief Schlemmer reported his concern that engine 2 would stop working; he explained the Fire Department's vehicle maintenance line item could be reduced if a new engine was purchased. Mr. Drenkhahn asked how much was spent on engine 2 in 2009; Chief Schlemmer reported approximately \$3,000. Mr. Drenkhahn requested a summary sheet of the repairs. Chief Schlemmer reported that if a new truck was ordered in 2010, approximately \$8,000 to \$15,000 would be saved due to emission requirements that will go into effect after that. Chief Schlemmer referenced a fifteen year replacement plan for fire trucks and recommended the proceeds from selling engine 4, when it reaches 15 years, go directly in the Fire Department Engine or Rescue Vehicle Capital Reserve Fund.
- **FIRE DEPARTMENT ASSETS:** Chief Schlemmer reported the following Fire Department assets:

Thirty sets of turn-out gear:	\$90,000
Hose:	\$30,000
Attack hose:	\$15,000
Nozzles:	\$12,000

- **RADIO ALARM BOX**: Chief Schlemmer reported a radio alarm box is operating in the Municipal Building.
- **DONATIONS**: Chief Schlemmer reported most Fire Department donations go to the Firemen's Association towards the purchase of a thermal imaging unit.
- **HEAT TAPE**: Chief Schlemmer reported heat tape has been installed over the Fire Station bay doors.
- **TEMPORARY OUTDOOR EVENTS**: Chief Schlemmer submitted information on requirements for temporary outdoor events for the Selectmen's consideration. He reported speaking with a representative of Taylor Rental regarding his (Chief Schlemmer's) inspection of tents for flame proofing.

CODE ENFORCEMENT OFFICER KEN BALLANCE: There was discussion regarding the construction permit application process when State of New Hampshire Department of Environmental Services (NH DES) permits are required. Mr. Ballance explained if a property owner's application meets the Town's zoning criteria, but not NH DES's, it is the property owners obligation to submit the application to NH DES for their decision. Ms. Mattson asked if the Town's requirements should be the same as NH DES's and Mr. Ballance should hold off issuing a permit until the property owner has the NH DES permit. Mr. Ballance explained he will issue permits when the NH DES application is in process.

ROAD AGENT JEFF HAINES: The following items were discussed:

Salt shed: Mr. Haines submitted a "Memorandum of Meeting" submitted by Engineer Lisa Martin, of Quantum Construction Consultants, LLC (QCC). Mr. Haines reported meeting with Ms. Martin regarding the construction of a salt shed and recommended the construction of an AST shed; two (2) of the proposals received were for the construction of an AST shed. He explained it is too late to construct a salt shed this year and reported he would like to work with Ms. Martin to have an exact cost for the 2010 Town Meeting; there is \$150,000 in the Sand/Salt Storage Shed Capital Reserve Fund. Mr. Hanson explained the Selectmen had rejected all the proposals received for the shed because all the bids were too high. Based on the new information, Mr. Hanson would like the Local Government Center (LGC) contacted and asked if the Selectmen can re-open, consider and negotiate with two (2) bidders who submitted proposals. Ms. Mattson explained the specifications in the RFP were vague and reported every company that submitted a proposal will now have an opportunity to bid on a specific building. Mr. Haines recommended the Selectmen consider a site survey as part of the process.

Fuel: Mr. Haines will research fixed prices for diesel and gas.

Fire Department drain: Mr. Haines reported the Highway Department will address the Fire Department drain issue this year.

Keyser Road: Mr. Haines reported Keyser Road, a scenic road, will be reclaimed this week. He reported trees will have to be removed in the future; this will require going through the process for tree removal on scenic roads.

UNFINISHED BUSINESS:

PROPOSED 2010 BUDGET: The Selectmen discussed the following proposed budget item:

Town mapping: The Selectmen received information from Cartographics regarding re-mapping the Town's maps; the cost would be \$25,000. This price does not include the Query Manager

Software that Cartographics demonstrated to the Selectmen at a previous meeting. Cartographics will be asked the cost for the additional software.

LAKE WAUKEWAN & LAKE WINONA: The Selectmen received information from Janan Hays regarding the water levels on Lake Waukewan and Lake Winona. She attached comments from Jody Connor, Director of Limnology at the State of New Hampshire Department of Environmental Services regarding the negative environmental impacts due to high water levels. Mr. Hanson emailed Mr. Connor requesting the following information:

- If a release is an overall positive influence to a lake, done on a managed basis, what is the optimal level, in general, from the limnologists view, and
- Is there a natural level that lakes maintain their health at that is perhaps what the level was before human influence?

WOOD RIDGE ROAD: The Selectmen discussed Section III of Wood Ridge Road, which is owned by Ambrose Logging. The Selectmen would like Town Attorney Doug Hill to speak with Ambrose Logging's attorney regarding deeding that portion to the Town.

BEAVERSIDE DRIVE: The Selectmen received information received from Stacey Herbold, Wetlands Compliance Investigator for the State of New Hampshire Department of Environmental Services (NH DES) Wetlands Bureau reporting the Hales have submitted a new drainage plan for the subdivision; this plan was under review and as of October 5, 2009, Ms. Herbold received approval from the Alteration of Terrain Program. She reported a Restoration Plan Approval will be issued requiring that the stormwater controls on the plan be implemented (most likely the deadline will be next June as the growing season is coming to an end and they don't want to turn a stable situation into an unstable one). The Wetlands Bureau is still reviewing the plans to determine if the installed culvert and dredging for the fire pond is permissible; Ms. Herbold hopes this review will be complete by October 6, 2009. She reported the Hales' may be asked to submit a new permit application for the work, amend the current wetland permit, or restore the wetlands.

Mr. Drenkhahn reported Town Meeting voted to accept the road as a Town road with conditions (The conditions are:

1. Current owner of the roads shall provide financial assurance in the form of a bond or equivalent financial instrument to pay for any damage to the roads due to construction of houses on the remaining lots in an amount to be determined by the Road Agent or licensed civil engineer, and
2. Current owner shall provide a plan showing all metes and bounds of the right of way which the Town will be assuming ownership, and also provide a deed conveying ownership to the Town to be recorded at the Belknap County Registry of Deeds.)

Ms. Mattson suggested the Town agree to plow the road, which was accepted with conditions at the 2009 Town Meeting, this winter and give Allan Hale, Sr. one (1) year to comply with the conditions. Mr. Hanson will draft a letter to Mr. Hale from the Board of Selectmen.

NEW BUSINESS:

BELKNAP COUNTY COMMISSIONERS MEETING: Mr. Hanson reported attending a meeting with the Belknap County Commissioners and representatives from all but two (2) communities in

Belknap County. He reported there will be monthly meetings with the focus on regionalizing services such as police dispatch. The next meeting is scheduled for November 3, 2009.

STEWART'S AMBULANCE SERVICE: The Selectmen received correspondence from Stewart's Ambulance Service reporting they have received questions about their service and are preparing a package answering these questions. Stewart's Ambulance reported the contractual CPI adjustments, the annual write-off information and the proportionate town financial responsibilities should be finalized within a couple of weeks. A meeting will be scheduled with Stewart's Ambulance to review the information.

MILFOIL SUMMIT: The Selectmen received, and reviewed, correspondence from the Town of Moultonborough Board of Selectmen proposing that interested Towns around Lake Winnepesaukee meet to address the milfoil issue. The Moultonborough Board of Selectmen included information on a Milfoil Summit scheduled for October 8, 2009 at the Legislative Office Building in Concord.

BELKNAP COUNTY CONSERVATION DISTRICT (BCCD) GRANT: Parks & Recreation Director Jody Dickerson reported that the BCCD has been awarded a grant from the New Hampshire Charitable Foundation in the amount of \$4,900, which combined with the remaining stormwater management project funds used at the Town Beach is enough to complete the planned work. He reported gutters will be installed on the pavilion, which will divert the water to a rain garden that will be installed. A representative from the University of Vermont Cooperative Extension office will provide the needed design and guidance to get the rain garden installed.

CHASE CIRCLE PROPERTY FOR SALE: Mr. Drenkhahn reported the Selectmen were contacted by Mr. Walsh (TML 9-9) reporting he was planning to sell his property on Chase Circle and asked if the Town would be interested in purchasing it.

ADDITIONAL BUSINESS:

ENERGY COMMITTEE (EC): Ms. Mattson reported the EC met Thursday, October 1, 2009 and reviewed The Jordan Institute's presentation to the Selectmen.

BUILDING COMMITTEE (BC): Mr. Drenkhahn reported the BC met Thursday, October 1, 2009 and discussed the Zoning Board of Adjustment's rulings. There was discussion regarding the Police Department's use of the Meredith Police Department. Ms. Mattson suggested Police Chief Mark Chase be asked to research the cost of the use of the Meredith Police Department. Mr. Hanson explained that if the Meredith Police Department was not available for use by the Center Harbor Police Department, the CHPD would have to use the county facilities; this would be costly in fuel and the officer on duty would be out of town for extended periods of time.

PLANNING BOARD (PB): Mr. Hanson reported the PB had a very productive Master Plan work session.

GOVERNMENTAL USE OF PROPERTY: Mr. Hanson submitted a copy of RSA 674:54 regarding governmental use; a use, construction or development of land owned or occupied, or proposed to be owned or occupied, by the state, university system, the community college system of New Hampshire, or by a county, town, city, school district, or village district, or any of their agents, for any public purpose which is statutorily or traditionally governmental in nature.

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

Hildebrand

TML 7-88

CORRESPONDENCE:

STATE OF NEW HAMPSHIRE DEPARTMENT OF ENVIRONMENTAL SERVICES (NH DES):

The Selectmen reviewed the following:

<u>Standard Dredge & Fill Application:</u>	Knighton/Valpey/Heath	Moultonborough Boathouses
<u>Complete Forestry Notification:</u>	Allen	TML 3-96
<u>Shoreland Impact Permit:</u>	Bevilacqua	TML 7-34

ADJOURNMENT: At 11:30 a.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