

**Center Harbor Board of Selectmen  
Meeting Minutes  
Wednesday, November 4, 2009**

Chairman Charley Hanson called the meeting to order at 8:03 a.m. Present were Selectmen Richard Drenkhahn and Randy Mattson. Road Agent Jeff Haines, Library Trustees Helen Heiner, Sarah Heath and Jo Morse, Librarian Jon Kinnaman, Stewart's Ambulance representatives Justin Van Etten, Chairman, Steve Marsh, President and Stacy Meier, Executive Director, Fire Chief John Schlemmer, Firefighters Sam Schlemmer, Christie Fritz, Kent Libby, Dwayne Mann and Peter Fox, Meredith News Reporter Erin Plummer and Selectmen's Secretary Robin Woodaman were also in attendance.

**APPROVAL OF MINUTES:** Mr. Hanson motioned to accept the minutes of October 28, 2009. Ms. Mattson seconded the motion; the motion passed.

**APPOINTMENTS:**

**ROAD AGENT JEFF HAINES:** Mr. Haines presented the proposed 2010 Highway Department budget as follows:

**Wages:** \$140,000 proposed for 2010 (\$141,722 approved in 2009).

**Wages – OT:** \$16,000 proposed for 2010 (\$18,050 approved in 2009). Mr. Haines reported overtime previously was calculated at 180 hours per employee, but has calculated the 2010 proposal at 150 hours per employee.

**Telephone:** \$850 proposed for 2010 (\$1,400 approved in 2009). Mr. Haines reported a decrease in the cost of telephone service and explained it is probably due to the use of email and cell phones for communication.

**Subcontract:** \$22,000 proposed for 2010 (\$20,000 approved in 2009). Mr. Hanson recommended the Selectmen consider budgeting for an on-going civil engineer for consultation; Mr. Haines reported that service would be invaluable. Mr. Haines had proposed \$20,000 in the subcontract line item; the Selectmen increased it to \$22,000 to include consultant services.

**Trees:** \$5,000 proposed for 2010 (\$4,500 approved in 2009). Mr. Haines reported it costs \$2,500 per day to contract for tree removal, including the use of a chipper and crane with a crew. He reported he plans to have five to six big, dead trees removed from Keyser Road this year. Mr. Hanson asked him about tree removal on scenic roads, of which Keyser Road has that designation. Mr. Haines explained there are procedures to follow for the removal of live trees, but dead trees are removed because they are considered hazardous.

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

**Electricity:** \$4,800 proposed for 2010 (\$4,200 approved in 2009).

**Building heat:** \$7,500 proposed for 2010 (\$8,000 approved in 2009). Mr. Haines reported the contract with Dead River Company for the purchase of propane is from September 1, 2009 through May 31, 2010. He explained Dead River Company will not be swapping the propane tank until November 11, 2009. Mr. Haines spoke with a Dead River Company representative regarding the contract which states a certain number of gallons will be purchased by May 31, 2010; Mr. Haines had a concern with the 1 and ½ months that Dead River has not delivered; the Town will not be penalized if the contracted number of gallons is not purchased by May 31, 2010. Mr. Hanson felt Dead River should have swapped the tank earlier.

**Vehicle Maintenance/Repair:** \$28,000 proposed for 2010 (\$28,000 approved in 2009).

**Sign Maintenance:** \$1,500 proposed for 2010 (\$1,500 approved in 2009).

**General Maintenance/Repair:** \$1,000 proposed for 2010 (\$2,000 approved in 2009).

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

**Uniforms:** \$1,800 proposed for 2010 (\$1,800 approved in 2009). Mr. Haines reported the purchase of personal protection equipment is included in this line item.

**Sand & Gravel:** \$18,000 proposed for 2010 (\$18,000 approved in 2009).

**Road Salt:** \$35,000 proposed for 2010 (\$35,000 approved in 2009).

**Culverts:** \$10,000 proposed for 2010 (\$10,000 approved in 2009).

**Cold Patch & Bituminus:** \$18,000 proposed for 2010 (\$18,000 approved in 2009).

**Vehicle Gas, Oil, Grease:** \$19,000 proposed for 2010 (\$22,000 approved in 2009).

**Building Maintenance:** \$2,000 proposed for 2010 (\$4,000 approved in 2009). Mr. Haines reported the holding tank from the floor drains needs to be pumped out periodically. Ms. Mattson asked if that would be considered an item to be funded from the Buildings Maintenance and Repairs Expendable Trust Fund; the Trustees of the Trust Funds will be asked this question. Mr. Haines originally proposed budgeting \$4,000 for this account in 2010. Mr. Drenkhahn suggested reducing this line item to \$2,000, pending clarification from the Trustees of the Trust Funds, and explained the \$2,000 will give Mr. Haines flexibility to spend a small amount without needing approval from the Selectmen.

**Dock/Fountain Maintenance:** \$2,000 proposed for 2010 (\$2,000 approved in 2009).

**Road Improvements:** \$8,000 proposed for 2010 (\$8,000 approved in 2009).

**New Equipment:** \$0 proposed for 2010 (\$4,100 approved in 2009).

**Medical Testing:** \$500 proposed for 2010 (\$500 approved in 2009).

**Public Works Truck or Equipment Capital Reserve Fund (CRF):** Mr. Haines reported there is currently \$60,000 in the Public Works Truck or Equipment CRF and explained a new backhoe, which is his highest priority of major equipment to be replaced, will cost approximately \$100,000. Mr. Hanson requested Mr. Haines solicit proposals, trading in the old backhoe and having a delivery date of April 1, 2010. Mr. Hanson would like the specifications advertised in a publication that specifically advertises equipment.

**Truck:** Mr. Haines reported the oldest truck in the Highway Department is past its optimum time for trade with approximately 75,000 miles on the chassis. He reported the frame and dump body were painted this year in an attempt to prolong its life; the rear end has been replaced and new kingpins have been installed in the front end. Mr. Haines recommended keeping the truck for a few more years with one major repair; the dump body is badly worn out and the main pin at the base of the hoist has cracked through the sub-frame on two occasions; he recommended purchasing a new sub-frame and dump body. There was discussion regarding the possibility of having these repairs done in 2009; Mr. Haines reported it would difficult to have this truck out of service this time of year. Mr. Hanson requested Mr. Haines go through the formal bid process for these repairs and the funds will either be encumbered in 2009 or budgeted for in 2010.

**Sand/salt Storage Shed:** Mr. Haines Reported Quantum Construction Consultants, LLC (QCC) Engineer Lisa Martin recommended the Highway Department parcel be surveyed as part of the design process for the sand/salt storage shed. Ms. Mattson reported the funds for the survey would come from the Sand/Salt Storage Shed CRF. There was discussion regarding contracting with QCC for structural engineering services associated with the design and construction of the

shed; Mr. Haines reported Ms. Martin was involved with the design of the State of New Hampshire's sand/salt storage sheds, which is the same type of construction being proposed for the Town's shed. There was discussion regarding the Town's purchasing policies, which allows the Selectmen to determine an exception to the policy on a case-by-case basis. Mr. Hanson recommended the Selectmen contract with QCC for services associated with the sand/salt storage shed based on Ms. Martin's expertise with the specific structure to be constructed and her pro bono work performed for the Town. Ms. Mattson motioned to sign the contract with QCC pending Mr. Haines' and the Board of Selectmen's review of the contract. Mr. Drenkhahn seconded the motion and the vote was unanimous.

**NICHOLS MEMORIAL LIBRARY TRUSTEES:** The following items were discussed with Library Trustees Helen Heiner, Sarah Heath and Jo Morse and Librarian Jon Kinnaman:

**Energy audit:** Ms. Heath reported the furnace was turned off and the Library was not left the same way after The Jordan Institute representative went into the Library as part of the energy assessment. She explained no Library personnel were in the building during the audit and called for maintenance when arriving at the Library and discovering there was no heat; Ms. Heiner reported it cost \$96 to have the furnace turned on.

**Library hours:** The Library is open six (6) days a week (closed on Sunday).

**Snow removal:** There was discussion regarding snow removal from the Library's walkways and entrance; Ms. Heath reported there were a couple of issues last winter. Ms. Mattson reported the snow removal is part of the Highway Department's regular route and should not be missed. It was reported employees go in at 9:30 for a 10:00 opening six (6) days per week; Ms. Heiner reported the walk needs to be kept clear of snow on Sundays and holidays for people using the book drop. Mr. Kinnaman will keep track of the snow removal this winter.

**Exterior of building:** There was discussion regarding the proper methods to care for limestone, of which the Library is constructed. Ms. Morse reported chemicals and sanding were used to clean the Library in 1995; sanding and acids should never be used on limestone. Ms. Morse reported spending a considerable amount of time researching the care of limestone and explained there are not many outlets which do this type of work. Ms. Morse presented a proposal for washing and re-pointing, in the amount of \$19,675, from Northeast Masonry, who have worked on limestone churches and Plymouth State University buildings; this proposal is good for one (1) year. She explained the proposal is based on two (2) men working 158 hours over three (3) weeks. Ms. Heath reported there have been three (3) leaks, Northeast Masonry will match the mortar and re-point as needed. Mr. Hanson reported the Library Trustees have practiced due diligence and referred to the Town's Purchasing Policies and Procedures, which allow the Selectmen to make an exception to the policies due to specialized activities. Ms. Mattson reported the funds would come from the Town's Buildings Maintenance and Repairs Expendable Trust Fund; Mr. Hanson reported there are funds to cover this project in 2009. Mr. Hanson motioned to accept Northeast Masonry's proposal as an exception to the Purchasing Policies due to the specialized nature of the project. Ms. Mattson seconded the motion and the vote was unanimous. The Library Trustees will contract with Northeast Masonry and request they submit a certificate of insurance meeting the Town's requirements.

**Library's 100<sup>th</sup> anniversary:** It was reported June 10, 2010 will be the 100<sup>th</sup> anniversary of the Library's dedication. Ms. Heiner reported the 2010 Memorial Day parade will be dedicated to the Library.

**Proposed Police Station:** Mr. Hanson reported the Building Committee (BC) will meet Thursday, November 5, 2009 and will be considering re-designing the proposed Police Station. He reported the Selectmen held a public hearing and the BC will take the supporting comments and concerns into consideration. Mr. Drenkhahn reported the BC will consider a different configuration of the building; a single story building with no dormers. He reported parking would be eliminated in the rear of the building; this will increase the amount of park area. Ms. Heiner reported she feels a nice town complex will keep in character with the Town, but expressed her concern with possible drainage issues. Mr. Hanson reported the Selectmen would like to confirm the Library Trustees support of the proposed park project; the Trustees support the project.

**Proposed 2010 budget:** The following proposed budget was presented:

**Salaries:** \$53,112 proposed for 2010 (\$53,112 was approved in 2009). Ms. Heiner expressed her concern about level funding of the budget and reported the Library employees all have had evaluations and all have done a good job. Mr. Hanson explained the Selectmen's intent was to ask Department Heads to be aggressive with their proposed budgets; it was not mandated that they be level funded. Mr. Hanson reported 2009 had 53 pay weeks and 2010 will have 52 pay weeks. He explained the Selectmen have not discussed 2010 wages and reported in 2009 the employees received a cost of living and step increase with the increased cost of health insurance factored in. Ms. Heath reported the Town of Moultonborough is considering giving up the step program and going to merit raises; Mr. Hanson reported the Selectmen adopted the step program to be competitive with other towns. Ms. Mattson explained the Town's step program is not an automatic increase; it gives the Selectmen guidelines. Mr. Hanson reported the cost of living for 2010 is zero. There was discussion regarding the "Cleaning Services" line item, which has a proposed budget of \$4,500; the Selectmen had previously decided to include all cleaning services in the "General Building Maintenance and Repairs" section of the budget.

**Fuel:** \$3,500 proposed for 2010 (\$6,000 approved in 2009).

**Furnishings/Equipment:** \$1,000 proposed for 2010 (\$1,000 approved in 2009).

**Repairs/Maintenance:** \$3,000 proposed for 2010 (\$3,000 approved in 2009).

**Supplies:** \$2,800 proposed for 2010 (\$2,500 approved in 2009).

**Electricity:** \$2,500 proposed for 2010 (\$2,000 approved in 2009).

**Telephone:** \$1,500 proposed for 2010 (\$1,480 approved in 2009)

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

**Collection Development/Book Sales:** \$500 proposed for 2010 (\$1,000 approved in 2009)

**Books & Periodicals:** \$12,000 proposed for 2010 (\$11,500 approved in 2009).

**Landscaping:** \$300 proposed for 2010 (\$300 approved in 2009).

**Special Projects from Gifts:** \$500 proposed for 2010 (\$500 approved in 2009).

**Professional Development & Training:** \$500 proposed for 2010 (\$500 approved in 2009).

**Program Projects/100<sup>th</sup> Anniversary:** \$750 proposed for 2010 (\$75 approved in 2009). The Trustees would like to publish a commemorative 100<sup>th</sup> anniversary booklet for the Library.

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

**Cleaning Services:** \$4,500 proposed for 2010 (\$4,310 approved in 2009). This will be zeroed; cleaning services will be included in the "General Buildings Repairs and Maintenance" line item.

**Computer Maintenance Contract:** \$495 proposed for 2010 (\$495 approved in 2009).

**Copier Maintenance Contract:** \$250 proposed for 2010 (\$250 approved in 2009).

**STEWART'S AMBULANCE:** Stewart's Ambulance representatives Steve Marsh, President, Stacy Meier, Executive Director and Justin Van Etten, Chairman met with the Selectmen to review information regarding Stewart's Ambulance. There was discussion regarding the following:

**Levels of service:** Mr. Van Etten explained EMT Basics and EMT intermediates for the most part stabilize the patient and get them to the hospital as quickly as possible. He reported Paramedics can bring medicine to the patient. He reported the following typical education levels:

- **Basic:** 160 hours
- **Intermediate:** 250 hours
- **Paramedic:** 1,000 to 1,800 hours.
- **Annual continuing education:** 72 hours

Ms. Schlemmer reported there are three (3) EMT Intermediates on the Center Harbor Fire Department who can carry life saving medications. Chief Schlemmer reported basic and intermediate EMT's save lives; paramedics don't always save lives.

**Ambulances provided:** Mr. Van Etten explained the contract requires Stewart's to provide two (2) ambulances, but they try to provide two (2) extra ambulances, and during the busiest times will provide up to six (6) at any one time.

**Paramedic staffing:** Mr. Van Etten reported Stewart's is required to have one (1) paramedic on staff 24/7, but there are normally three (3) and during business hours normally have many more than that. Mr. Hanson asked if a paramedic was always on the ambulance during calls. Mr. Van Etten explained that if the ambulance is toned as a basic service call, an EMT would be sent. A paramedic would be sent when necessary.

**Ambulance equipment:** Mr. Van Etten reported Stewart's ambulances are among the best stocked and best equipped in the State of New Hampshire.

**Charging firefighters for service:** Mr. Van Etten reported the Town's firefighters or their families are not charged; if they are insured Stewart's will charge their insurance, but not charge them personally. Chief Schlemmer reported knowing of instances where firefighters and/or their families have been charged. Mr. Van Etten reported Stewart's may not know all of the firefighters, but if any have paid for ambulance service, they will be reimbursed; Chief Schlemmer will review this with Mr. Van Etten.

**Charges per call:** Mr. Van Etten reported on average Stewart's charges \$602 a call through the four (4) towns included in the contract. He explained there are three (3) billing rates:

- **Basic life support**
- **Advanced life support**
- **Advanced II life support**

Chief Schlemmer asked if non-transport responses were included in the calculation of the average calls; Mr. Van Etten reported non-transport, \$0 goes into the average. He reported last year there were 21 \$0 calls in Center Harbor. Chief Schlemmer reported there were a total of 79 calls during that year. Mr. Van Etten reported the previous year there were 86 calls and reported the Center Harbor Fire Department is active and does a very good job responding to calls.

**Hardship write-offs:** Mr. Van Etten reported Stewart's offers a sliding fee scale based on the family size that allows for discounts of 10% to 100%. He reported accounts are not turned over to collections as long as the individual is making a good faith effort to work with them. He reported they normally only sue an individual when they (the individual) have been paid for Stewart's services (typically by an insurance company) and refuse to pay Stewart's; this would be insurance fraud.

**Contract:** Mr. Hanson reported the current contract expires in approximately 1 ½ years and asked about issues with the contract. Mr. Van Etten reported there is a clause that if the call volume increases by 10%, the price increases by 10% in perpetuity; he reported he feels this is unfair and doesn't want to slam the towns. Ms. Mattson asked about the clause in which, if one (1) town cancels their contract, the remaining three (3) absorb that portion of the contract; Mr. Van Etten confirmed the cost would be shared by the remaining towns equally. Chief Schlemmer reported the four (4) Fire Chief's and Stewart's meet quarterly; he reported Stewart's is an excellent ambulance service. Mr. Hanson encouraged the four (4) towns to meet early to discuss the contract; Chief Schlemmer reported that is the intention of the four (4) chiefs.

**STATE OF NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION (NH DRA):**

The Selectmen conducted a telephone conference call with NH DRA Representative Michelle Clark and discussed the 2009 property tax rate. Ms. Clark reported the Town has a healthy retainage in the unreserved fund balance. She reported \$47,098 was equal to \$.10 in the tax rate. After discussion, the Selectmen decided to use \$94,198 of the fund balance towards the property taxes and calculate \$150,000 into overlay to offset the 2% discount, TAN interest and abatements. Mr. Hanson motioned to set the 2009 property tax rate at \$10.22. Mr. Drenkhahn seconded the motion and the vote was unanimous.

**UNFINISHED BUSINESS:**

**HEARTHSTONE BED & BREAKFAST:** The Selectmen received a copy of a letter from the State of New Hampshire Fire Marshall's Office Investigator Thomas Riley to Shawn Bergeron, consultant for Paul & Jan Maggi regarding the Hearthstone B&B (TML 6-24). Mr. Riley reported the noted deficiencies at the Hearthstone B&B need to be corrected in order for the business to operate. Mr. Riley advised Mr. Bergeron that the violations must be corrected within sixty (60) days of his (Mr. Bergeron's) receipt of the letter. The State considers the Town's cease and desist order in effect and guests cannot occupy the business until the violations are corrected.

Mr. Riley reported the State Fire Marshall's Office takes no enforcement stance on Chief Schlemmer's request that an emergency alarm radio transmitter be installed. Mr. Riley reported it is not required or enforceable under the current state codes and laws, nor is it a requirement for an occupancy or assembly permit under current state law. Mr. Riley reported there is no local ordinance that requires the installment of this system, but should Mr. Maggi wish to accommodate the Fire Chief's request, he may do so once the mandatory required fire and life safety deficiencies have been remedied.

**MORRILL PARK PROJECT:** Mr. Hanson reported emailing State of New Hampshire Attorney General's Office representative Terry Knowles updating her on the status of the Morrill Park project. He reported the Building Committee (BC) would be meeting on November 5, 2009 and will consider a re-design of the construction of the Police Station, which would add more park area to the location. Mr. Hanson reported the Selectmen are looking to finalize a boundary line adjustment with abutters who have a lease on part of the bandstand property; this will clear up the current agreement administratively and add to that park area as well.

**DANE FOREST:** Ms. Mattson reported attending weekly meetings with the Lakes Region Conservation Trust (LRCT) and Squam Lakes Conservation Society (SLCS) regarding the campaign to raise funds to purchase the Dane Forest; 69% has been raised. Ms. Mattson reported the Canoe Restaurant has

partnered in a fundraising activity at the North End Restaurant; 100% of the proceeds will go towards this project. She reported the Town has been asked to allow temporary banners advertising this project. Mr. Hanson explained this is a Town project (conservation funds will be used to purchase a conservation easement on the property) and felt it would be appropriate to advertise on the bandstand until Thanksgiving. Mr. Drenkhahn suggested advertising on the reader board.

**ENERGY AUDIT:** The Selectmen reviewed The Jordan Institute’s interim report of the energy assessment dated October 30, 2009.

**UNCOLLECTED 2008 PROPOERTY TAXES:** The Selectmen received information from Tax Collector Ellen Burns reporting there is \$32,224.23 in outstanding 2008 property taxes. Mr. Hanson explained Ms. Burns informed him anything less than \$50,000 in outstanding taxes is a reasonable level.

**NEW BUSINESS:**

**NON-PUBLIC SESSION:** At 10:20 a.m. Ms. Mattson motioned to go into a non-public session to discuss matters that would affect someone’s reputation if made public. Mr. Drenkhahn seconded the motion and the vote was unanimous. Ms. Woodaman was also in attendance. There was discussion regarding a welfare issue; the Selectmen will monitor future activity and take formal action as necessary. At 10:33 a.m. Ms. Mattson motioned to end the non-public session. Mr. Drenkhahn seconded the motion and the vote was unanimous.

**PROPERTY TAX ABATEMENT:** The Selectmen received a memo from Tax Collector Ellen Burns reporting a \$100 error on the tax books from June 2009. She reported the taxpayer paid the taxes in cash, she counted it and issued a receipt; however when it was recounted it was \$100 short. Ms. Burns requested the Selectmen abate the \$100 and she will continue to try to collect the money. Mr. Hanson motioned to abate the \$100. Ms. Mattson seconded the motion and the vote was unanimous.

**RECONVENE:** At 10:33 a.m. Mr. Hanson reconvened the Board of Selectmen’s meeting.

**ADDITIONAL BUSINESS:**

**BELKNAP COUNTY MEETING:** Ms. Woodaman reported attending a meeting at the Belknap County Commissioner’s Office in which representatives of all the Belknap County towns were invited; three (3) towns were represented. She reported the towns had been surveyed regarding health insurance costs; the following are the monthly ranges:

	<u>Low</u>	<u>High</u>	<u>Center Harbor’s rate</u>
Single	\$ 502.02	\$ 756.02	\$ 527.47
2-person	\$1,054.94	\$1,496.00	\$1,054.94
Family	\$1,424.16	\$2,047.09	\$1,424.16

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

**CORRESPONDENCE:**

