

**Town of Center Harbor
Board of Selectmen's Meeting Minutes
December 2, 2009**

CALL TO ORDER: At 8:00 a.m. Chairman Charley Hanson called the meeting to order. Selectmen Richard Drenkhahn and Randy Mattson were also present. Road Agent Jeff Haines, Compliance Officer Ken Ballance, Police Chief Mark Chase, Quantum Construction Consultants, LLC representatives Jennifer Reczek and Rick Wolfe, State of New Hampshire Department of Transportation Compliance Review Officer Kathleen Eddington, M. E. Latulippe Construction, Inc. representatives Mike Latulippe and Cindy Drouin, Local Government Center representative Tammie Croft, Doucet Survey, Inc. representative Gerald Miller and Selectmen's Secretary Robin Woodaman were also in attendance.

APPROVAL OF MINUTES:

- Mr. Drenkhahn motioned to accept the minutes of November 18, 2009. Ms. Mattson seconded the motion and the vote was unanimous.
- Mr. Drenkhahn motioned to accept the minutes of November 25, 2009. Ms. Mattson seconded the motion and the vote was unanimous.

APPOINTMENTS:

ROAD AGENT JEFF HAINES: The following items were discussed:

Kevin Thomas: Mr. Haines reported Mr. Thomas has submitted his notice; his last day of employment will be December 18, 2009.

Equipment Operator opening: There was discussion regarding advertising for the position of Equipment Operator; the applications will be due December 16, 2009.

Winter operations: Mr. Hanson asked if it would be possible for the Highway Department to operate with a two (2) man crew for the winter. Mr. Haines reported that would depend on the severity of the weather and vehicle breakdowns and suggested it was not a good idea.

Survey of Highway Garage property: Mr. Haines reported receiving the following proposals for surveying the Highway Garage property in anticipation of the construction of a sand/salt storage shed:

- | | |
|-------------------------|---------|
| • Dave Dolan Associates | \$2,500 |
| • Associated Surveyors | \$3,500 |
| • Ames Associates | \$3,900 |

Mr. Haines reported Quantum Construction Consultants reviewed the proposals and concurred with Mr. Haines' recommendation to award the contract to Dave Dolan Associates.

Wood Ridge Road: There was discussion regarding the top of Wood Ridge Road; Mr. Hanson reported the developer's intent was to keep that section of the road as private driveways. There was discussion regarding Ambrose Logging deeding the other section of the road that they own to the Town.

Removal of stone wall: Mr. Haines reported being contacted by a resident on Hawkins Pond Road, which is a scenic road, regarding the removal of a stone wall. Mr. Haines reported researching RSA 472:6, which limits the removal of stone walls that are boundary markers. Mr. Hanson reported the Selectmen will have to research two (2) issues:

1. Can the stone wall be replaced, due to state statute, with a split rail fence, and
2. Do the scenic road rules apply to this matter?

COMPLIANCE OFFICER KEN BALLANCE: The following item was discussed:

Waukewan Holding's property: Mr. Ballance reported he had been contacted by Waukewan Holding's (TML 3-27) regarding applying for a construction permit to re-roof the house; Mr. Ballance informed them a construction permit was not required for roofing; it would be a permit by notification. He explained they have since performed additional work which will require a construction permit. Mr. Ballance informed the Selectmen that during this time a cease and desist order was issued by the Court and the property has some legal issues being addressed in the court. Mr. Ballance wanted the Board to be aware of the situation.

POLICE CHIEF MARK CHASE: Chief Chase reported the Fire Station roof leaked into the Police Department's Office and evidence room; he reported purchasing three (3) tarps to cover evidence.

HIGH HAITH BRIDGE PRE-CONSTRUCTION MEETING: The Selectmen met with Road Agent Jeff Haines, Quantum Construction Consultants, LLC representatives Jennifer Reczek and Rick Wolfe, State of New Hampshire Department of Transportation Compliance Review Officer Kathleen Eddington, M. E. Latulippe Construction, Inc. representatives Mike Latulippe and Cindy Drouin regarding the High Haith Bridge replacement project. The following items were discussed:

- Schedule: M. E. Latulippe Construction, Inc. will begin work December 7, 2009.
- Bonding and Insurance Requirements: Requirements are in place
- Contact List: A contact list was submitted. Mr. Drenkhahn will be the Selectmen's "point person".
- Job Progress Meetings: Meetings will be coordinated between Ms. Eddington, Ms. Reczek and Mr. Latulippe. Ms. Eddington reported she will audit the project every three (3) weeks.
- Bid Price vs. Final Construction Cost: Ms. Reczek reported the final price will be adjusted based on the number of units of work performed during the project.
- Progress Payments: Will be authorized by Ms. Reczek. Ms. Eddington will conduct a final review of all records.
- Submittals/Shop Drawings: Mr. Latulippe will submit these to Ms. Reczek as needed.
- List of Subcontractors: A list of subcontractors was submitted by Mr. Latulippe.
- Labor and Compliance
- Utility Coordination
- Clearing
- Easements: All easements are in place.
- Site Security/Storage of Materials: Police Chief Mark Chase will be asked to increase the patrols in the area.
- Fuel Storage: There will not be any fuel stored at the construction site.
- Snow Plowing: Snow plowing will be provided by the Town with assistance from Latulippe as needed.
- Access/Parking/Traffic Control
- Permits: All necessary permits are in place.
- Work Hours: Mr. Latulippe reported work hours will generally be from 7:00 a.m. to 4:00 p.m. to 4:30 p.m. There was discussion regarding the possibility of working some weekends and holidays. The Selectmen granted permission for some weekend and holiday work as long as they are notified.
- Record Documents
- Public Relations: Mr. Hanson will be the contact for questions regarding the project.

- Inspection/Testing
- Erosion Control
- Site Safety: OSHA requirements will be in place. This construction site will be a “hard-hat” area. Mr. Hanson reported it is important for the public to know there is no access to the construction site.
- Hydrant project: There was discussion regarding not working on the installation of the hydrant during this construction; it was not part of the project which is an ARRA funded project.

TAMMIE CROFT, LOCAL GOVERNMENT CENTER (LGC): Ms. Croft explained the Town of Center Harbor has been in a health insurance pool with the Towns of Meredith, Ashland and Sandwich and SAU #2 since July 2005; the renewal cycle is July through June. She explained in the month of October, LGC looks at claims data from July through June to determine the following fiscal years Guaranteed Maximum Rates (GMR) for budgetary purposes. She explained in May, LGC will review the most recent claims data to finalize the health insurance rates. Ms. Croft reported LGC offers Anthem Blue Cross/Blue Shield indemnity plans, Blue Choice Point-of-Service plans and Matthew Thornton HMO plans; she submitted information on all the plans to the Selectmen for their review. There were many questions and much discussion about how the Town can keep health insurance rates reasonable.

UNFINISHED BUSINESS:

2009 TOWN REPORT: The Selectmen received the following proposals for the 2009 Town Report:

Elan Publishing:	\$1,920
Whitman Communications:	\$2,409

The Selectmen would like confirmation of a color cover sheet from Elan Publishing.

2008 PROPERTY TAX ABATEMENT APPLICATIONS: The Selectmen received notification from the State of New Hampshire Board of Tax and Land Appeals requiring the following parties to meet with the Selectmen and file a ‘Report of Settlement Meeting & Order’ as a result of their 2008 property tax abatement applications:

Seery 1993 QPRT	TML 7-38
Mitchell	TML 3-97.8

2010 TOWN MAPPING: The Selectmen received, and reviewed, Cartographic Associates, Inc. proposal for the 2010 tax map maintenance. Cartographics will be asked if this contract would be applied to a new contract if the Selectmen decide to proceed with digital mapping and it is approved at the 2010 Town Meeting.

ENERGY AUDIT: The Selectmen received the final invoice from The Jordan Institute for the energy audit of three (3) Town buildings. Ms. Mattson asked where the electronic copy of the audit is; final payment will not be made until the Town receives the electronic copy.

MORRILL PARK: The Selectmen had previously received an email from Barry Borella inquiring about the status of the park. Mr. Hanson emailed Mr. Borella reporting the State of New Hampshire Attorney General’s Office is in agreement with the Town’s proposal (the Selectmen have a letter stating so) and

will go to the Court cooperating with the Town to get final approval. Mr. Hanson explained the Selectmen have not done the court procedure as of yet.

PERAMBULATION: Doucet Survey, Inc. representative Gerald Miller presented the Selectmen with an aerial photo of the Town including pictures of the Town's boundary markers. The Selectmen discussed the proposals received for the perambulation. Mr. Drenkhahn asked if any of the proposals, other than Doucet Survey, Inc., specified how accurate the GPS coordinates would be. Mr. Hanson reported more research of the proposals is required before the Selectmen can make their decision.

FIRE STATION ROOF LEAKS: The Selectmen discussed the reports of the Fire Station roof leaking again. Mr. Hanson suggested Architect Gary Goudreau be contracted to submit a conceptual plan of cost-effective improvements for future space.

RURAL DEVELOPMENT CONSTRUCTION LOAN PACKAGE: The Selectmen received the application package for community facilities construction projects from USDA Rural Development office; the current rate is 3.375% for a 30 year term.

NEW BUSINESS:

HOT DOG CART VENDOR REQUEST FOR PROPOSALS (RFP's): The Selectmen did not receive any proposals for the hot dog vending cart. Mr. Drenkhahn suggested the Selectmen now approve an application on a first come, first served basis. Ms. Mattson explained the applicant should submit a proposal to the Selectmen and meet the Town's insurance guidelines.

BUILDING RELOCATION: Mr. Hanson reported being contacted by Paul Maggi regarding moving a residence on property he owns. Mr. Hanson reported informing Mr. Maggi he will need to meet with the Planning Board for Site Plan Review; a plan showing where the building will be located on his main property as well as what property will be subdivided with the building will be required. Mr. Maggi will have to obtain a building permit, prior to undertaking any work, and follow all appropriate building codes for the project. Mr. Hanson reported if the building will be used as part of Mr. Maggi's Bed and Breakfast, it will need different code requirements than a personal dwelling. A letter will be sent to Mr. Maggi outlining these requirements.

LIBRARY MASONRY RESTORATION: The Selectmen received, and reviewed, Northeast Masonry's contract for restoration of the Library's masonry. The Library Trustees had previously discussed their efforts in soliciting proposals for this project; due to the specialized nature of the project the Selectmen waived the necessity of the formal bid process. Mr. Hanson motioned to sign the contract with Northeast Masonry, in the amount of \$19,675. Mr. Drenkhahn seconded the motion and the vote was unanimous.

RIDGE BERRY LANE: The Selectmen received, and reviewed, Road Agent Jeff Haines' road inspection of Ridge Berry Lane.

COMMUNITY DEVELOPMENT FINANCE AUTHORITY (CDFA) CONFERENCE CALL: Mr. Drenkhahn reported being present during a CDFA conference call regarding their Municipal Energy Reduction Assistance Fund. He reported CDFA was awarded \$1.5 million through the Public Utilities Commission to capitalize a revolving loan fund; this fund will finance energy improvements to municipal facilities and activities. Mr. Drenkhahn reported the conference call was an information gathering call, a draft of the program will be ready in two (2) weeks and the final program will be ready in one (1) month.

He explained there currently are no criteria to determine how much funding a municipality would receive, the interest rate and what cap would be placed on funding. Ms. Mattson will update the Energy Committee.

2010 EDUCATION TAX WARRANT: The Selectmen received notification from the State of New Hampshire Department of Revenue Administration of the 2010 Education Tax Warrant in the amount of \$1,021,852.

RIGHT-TO-KNOW LAW: The Selectmen received a copy of the City of Keene's court decision regarding RSA Ch. 91-A from Town Attorney Doug Hill. Attorney Hill noted the court's conclusion that there is no obligation to provide records in electronic form.

NEW HAMPSHIRE BAR'S ANNUAL UPDATE OF MUNICIPAL LAW: The Selectmen received a copy of the New Hampshire Bar's annual update of municipal law submitted by Town Attorney Doug Hill. Ms. Mattson asked that copies be made for the Town's Boards and Commissions.

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

ADDITIONAL BUSINESS:

DANE FOREST: Ms. Mattson reported there was recent fundraiser which was very well attended; she reported 83% of the fundraising goal has been reached.

CORRESPONDENCE:

FIRE CHIEF JOHN SCHLEMMER: The Selectmen received, and reviewed, a memo submitted by Fire Chief John Schlemmer reporting the following:

- Fan and light repairs at Station 1: The Selectmen granted permission for repairs to the fan and a couple of lights at Station 1; the funds will come from the General Building's Repair and Maintenance line item.
- Broken drain pipe: Chief Schlemmer asked if Mr. Haines will repair the broken drain pipe before the winter; Mr. Haines reported he will not be able to repair it this year. Ms. Mattson suggested the project be subcontracted in order to get the project done.
- Stewart's Ambulance: Chief Schlemmer asked if the Selectmen had any questions on the previous meeting with Stewart's Ambulance.
- Station 2: Chief Schlemmer asked that they discuss the space at Station 2.
- Fire truck: Chief Schlemmer reported there is a demo fire engine for sale at a savings of \$100,000. He reported the lease payments would be reduced considerably.

The Selectmen received, and reviewed, a copy of Chief Schlemmer's favorable Forest Fire Warden Evaluation performed by Forest Ranger Robert E. Boyd.

STATE OF NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION (NH DOT): The Selectmen received an email from the NH DOT reporting a gentleman is contacting contractors claiming to be a NH DOT employee requesting information on behalf of the municipalities; this gentleman does not work for the NH DOT and is making fraudulent claims so act accordingly.

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

Dane	TML 8-43
Murdough	TML 7-44
Davis	TML 3-83
Kemery	TML 5-12

ADJOURNMENT: At 12:04 p.m. Ms. Mattson motioned to adjourn the Board of Selectmen's meeting. Mr. Drenkhahn seconded the motion and the vote was unanimous.

Respectfully submitted,

Robin Woodaman
Selectmen's Secretary