

**Center Harbor Board of Selectmen  
Meeting Minutes  
Wednesday, November 18, 2009**

Chairman Charley Hanson called the meeting to order at 7:01 p.m. Selectmen Richard Drenkhahn and Randy Mattson were present. The Jordan Institute representatives Heather Nolen and Gary O'Connell, Davis and Towle Insurance representative Stacy McIntire, Energy Committee member Bernie Volz and Selectmen's Secretary Robin Woodaman were also in attendance.

**APPROVAL OF MINUTES:** Ms. Mattson motioned to accept the minutes of November 4, 2009. Mr. Hanson seconded the motion; the motion passed.

**APPOINTMENTS:**

**DAVIS & TOWLE REPRESENTATIVE STACY MCINTIRE:** Mr. Hanson reported the Town's current employee health insurance policy will increase by approximately 26% in 2010 and explained the Selectmen are looking for competitive rates for health insurance. Ms. McIntire will require information on the current health insurance policy in order to submit a proposal.

Ms. McIntire submitted information for the Selectmen's consideration regarding an employee disability insurance plan that mirrors the Town's current plan, but would be a savings to the Town. She reported the current policy pays disabled employees monthly and the new policy would pay disabled employees weekly.

**THE JORDAN INSTITUTE REPRESENTATIVES HEATHER NOLEN AND GARY O'CONNELL:** Ms. Nolen and Mr. O'Connell submitted The Jordan Institute's "Comprehensive Energy Plan for the Future" prepared as a result of the energy audit of the Municipal Building, Library and Highway Garage. There was discussion regarding immediate no/low cost initiatives and recommended measures to save energy and measures not currently recommended by The Jordan Institute. The Jordan Institute offers professional oversight services during the implementation phase of the recommended projects; the fee is 3½% above the cost of implementation. Ms. Mattson reported the Energy Committee's (EC) intention is that the EC members receive, and review, the energy audit prior to their December 3, 2009 meeting; the EC will recommend projects to the Selectmen.

**UNFINISHED BUSINESS:**

**HIGH HAITH BRIDGE PROJECT:** The following items were reviewed:

**Project bid recommendation:** The Selectmen reviewed a copy of the bid summary and recommendation by Lisa Martin, President of Quantum Construction Consultants, to Nancy Mayville at the NH DOT. Ms. Martin requested the NH DOT's approval to the Town to award the contract to M. E. Latulippe Construction, Inc.

**State of New Hampshire Department of Transportation (NH DOT) bid award:** The Selectmen received notification that the NH DOT has received the Bid Tabulation for the project and approve the Town to enter in an agreement with M. E. Latulippe Construction

based on their low bid of \$301,887.40. This amount will be funded at 100% with the ARRA-related funds (60% Federal and 40% State Aid Bridge).

**Notice of Award:** Mr. Hanson motioned to sign the “Notice of Award” with M. E. Latulippe Construction, Inc. Mr. Drenkhahn seconded the motion and the vote was unanimous.

**Oversight of project:** The Selectmen received an email from Jennifer Melendy, Program Assistant to the NH DOT’s Office of Federal Compliance, reporting Kathleen Eddington will be the NH DOT compliance officer on the project (#15403) and will want to be in attendance at the pre-construction meeting. Ms. Melendy asked if the Town had a consultant for the oversight; contact information for Lisa Martin, of Quantum Construction Consultants, LLC has been forwarded to Ms. Melendy.

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

**Building design and contract administration:** Mr. Hanson motioned to sign the contract with Quantum Construction Consultants, LLC for the design fee and contract administration, which the Selectmen had previously agreed to pending review of the contract by themselves and Road Agent Jeff Haines. Mr. Drenkhahn seconded the motion and the vote was unanimous.

**Survey:** The Selectmen reviewed the following proposals received for survey services at the Highway Department, located at 658 Dane Road:

David M. Dolan Associates, PC	\$2,500
Associated Surveyors	\$3,500
Ames Associates	\$3,900

These proposals will be forwarded to Quantum Construction Consultants, LLC for their review and recommendation.

**PROPOSED POLICE STATION:** The following items were discussed:

**Joseph and Carol Scalzo:** The Selectmen reviewed an email received from Mr. and Mrs. Scalzo reporting that, in their opinion, the park is the best location for the new Station. They reported they have traveled extensively and have seen hundreds of small towns in all 50 states; they reported those that are thriving have an easily identified area of municipal building and common grounds. Mr. & Mrs. Scalzo reported they feel the price is quite in line with what the Town should expect to pay for a building that is going to serve the public good for generations. They reported they have lived in Center Harbor for almost 24 years, pass by Morrill Park several times a day and feel it is the most under-utilized park they’ve ever seen; they believe the proposed plan will actually encourage greater use of the remaining green space because of the walkways and presumed benches or other places to sit.

**Barry Borella:** The Selectmen reviewed an email received from Mr. Borella reporting he recalled Mr. Hanson stating that “...the AG has signed off on plans to modify the park...” or words to that effect. He reported he called the Probate Court, which indicated they had not information about this matter. Mr. Borella reported he called Terry Knowles, at the Attorney General’s Office, who told him that as of November 12, 2009, no pleadings had been filed with the Court with respect to the park property. Mr. Borella requested being advised of when pleadings have been filed, as well as any dates for hearings at the Probate Court in this matter. Mr. Hanson reported the Selectmen had received a letter from the Attorney General’s Office

agreeing with the proposal, but the Town has not gone through with the formal process, pending final decisions about the design for the proposed police facility. Mr. Drenkhahn reported the Attorney General's Office will stand with the Town in court. Mr. Hanson will reply to Mr. Borella.

**Park**: Mr. Hanson reported he will contact Town Attorney Doug Hill regarding finalizing the park area now that the final proposal for the Police Station is in place.

**PROPOSED 2010 BUDGET**: The Selectmen reviewed the following:

**Property-Liability insurance**: The Selectmen received notification from the Local Government Center that the rates for the property-liability renewal have been held to a 6% increase for year three (3) of the agreement; the pricing program guaranteed the rates would not increase by more than 9% in each year of the three years.

**Workers' Comp insurance**: The Selectmen received notification from the Local Government Center that the workers' comp rates will increase 9% as recent statutory changes have broadened coverage, coupled with claims costs.

**Center Harbor Soup Kitchen**: \$500 requested for 2010 (\$0 requested/ approved in 2009).

**Community Action Program (CAP)**: \$8,400 requested for 2010 (\$8,400 approved in 2009).

**Moultonborough Fire Tower**: \$1,050 requested for 2010 (\$1,050 approved in 2009).

**Self Contained Breathing Apparatus (SCBA) Capital Reserve Fund (CRF)**: Fire Chief John Schlemmer recommended requesting \$5,000 for the SCBA CRF in 2010 (\$0 approved in 2009).

**Fire Engine Capital Reserve Fund (CRF)**: Chief Schlemmer recommended requesting \$30,000 in 2010 for the Fire Engine CRF (\$20,000 approved in 2009).

**Police medical examinations**: Police Chief Mark Chase recommended requesting \$385 for medical examination costs in 2010 (\$0 approved in 2009).

**BANDSTAND PROPERTY (TML 9-76)**: Ms. Mattson will contact Kevin and Diane Campbell, who have a lease on a section of the bandstand property, regarding a boundary line adjustment with the Town.

**2009 PROPERTY TAX**: The Selectmen reviewed the following:

**Tax Collector's warrant**: Mr. Hanson motioned to sign the Tax Collector's Warrant in the amount of \$4,776,746.90. Ms. Mattson seconded the motion and the vote was unanimous.

**Date of Notice of Tax**: The State of New Hampshire Board of Tax and Land Appeals (BTLA) acknowledged receipt of the final "Date of Notice of Tax"; November 9, 2009. Any property tax abatements should be calculated from this date.

**CABLE FRANCHISE RENEWAL**: Mr. Hanson asked Mr. Volz, who had previously volunteered to be on a cable franchise renewal committee, if he had experience with cable franchise renewals. Mr. Volz explained he did not, but was interested in including a public access channel in the new agreement. Mr. Drenkhahn reported that had been discussed with MetroCast representatives, a public access channel is available and he explained some towns use the franchise fee to purchase video equipment.

**NEW BUSINESS:**

**PERAMBULATION REQUESTS FOR PROPOSALS (RFP's):** The Selectmen opened the following perambulation proposals for perambulating all boundaries in Town:

Ryan W. Macdonald, LLS	\$ 4,400
Provan & Lorber, Inc.	\$ 12,200
David M. Dolan Associates, PC	\$ 18,640
Doucet Survey, Inc.	\$ 11,250 - Option A (+/- 100' GPS coordinates)
	\$ 22,500 - Option B (+/- 15' GPS coordinates)
	\$112,500 - Option C (+/- 1' GPS coordinates)
	\$ 2,500 - 5 reports
	Plus reimbursable expenses

The Selectmen will ask Receptionist Janet Kimball to prepare a spreadsheet so they may compare the proposals.

**AUDIT SERVICES REQUEST FOR PROPOSALS (RFP's):** The Selectmen will request RFP's for auditing services; the RFP's will be due on Tuesday, December 8, 2009 and opened during their Selectmen's meeting on Wednesday, December 9, 2009.

**RENEWAL OF GROUNDWATER MANAGEMENT PERMIT:** The Selectmen reviewed the "Application for Renewal of Groundwater Management Permit" prepared on behalf of the Town by Thomas R. Selling to be submitted to the State of New Hampshire Department of Environmental Services; this permit is for the monitoring on the former Center Harbor landfill on Keyser Road. Mr. Hanson motioned to sign the permit. Ms. Mattson seconded the motion and the vote was unanimous.

**PROPERTY TAX ABATEMENTS:** The Selectmen reviewed, and approved, the following property tax abatements:

Kyle, et al	TML 1-57	\$100.00
Maggi	TML 6-24.5	\$132.86

**FESTIVAL OF TREES:** The Selectmen received a request from the Altrusa Club of Meredith to operate a raffle at the Festival of Trees, which will be held at the Waukegan Golf Club, from December 3, 2009 through December 6, 2009. The Altrusa Club reported the proceeds of the Festival of Trees fundraiser will benefit the Inter-lakes Christmas Fund, the Moultonborough Santa Fund as well as area food pantries. Ms. Mattson motioned to allow the Altrusa Club of Meredith to operate a raffle at the Festival of Trees. Mr. Hanson seconded the motion and the vote was unanimous.

**ADDITIONAL BUSINESS:**

**PLANNING BOARD (PB):** Mr. Hanson reported the following items were discussed at the Tuesday, November 17, 2009 PB meeting:

**Proposed Police Station:** Mr. Hanson reported the PB approved the proposed Police Station's Non-Residential Site Plan. He reported a question was raised at the PB meeting regarding the proposed location and deed restrictions. He explained a building is not allowed within 57' of Route 25B per the deed. Mr. Drenkhahn reported the proposed building is not within 57' of the road.

**Luke Dupuis:** Mr. Hanson reported the PB discussed a potential physical therapy business in Senter's Market.

**Thomas Murdough:** Mr. Hanson reported the PB approved a second dwelling unit on Mr. Murdough's property (TML 7-44).

**Cynthia Melo:** Mr. Hanson reported the PB approved Ms. Melo's Non-Residential Site Plan review to operate a landscaping business (TML 3-102). He explained the car business currently operating on the property will be closed.

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

Cary	TML 9-69
Creteau	TML 4-4.16
Harris	TML 3-67.6
Murdough	TML 7-44

**CORRESPONDENCE:**

**NEW HAMPSHIRE HUMANE SOCIETY:** The Selectmen reviewed correspondence received reporting Mary G. DiMaria has been named the new Executive Director of the NH Humane Society.

**LAKE WAUKEAN AND LAKE WINONA LAKE LEVEL MANAGEMENT:** The Selectmen received correspondence reporting the State of New Hampshire Department of Environmental Services (NH DES), in cooperation with Hampshire Hospitality Holdings, Inc., the owner of the Lake Waukean Dam, is studying the current lake level management protocols that affect the private and public interests, use, enjoyment and health of both lakes. It was reported that the elevation of 540'0" has been set as the upper limit for any future recreational lake level for Lake Waukean. An opinion survey is being taken to garner additional comments from lakeshore residents, lake users or other interested parties.

**COALITION COMMUNITIES:** The Selectmen received information from the Coalition Communities reporting there will be 46 Donor communities as of July 1, 2011. It was reported there will be a Coalition Communities meeting scheduled to further discuss the situation.

**ADJOURNMENT:** At 9:47 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