

**Center Harbor Board of Selectmen
Meeting Minutes
Wednesday, December 9, 2009**

Chairman Charley Hanson called the meeting to order at 8:05 a.m. Present were Selectmen Richard Drenkhahn and Randy Mattson (arrived at 8:12 a.m.). Quantum Construction Consultants, LLC representative Jennifer Reczek, Michael Latulippe of M.E. Latulippe Construction, Inc., Brian Kennedy, Rob Nedeau, David Smith and Selectmen's Secretary Robin Woodaman were also in attendance.

TREE TRIMMING ON A SCENIC ROAD: The Selectmen received a copy of an email from John & Janet Kimball to Road Agent Jeff Haines reminding him (Mr. Haines) that it is a low salt area in front of their home and also asking Mr. Haines not to trim the trees along their property, which is on a scenic road, again. Mr. Drenkhahn suggested the Selectmen give Mr. Haines written permission to trim or remove trees on scenic roads whenever he feels they are a public nuisance pursuant to state statutes and Mr. Hanson agreed.

APPROVAL OF MINUTES: Ms. Mattson motioned to accept the minutes of December 2, 2009. Mr. Hanson seconded the motion and the vote was unanimous.

APPOINTMENTS:

QUANTUM CONSTRUCTION CONSULTANTS, LLC REPRESENTATIVE JENNIFER RECZEK AND MICHAEL LATULIPPE OF M.E. LATULIPPE CONSTRUCTION, INC.: Ms. Reczek presented the Storm Water Pollution Prevention Plan (SWPPP), part of the High Haith Bridge replacement project, to the Selectmen. Mr. Hanson motioned to sign the SWPPP as presented by Ms. Reczek and Mr. Latulippe. Mr. Drenkhahn seconded the motion and the vote was unanimous.

Mr. Latulippe reported working on the temporary road and also reported the old bridge is scheduled for demolition next week.

NON-PUBLIC SESSION: At 8:53 a.m. Mr. Hanson motioned to go into a non-public session per RSA 91-A:3, II(d) to discuss buying, selling or leasing of property. Mr. Drenkhahn seconded the motion and the vote was unanimous. Present were Mr. Hanson, Mr. Drenkhahn, Ms. Mattson and Ms. Woodaman. There was discussion regarding Kevin and Diane Campbell's lease on a portion of the bandstand property. At 9:18 a.m. Ms. Mattson motioned to end the non-public session. Mr. Hanson seconded the motion and the vote was unanimous.

RECONVENE: At 9:18 a.m. Mr. Hanson reconvened the Board of Selectmen's meeting.

KEVIN & DIANE CAMPBELL: Mr. Hanson called and cancelled the Selectmen's 9:30 a.m. meeting with Mr. & Mrs. Campbell.

NON-PUBLIC SESSION: At 9:19 a.m. Mr. Hanson motioned to go into a non-public session per RSA 91-A:3, II(a) to discuss compensation of employees. Mr. Drenkhahn seconded the motion and the vote was unanimous. Mr. Hanson, Mr. Drenkhahn and Ms. Mattson were present. There was discussion

regarding the 2010 compensation of employees. At 10:04 a.m. Ms. Mattson motioned to end the non-public session. Mr. Hanson seconded the motion and the vote was unanimous.

RECONVENE: At 10:05 a.m. Mr. Hanson reconvened the Board of Selectmen's meeting.

BRIAN KENNEDY, ROBERT NEDEAU AND DAVID SMITH: There was discussion regarding the possibility of Ridge Berry Lane being accepted as a Town Road at the 2010 Town Meeting. Road Agent Jeff Haines had provided Mr. Kennedy with a punch list of items to be addressed. Mr. Kennedy reported Mr. Haines reviewed the road recently and was pleased with the condition of the road. Mr. Hanson reported the Planning Board's road standards call for asphalt. Mr. Kennedy reported speaking with Town Clerk, and Planning Board Clerk, Sheila Mohan who informed him asphalt is desired, but not required; he reported the property owners would have the road paved if necessary. The Selectmen reviewed Mr. Kennedy's "as-built" plan of the road indicating the boundary markers and location of the road; this is part of the requirement for acceptance as a Town Road. Mr. Kennedy reported the road is owned equally by all eight (3) lots; deeds transferring ownership to the Town will be required.

Mr. Hanson explained a petitioned warrant article, signed by at least 25 registered Center Harbor voters will be required; Ms. Mohan reported the petitioned warrant article is due five (5) weeks before Town Meeting. Mr. Hanson explained it is up to the voters at Town Meeting to accept the road. Ms. Mattson explained the voters accepted a road as a Town Road two (2) years ago and the necessary paperwork is just being completed. Mr. Kennedy reported he will contact an attorney to have the deeds drawn up deeding Ridge Berry Lane to the Town; he explained if the road is not accepted in 2010, everything will be in place to be voted on again in 2011. Ms. Mattson explained the Selectmen can voice their support of acceptance if everything is in place.

UNFINISHED BUSINESS:

PERAMBULATION: Mr. Hanson reported he will contact Ryan W. MacDonald, the lowest bidder, regarding clarification on the type of GPS unit Mr. MacDonald would use during the perambulation. Ms. Mattson will research Mr. MacDonald's references.

PROPOSED 2010 BUDGET: The Selectmen discussed the following items:

Employee wages: Mr. Hanson reported the Selectmen will propose step increases for employees in 2010.

Health insurance: Mr. Hanson reported the Selectmen will evaluate the health care costs and the mechanism for the employees to share some of the dramatic increase in cost. The Selectmen received correspondence from Primex reporting that their (Primex) health insurance rates would be significantly higher than the Town's current provider (Local Government Center).

Town mapping: Ms. Woodaman reported Cartographic Associates, Inc. informed her the cost for updating the Town's maps was separate from digital mapping of the Town. She explained the tax maps always have to be updated with transfer of ownership, subdivisions, boundary line adjustments, etc. Don Butson, of Cartographic Associates, Inc. has reported they will include the cost of updating the tax maps in 2010 if the Town completes the digital mapping project and would include the cost in 2011 in the Town chooses to complete the digital mapping project in two

(2) years. Mr. Hanson motioned to sign the tax mapping contract with Cartographic Associates, Inc. in the amount of \$2,800. Ms. Mattson seconded the motion and the vote was unanimous.

Town report: The Selectmen reviewed Elan Publishing's proposal for 600 Town reports, with a full color outside front, at a cost of \$3.20 per report. The Selectmen reviewed the binding options. Ms. Mattson motioned to contract with Elan Publishing for the 2009 Town Report; with the spiral binding.

Town Band: The Selectmen reviewed Band Director Carlos Martinez's two (2) proposed budgets for 2010; one (1) Mr. Martinez referred to as the "proposed" budget (\$11,550) and the other was referred to as the "realistic" budget (\$10,480). Ms. Mattson reported the Town Band's budget has risen considerably; Mr. Martinez has done a great job as Band Director and suggested the Selectmen propose the "realistic" budget considering the other department heads had been asked to level fund as much as possible. Mr. Hanson reported the "realistic" budget reflects a 7.8% increase. Mr. Martinez proposed the following:

Director's stipend: \$3,250 proposed for 2010 (\$3,200 approved in 2009).

Town Band member's fee: \$5,400 proposed for 2010 (\$4,821 approved in 2009). The Selectmen discussed this line item as the line item that impacted the increase. They discussed the increase of the size of the band over previous years.

Music purchase & materials: \$1,280 proposed for 2010 (\$1,200 approved in 2009). The Selectmen discussed the fact that there is still \$800 in the 2009 approved budget for the purchase of music and materials. Mr. Martinez will be encouraged to purchase music prior to December 31, 2009 and reduce the 2010 proposal.

Supplies/Postage/Copies: \$300 proposed for 2010 (\$250 approved in 2009).

Music Library upkeep: \$250 proposed for 2010 (\$250 approved in 2009).

Conservation Commission: Ms. Mattson reported the CC requested level funding of the 2009 budget; \$2,000.

Inter Lakes Day Care: \$4,662 requested for 2010 (\$4,662 approved in 2009).

State of New Hampshire Department of Transportation: The Selectmen received notification that \$36,218.58 may be available as revenue to the Town in 2010 as State Highway Block Grant Aid. The January (\$6,695.16) and April (\$6,327.60) payments are set amounts, however the April payment has been adjusted to reflect the actual State gas tax revenues and motor vehicle fees collected in the State Fiscal Year 2009. The July (\$11,597.91) and October (\$11,597.91) payments are based on estimated revenues and could possibly change.

WOOD RIDGE ROAD: The Selectmen discussed the status of the portion of Wood Ridge Road owned by Ambrose Logging; the Town will obtain an easement to the existing turn-around. The Selectmen discussed the possibility of Ambrose Logging deeding the non-constructed road shown on the plan to the two (2) property owners. Ms. Mattson reported the Selectmen understand that the Town could not issue those deeds; they would be issued by Ambrose Logging and Ambrose Logging can choose to or not. Mr. Hanson reported the Selectmen should adopt a road criteria policy prior to a road being accepted as a Town road.

FIRE DEPARTMENT DRAIN REPAIRS: Ms. Mattson reported speaking with Fire Chief John Schlemmer regarding Road Agent Jeff Haines' report that he would not be able to repair the drain this year because they couldn't pave due to winter. She reported Chief Schlemmer contacted LeMein Construction and also spoke with Mr. Haines about the project. Chief Schlemmer explained to Mr. Haines a couple of firefighters could help. Mr. Drenkhahn reported the drain was not in the location originally

thought to be. He explained when it was dug up there were a few different thoughts as to be the cause of the plug. Mr. Drenkhahn reported a section of the pipe was replaced with heat tape inside. He reported the drains work, but explained the pitch is not correct. Ms. Mattson reported a skim coat of asphalt was applied.

FIRE DEPARTMENT ITEMS: The following items were discussed:

Fan and lights repairs: Mr. Drenkhahn reported Fire Chief Schlemmer is obtaining quotes for repairs to the fan and a couple of lights. Ms. Mattson reported asking Chief Schlemmer to review the recommendations in the energy audit so as not to replace lights that are not the recommended ones from the energy audit and turn around and replace them again.

Fire truck: Mr. Drenkhahn reported the Selectmen specifically informed Chief Schlemmer to wait until 2011 for the new fire truck. Chief Schlemmer had reported that there is a demo that may fit the Town’s needs; this would be a \$100,000 savings and reduce the Town’s lease payments considerably. This will be discussed with Chief Schlemmer on December 16, 2009.

NEW BUSINESS:

AUDIT PROPOSALS: The Selectmen opened, and reviewed, the following audit services proposals:

Company	2009 audit	2010 audit	2011 audit	Three (3) year total
Melanson Heath & Company, PC	Audit: \$12,500 MS-5: \$ 500 Total: \$13,000	Audit: \$13,000 MS-5: \$ 500 Total: \$13,500	Audit: \$13,500 MS-5: \$ 500 Total: \$14,000	\$40,500
Grzelak & Company: The Town’s current auditor emailed to say they would not be sending a formal proposal, but would offer our continued services at the same fee as 2008	\$9,000			
Roberts, Greene & Drolet, PLLC	\$9,475	\$10,050	\$10,550	\$30,075
Ron L. Beaulieu & Company	Audit: \$5,650 Other: \$2,000 MS-5: \$ 950	Audit: \$5,935 Other: \$2,100 MS-5: \$1,000	Audit: \$6,230 Other: \$2,250 MS-5: \$1,050	\$27,120

Ms. Mattson referenced the Selectmen’s policy to accept the lowest bidder as required by the Town’s purchasing policy. The Selectmen discussed Grzelak and Company’s charge of \$9,000 per year since the implementation of the GASB 34 requirements. Grzelak and Company will be asked to submit an audit cost for 2010 and 2011. The Selectmen will review the proposals next week.

WINTER SIDEWALK MAINTENANCE: Mr. Hanson reported the Town of Tilton was recently sued for not maintaining the sidewalk over Route 93. Ms. Mattson reported the Selectmen should review the winter maintenance of the Library's walkways with Road Agent Jeff Haines. Mr. Drenkhahn reported it could be difficult to clear the Library's walkways until a third Highway Department employee is hired. Mr. Hanson suggested Horace Olden be contracted to clear the Library's walkways until the third employee is in place.

GRANT PROGRAMS: The Selectmen received information from Energy Committee member Bernie Volz regarding upcoming competitive grant programs. Mr. Volz reported there will be a competitive Energy Efficiency and Conservation Block Grant program that will be administered by the State's Office of Energy and Planning. Mr. Volz reported there are steps the Town can take now to be able to submit an application quickly once the program is ready to accept them; the Selectmen would like Receptionist Janet Kimball to research this and take the necessary steps to prepare the Town to be ready to apply for these grants.

CONGESTION MITIGATION & AIR QUALITY (CMAZ) APPLICATION PROCESS: The Selectmen received information from Conservation Commissioner Maureen Criasia-Volz regarding the application process for the State of New Hampshire Department of Transportation's 2009-2010 Congestion Mitigation and Air Quality grant program. Mike Izard, Lakes Region Planning Commission's Principal Planner will be asked if the Town should pursue this application.

WARRANT ARTICLE & BUDGET FORM WORKSHOP: The Selectmen received notification that the State of New Hampshire Department of Revenue Administration will be holding Warrant Article & Budget Form Workshops; either Mr. Hanson or Ms. Woodaman will attend the January 13, 2010 workshop in Concord.

ABATEMENT APPLICATION: The Selectmen received, and reviewed, the following 2009 Property Abatement Application:

Huston

TML 2-13

ADDITIONAL BUSINESS:

ENERGY COMMITTEE (EC): Ms. Mattson reported the EC met on Thursday, December 3, 2009 and reviewed the energy audit, which was prepared by The Jordan Institute. She explained the EC reviewed every suggested change and the idea of establishing an expendable trust fund specifically for implementing energy saving plans for the future. There was discussion regarding the possibility of grant funds going into the expendable trust fund and the Town using funds from the expendable trust fund to match grants; the State of New Hampshire Department of Revenue Administration will be asked these questions.

Ms. Mattson reported the EC, in January, will submit a short list of energy savings projects such as replacing the rear garage door of the Fire Station and installing weather stripping.

CONSERVATION COMMISSION (CC): Ms. Mattson reported the CC met Monday, December 7, 2009. She reported the Prime Wetlands map is at the State for approval. She reported the Dane Forest is closer to the fundraising goal.

BUILDING COMMITTEE (BC): Mr. Drenkhahn reported the BC met with Bonnette, Page & Stone Construction Manager Keith McBey on Thursday, December 3, 2009. He reported the proposed cost for the proposed Police Station is \$1,199,000, which includes landscaping. Mr. Drenkhahn reported additional funds will be needed for security (\$50,000), furnishings (\$30,000) and contingency (\$60,000), bring the cost of the proposed project to \$1.34 million. He reported the previous design cost did not include the additional cost estimates. Mr. Drenkhahn reported the previous designed building was reduced by approximately 550 square feet; he reported they were able to include the community/emergency communications room in the new design.

YIELD TAXES ASSESSED: The Selectmen reviewed, and signed, the following Certification of Yield Taxes Assessed:

Halsey	TML 6-61
Allen	TML 3-96

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

Allen	TML 3-96
Waukewan Holdings	TML 3-27

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

CORRESPONDENCE:

TOWN OF MOULTONBOROUGH: The Selectmen received an email from Carter Terenzini, Town Administrator for the Town of Moultonborough, inviting the Selectmen to meet with the Moultonborough Selectmen on January 14, 2010 at 7:00 p.m. to discuss the renewal of the ambulance contract; the Selectmen will attend and a meeting will be posted.

ADJOURNMENT: At 11:14 a.m. Mr. Drenkhahn motioned to adjourn the Board of Selectmen's meeting. Mr. Hanson seconded the motion; the motion passed.

Respectfully submitted,

Robin Woodaman,
Selectmen's Secretary

