

**Center Harbor Board of Selectmen
Meeting Minutes
Wednesday, October 14, 2009**

Chairman Charley Hanson called the meeting to order at 8:04 a.m. Present was Selectman Randy Mattson. Mr. Hanson reported Selectman Richard Drenkhahn was absent with notice. Parks & Recreation Director Jody Dickerson, Police Chief Mark Chase, Town Clerk Sheila Mohan, Meredith News Reporter Erin Plummer and Selectmen's Secretary Robin Woodaman were also in attendance.

APPROVAL OF MINUTES: Ms. Mattson motioned to accept the minutes of October 7, 2009. Mr. Hanson seconded the motion; the motion passed.

APPOINTMENTS:

PARKS & RECREATION DIRECTOR JODY DICKERSON: The following items were discussed:

- **PROPOSED 2010 PARKS & RECREATION DEPARTMENT BUDGET:** Mr. Dickerson presented the following:

Salaries: \$13,950 proposed for 2010 (\$12,000 approved in 2009). Mr. Dickerson explained the additional salaries would be used for a two (2) week day camp at the Town Beach. The salaries will be determined by the Selectmen.

Lifeguard wages: \$13,500 proposed for 2010 (\$13,500 approved in 2009). Mr. Hanson asked if it is possible to have the lifeguards remain on duty through Labor Day. Mr. Dickerson explained it is not unique to lose the lifeguards prior to Labor Day due to colleges starting classes before Labor Day. He reported he and Water Safety Instructor Sandy Mazcko covered the beach the last couple of weekends before Labor Day. Mr. Dickerson reported he will be advertising for lifeguards after the first of the year and will look for lifeguards that can commit to working through Labor Day.

Boat launch wages: \$6,700 proposed for 2010 (\$6,700 approved in 2009). Mr. Dickerson requested the Selectmen consider asking Town Meeting to vote on the establishment of a revolving fund for the maintenance of the Town dock area; he suggested the boat launch fee revenue be deposited into this fund.

Telephone: \$1,700 proposed for 2010 (\$1,700 approved in 2009).

Band concerts: \$3,050 proposed for 2010 (\$3,050 approved in 2009).

Electricity: \$1,900 proposed for 2010 (\$1,500 approved in 2009).

Portables: \$2,000 proposed for 2010 (\$2,000 approved in 2009).

Printing/web site: \$1,900 proposed for 2010 (\$1,500 approved in 2009). Mr. Dickerson reported an additional \$400 will be required in 2010 to offset the cost of printing boat launch tickets.

Bath house: \$400 proposed for 2010 (\$400 approved in 2009).

Tennis & Recreation field: \$2,000 proposed for 2010 (\$5,400 approved in 2009). Mr. Dickerson reported the tennis court was sealed and the lines repainted in 2009. He reported the Inter-Lakes High School Athletic Department has, in the past, paid for the aeration of the baseball field; they have reported they will no longer be able to do this due to budget restraints. Ms. Mattson explained the Inter-Lakes School District uses the field and should help with the maintenance; Mr. Dickerson will discuss this further with the Athletic Director. Mr. Dickerson reported the field will also need to be fertilized in 2010.

Beach/park maintenance: \$4,000 proposed for 2010 (\$4,000 approved in 2009).

Aquatic weed treatment: \$0 proposed for 2010 (\$7,500 approved in 2009). Mr. Dickerson reported the Town contracted in 2009 for the removal of the small aquatic weeds in the Town docks area; this was at a cost of approximately \$600. He explained the contractor recommended the weeds be removed every other year.

General supplies: \$2,000 proposed for 2010 (\$2,000 approved in 2009).

Equipment: \$250 proposed for 2010 (\$250 approved in 2009).

Playground improvements: \$1,500 proposed for 2010 (\$250 approved in 2009). Mr. Dickerson reported swings, chains and hardware are showing signs of deterioration. He explained the Local Government Center recommended these items be replaced in 2010 as part of their annual playground inspection.

Miscellaneous: \$400 proposed for 2010 (\$100 approved in 2009).

Mr. Dickerson reported the 2010 proposed Parks & Recreation budget of \$55,250 reflects a decrease of \$6,600 from the approved 2009 budget of \$61,850

- **PROPOSED 2010 PATRIOTIC PURPOSES BUDGET:** Mr. Dickerson presented the following:

Special detail fireworks: \$650 proposed for 2010 (\$480 approved in 2009). Mr. Dickerson reported this increase reflects an increase in the per hour rate for police detail.

Footrace director/timing: \$500 proposed for 2010 (\$500 approved in 2009). Mr. Dickerson reported there were over 500 runners in the 2009 race and explained it is very difficult to have accurate timing with so many runners; he would like to hire a professional timing service.

Holiday general supplies: \$1,500 proposed for 2010 (\$1,500 approved in 2009).

Tee shirts & trophies: \$4,150 proposed for 2010 (\$4,150 approved in 2009).

Fireworks: \$14,000 proposed for 2010 (\$14,000 approved in 2009). There was discussion regarding Atlas Pyrovision's contract, which included marine expense; Mr. Dickerson reported he assumed that meant they were using their own boat to move the barge with the fireworks. He explained an Atlas representative informed him that the previous Parks & Recreation Director agreed that the Center Harbor Fire Department would use their boat to move the barge in 2009. There was discussion regarding what boat was used in 2008 to move the barge; Ms. Mattson would like Fire Chief John Schlemmer asked if the Center Harbor fire boat moved the barge in 2008. Mr. Dickerson reported the Center Harbor fire boat sustained approximately \$100 in damage this year, but he never saw a bill for that; he reported Chief Schlemmer had the damage buffed out. Mr. Hanson suggested future contracts define marine expenses. Ms. Mattson reported the fire boat should not be tied up like that.

Mr. Dickerson reported the proposed 2010 budget for Patriot Purposes is \$20,630 (\$20,800 approved in 2009).

- **HALLOWEEN PARTY:** Mr. Dickerson reported the Halloween party is scheduled for October 31, 2009 from 6:00 p.m. to 8:00 p.m.
- **CHRISTMAS TREE LIGHTING:** Mr. Dickerson reported the Christmas tree lighting is scheduled for the first Friday in December.

EMERGENCY MANAGEMENT DIRECTOR DAVID HUGHES: Mr. Hanson reported Mr. Hughes will have to reschedule his appointment to discuss the proposed 2010 EMD budget.

POLICE CHIEF MARK CHASE: The following items were discussed:

- **PROPOSED 2010 POLICE DEPARTMENT BUDGET:** Chief Chase presented the following:

Wages – full time: The Selectmen will determine the hourly rates (\$154,120 approved in 2009).

On call wages: \$4,460 proposed for 2010 (\$4,460 approved in 2009). Chief Chase reported officers are paid \$2 per hour when they are on call. He reported this line item has remained the same since 2005.

Wages part time: \$5,100 proposed for 2010 (\$5,100 approved in 2009).

Wages overtime: This will be calculated as 126 hours per full time officer when the Selectmen determine the full-time wages. (\$15,596 approved in 2009).

Wages enforcement grants: \$5,000 proposed for 2010 (\$5,000 approved in 2009). Chief Chase reported this line item is reimbursed 100% from the Highway Safety Agency.

Special detail: \$2,000 proposed for 2010 (\$2,000 approved in 2009). Chief Chase submitted detail rate comparisons from surrounding towns and recommended the Selectmen increase the rate charged an outside agency to \$50 per hour (\$39 per hour for the officer's compensation and \$11 per hour administrative fee). He explained the New Hampshire Retirement System's contribution has increased to 19.51%. Chief Chase reported the Town is currently losing funds billing at the current rate of \$35 per hour (\$30 per hour for the officer's compensation and \$5 per hour administrative fee). Ms. Mattson discussed the Fire Departments outside detail fee and reported the two (2) departments should be the same. Mr. Hanson reported the Selectmen will research Chief Chase's recommendation.

Wages support: \$9,740 proposed for 2010 (\$9,635 approved in 2009).

Contract prosecutor: \$6,804 proposed for 2010 (\$6,600 approved in 2009). Chief Chase reported the prosecutor has increased his rate by 3%.

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

Telephone/fax/pagers: \$3,100 proposed for 2010 (\$3,100 approved in 2009).

Radio maintenance & repair: \$500 proposed for 2010 (\$500 approved in 2009).

Vehicle maintenance & repair: \$4,000 proposed for 2010 (\$4,000 approved in 2009).

Dues & subscriptions: \$1,200 proposed for 2010 (\$1,200 approved in 2009).

Training: \$4,000 proposed for 2010 (\$3,500 approved in 2009). Chief Chase reported an increase in training and ammunition costs.

Computer expense: \$5,000 proposed for 2010 (\$5,000 approved in 2009).

Office supplies: \$1,700 proposed for 2010 (\$1,700 approved in 2009).

Oil, tires & lube: \$2,400 proposed for 2010 (\$2,400 approved in 2009).

Gasoline: \$12,500 proposed for 2010 (\$14,500 approved in 2009). Chief Chase reported fuel costs have stabilized, but he did not want to reduce the line item too much because the Police Department did not work all the enforcement patrols last year.

Uniforms: \$2,500 proposed for 2010 (\$2,500 approved in 2009).

Equipment: \$4,000 proposed for 2010 (\$4,000 approved in 2009). Chief Chase reported this line item is used to purchase new and consumable goods for the operation of the Department including items such as firearms and tasers, as well as smaller items.

Radio lease: \$2,200 proposed for 2010 (\$2,200 approved in 2009). Chief Chase reported this line item was created in 2004 for the lease of four (4) portable radios; it is now used to purchase one (1) radio a year as part of an equipment replacement cycle.

Miscellaneous: \$500 proposed for 2010 (\$300 approved in 2009). Chief Chase reported this line item covers small incidental items.

Public relations: \$500 proposed for 2010 (\$250 approved in 2009). Chief Chase reported this line item is used for community relations and has previously purchased sticker badges, water bottles, Frisbees and pens.

The following proposed items were discussed in relation to the proposed Police Station and other budget items:

Building electricity: Chief Chase proposed \$2,500 for three (3) months in 2010.

Building heat: Chief Chase proposed \$1,625 for three (3) months in 2010.

Building cleaning: The Selectmen discussed and decided to combine cleaning for the Municipal Building, Library and proposed Police Station in the "General Government Buildings Custodial Services" line item.

Medical account: The Selectmen discussed and decided to combine medical testing for all employees into a new "Physical and Employee Evaluation" account in the "Executive" area of the budget.

Employee education: Chief Chase suggested the Selectmen consider a line item for employee education.

- **Purchase of computers and a radio base station :** Chief Chase reported there will be approximately \$4,000 not spent in the Police Department's "Support" line item. He reported Certified Computer Solutions (CCS) has recommended replacing two (2) workstations in 2010 at a cost of \$3,360. Chief Chase requested permission to purchase the two (2) workstations in 2009. He also reported anticipating \$6,000 not spent in the "Fuel" line item and requested permission to purchase a base station radio at a cost of \$4,200. The Selectmen agreed to Chief Chase's requests as long as the Police Department's budget is not overspent; Chief Chase assured the Selectmen the Police Department' budget will not go over the bottom line.
- **Use of Meredith's Police Station:** There was discussion regarding the cost to the Town if the Police Department was not able to use the Town of Meredith's Police Station. Chief Chase reported he knows the amount of square footage used, but it would be difficult to generate cost figures. There was discussion regarding the impact on the Center Harbor Police Department if it was unable to use the Meredith Police Station; all activity currently done in Meredith would have to be done at the Belknap County Sherriff's Department in Laconia. Mr. Hanson reported this would take officers out of Town for extended periods of time, which would mean the Town would have no local police coverage; State police would cover, or an additional officer would have to be called in at added expense.
- **Proposed Police Station:** The Selectmen will hold a public hearing on Saturday, October 24, 2009 at 10:00 a.m. regarding the proposed location and construction of the proposed Police Station. The Selectmen and Chief Chase discussed, and complemented, the Building Committee's process to propose a Police Station that will meet the needs, not wants, of the Police Department.

UNFINISHED BUSINESS:

HOT DOG CART: Mr. Hanson reported there should be criteria in place for the Selectmen to determine which hot dog cart vendor is awarded the spot. Mr. Dickerson reported the 2009 hot dog cart vendor had inconsistent hours this summer, which may have been due to the weather conditions. He reported the area was kept clean. Mr. Dickerson suggested the Selectmen request proposals from vendors and Mr. Hanson suggested the Town should charge a fee.

ZONING BOARD OF ADJUSTMENT (ZBA) & PLANNING BOARD (PB) MEMBERS: The Selectmen and Town Clerk Sheila Mohan discussed potential members for openings on the ZBA and PB. The following was discussed:

Zoning Board of Adjustment (ZBA): Ms. Mohan reported there should be ten (10) ZBA members; five (5) full members and five (5) alternates. Currently, the following are members:

Full members: John Foley, Co-Chairman
Jean Meloney, Co-Chairman
Chris Williams
George Lamprey
Karen Peranelli: Mr. Hanson motioned to appoint Ms. Peranelli a full member of the ZBA. Ms. Mattson seconded the motion; the motion passed.

Alternate members: Ann McCahan: Ms. Mohan reported Ms. McCahan's circumstances may have changed and there is a possibility she may no longer be able to be a member; a letter will be sent to Ms. McCahan.
Richard Hanson
Allan Hale, Jr.
Palmer Smith

Ms. Mattson motioned to appoint Bernie Volz an alternate ZBA member. Mr. Hanson seconded the motion; the motion passed. Mr. Hanson suggested Kathy Moran or Dennis Moran and Dawn Heiderer be asked if they would consider becoming alternate members of the ZBA.

The Selectmen will send a thank you letter to Roger Kelley, a longtime member of the ZBA, who recently retired from the Board.

Planning Board (PB): Ms. Mohan reported one (1) full PB member is needed. She explained she (Ms. Mohan) is considered a special alternate and only votes if a quorum is needed. Currently, the following are members:

Full members: Lee Mattson, Chairman
Helen Heiner
Barbara lauterbach
Mark Stearns

Mr. Hanson suggested John Thompson be asked to become a full member of the PB; Ms. Mattson will ask Mr. Mattson to speak with Mr. Thompson.

Alternate members: Chuck Burns
Sheila Mohan

Mr. Hanson suggested creating a spreadsheet listing of ZBA and PB members including their date of appointment and expiration of their commission. Ms. Mattson suggested including a column for potential candidates. Receptionist Janet Kimball will be asked to create the spreadsheet.

PROPOSED 2010 BUDGET: The Selectmen discussed the following item:

Mapping: The Selectmen were notified by Cartographics that the total cost for the Query Manager software, which would be used if the Town updated the Town's maps, would cost \$7,600.

FIRE ALARM ORDINANCE: The Selectmen received a copy of a March 7, 2009 memo submitted to them from Fire Chief John Schlemmer recommending the Town adopt a fire alarm ordinance. Mr. Hanson reported he feels the Selectmen should conduct more research prior to discussing the adoption of this ordinance.

FIRE PROTECTION IN RURAL AREAS: The Selectmen received a copy of March 23, 2009 memo submitted to the Planning Board from Fire Chief John Schlemmer recommending the PB and Town consider adopting an ordinance which would require a developer or property owner to install a cistern or draft hydrant in a pond area of new subdivisions; a copy will be forwarded to the Planning Board.

ENERGY AUDIT: The Selectmen reviewed The Jordan Institute's "Energy Assessment – Interim Report" of October 9, 2009. Ms. Mattson reported the Municipal Building and Library doors energy efficiency were tested on October 13, 2009.

NEW BUSINESS:

CENTER HARBOR FOOD PANTRY: The Selectmen received a copy of an email from Center Harbor resident Liz Aquilla to Michele Garron, Operations Manager of the New Hampshire food Bank regarding the Center Harbor Christian Church's operating "The Center Harbor Food Pantry". Ms. Mattson reported the Selectmen, in 2007, wrote to the Center Harbor Christian Fellowship Church asking them to identify themselves of the donation jars that were located throughout the community. Mr. Hanson reported the name gives the impression that the food pantry is operated by the Town of Center Harbor, but explained companies can use the name "Center Harbor" as part of their business name.

The Selectmen received a copy of an email from Ms. Aquilla sent to Terry Knowles, of the State of New Hampshire Attorney General's Office, regarding The Center Harbor Food Pantry; Ms. Aquilla reported to Ms. Knowles that she is a representative for the Town of Center Harbor. The Selectmen will send an email to Ms. Knowles reporting that Ms. Aquilla is a resident, not a formal representative, of the Town of Center Harbor.

FALL LOWERING OF LAKES WAUKEWAN & LAKE WINONA: The Selectmen received notification from Hampshire Hospitality Holdings, Inc., the owner of the Lake Waukwan dam, that the water level will be lowered in Lake Waukewan by a total of approximately 12 to 18 inches beginning on November 3, 2009. It was reported the lowering assumes a starting elevation of 540.50 (the summer average maintained for the past several years) with a final level at approximately 539.00 to 539.50.

FIRE DEPARTMENT CAPITAL RESERVE FUND: Mr. Hanson suggested the Selectmen consider a 2010 warrant article closing the current Fire Department S.C.B.A. (Self Contained Breathing Apparatus) Capital Reserve Fund and creating a Fire Department Equipment Expendable Fund with the Board of Selectmen named agents to expend from the fund. He explained this may reduce the Fire Department's budget by \$5,600 – the line item for new equipment.

TOWN BUILDINGS REPAIRS & MAINTENANCE EXPENDABLE TRUST FUND: The Selectmen signed a request to the Trustees of the Trust Funds for reimbursement to the Town's general fund in the amount of \$16,834.86 from the Town Buildings Repairs & Maintenance Expendable Trust Fund; these expenditures were for the renovations to the Municipal Building including the Fire Department's radio room.

PUBLIC SAFETY BUILDING CAPITAL RESERVE FUND: The Selectmen signed a request to the Trustees of the Trust Funds for reimbursement to the Town's general fund in the amount of \$27,346.44 from the Public Safety Building Capital Reserve fund; these expenditures were for the proposed Police Station.

MOULTONBOROUGH LIONS CLUB DONATION: The Town received a donation of \$400 from the Moultonborough Lions Club to assist the Town of Center Harbor will holiday help for the needy. A thank you letter will be sent.

COPIER SERVICE CONTRACT: Mr. Hanson motioned to sign a service contract with Twin Rivers Office Machines for the Panasonic DE-8020E copier. Ms. Mattson seconded the motion; the motion passed.

AVERAGE STUMPAGE VALUE LIST: The Selectmen reviewed the state of New Hampshire Department of Revenue Administration's suggested average stumpage value list for October 1, 2009 through March 31, 2010.

ADDITIONAL BUSINESS:

CONSERVATION COMMISSION (CC): Ms. Mattson reported the CC met on October 13, 2009 and discussed the following:

Dane Forest: Ms. Mattson reported the CC reviewed the public hearing held on September 24, 2009 and discussed the Dane Forest project.

Conservation Commissioner: Ms. Mattson reported the CC discussed a potential replacement for Commissioner Helen Heiner. Ms. Mattson reported Ms. Heiner and Commissioner Harry Viens were both also on the Planning Board; only one (1) individual is allowed to serve on both the PB and CC and Ms. Heiner resigned from the CC.

New Hampshire Association of Conservation Commissioners (NHACC): Ms. Mattson reported some CC members will attend the NHACC annual meeting. Mr. Hanson reported the Massachusetts Conservation Commissioners annual meeting is excellent; Ms. Mattson will relay this information to the CC.

VETERAN'S DAY: The Selectmen will not meet on Wednesday, November 11, 2009; Veteran's Day.

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

Erving	TML 8-14.1
Dionne	TML 2-41
Poole	TML 5-58.3

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

CORRESPONDENCE:

CARE PLUS AMBULANCE SERVICE: The Selectmen reviewed correspondence received from Care Plus Ambulance Service regarding the possibility of them providing a proposal to provide 911 ambulance service to the Town. The Selectmen would like to meet with representatives of Care Plus Ambulance Service on October 28, 2009 at 7:15 p.m. Mr. Hanson would like Fire Chief John Schlemmer to attend.

ADJOURNMENT: At 11:51 a.m. Ms. Mattson motioned to adjourn the Board of Selectmen's meeting. Mr. Hanson seconded the motion; the motion passed.

Respectfully submitted,

Robin Woodaman,
Selectmen's Secretary