

**Center Harbor Board of Selectmen
Meeting Minutes
Wednesday, December 16, 2009**

Chairman Charley Hanson called the meeting to order at 7:02 p.m. Selectmen Richard Drenkhahn and Randy Mattson were present. Fire Chief John Schlemmer, 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 December 9, 2009. Mr. Hanson seconded the motion; the motion passed.

APPOINTMENTS:

FIRE CHIEF JOHN SCHLEMMER: The following items were discussed:

- **Fan and lights at Station 1:** Mr. Hanson suggested Chief Schlemmer get input from The Jordan Institute's energy audit prior to replacing lights; Chief Schlemmer reported he has read the energy audit. There was discussion regarding not spending funds on items such as lights that may be replaced in the near future as part of the recommendations of the energy audit. Mr. Hanson explained funds from the Buildings Repairs and Maintenance Expendable Trust Fund may be used for repairs.
- **Drain repair:** Chief Schlemmer reported it cost \$1,000 for paving an 18' x 18' patch (2 ½" thick) in front of the Fire Station as part of the drain repairs. He reported the asphalt came from Concord; therefore there was a higher trucking cost. He reported the paving has made for a safer entrance into the Fire Station. Chief Schlemmer reported the drain pipe is only down 22", which may cause future problems due to freezing conditions. He reported 1,000 gallons of water was flushed through the pipe and heat tape was installed in the pipe during the project to ensure it functions in cold weather.
- **Stewart's Ambulance:** Mr. Hanson reported the Selectmen were invited to meet with the Town of Moultonborough's Board of Selectmen, and the other member Towns in the contract, on Thursday, January 14, 2010 at 7:00 p.m. to discuss the ambulance service. Chief Schlemmer reported Stewart's Ambulance has refunded funds to several families that were billed for ambulance service that Stewart's representatives had said should not have been billed. He reported he has had citizens bring their ambulance bills to him, which reflect a greater amount than Stewart's had reported as their average bills; he reported mileage to the hospital is an additional charge. Chief Schlemmer reported he feels it is not necessary for Stewart's to automatically respond to alarm calls; he has stopped having them automatically respond. Chief Schlemmer recommended the Selectmen consider the length of the ambulance contract; he suggested either a three (3) year or annual contract. Chief Schlemmer expressed his concern if one (1) of the other towns pulled out of the contract; the remaining towns would have to absorb the cost equally. Mr. Hanson suggested the possibility of the town's having a separate agreement to address participation for the term of the ambulance contract.
- **Fire Department space:** Chief Schlemmer reported the need for space to house the second rescue truck in the Highway Garage; this would allow one (1) rescue truck in each station. He reported the possibility of moving the Fire Department to the back of the garage and the Highway Department taking over the front bay. Mr. Hanson reported the Space Needs

Committee's report indicated that the Fire Department had plenty of space that could be re-developed into modern space and that this scenario was discussed as a viable option for future needs.

- **Fire truck:** Chief Schlemmer reported on the possibility of the Town's purchasing a demo unit fire truck at a cost of approximately \$260,000, which would be savings of \$90,000. He reported new emissions standards will go into effect in 2011, which will add to the price of a new truck. Chief Schlemmer proposed replacing Engine 2 with this demo unit and refinancing Engine 4. He presented the following financial scenario:

Current lease/purchase payments on Engine 4 (4 years left in lease)	\$26,475
Fire truck/rescue vehicle Capital Reserve Fund yearly funding	<u>\$25,000</u>
Total	\$51,475
Combination payment – ED and new engine (based on \$354,000 over ten (10) years and 4% interest)	\$43,675

Chief Schlemmer reported this scenario would result in a \$7,800 reduction per year in cost to the Town, and he recommends funding the CRF with the same amount annually. He reported in ten (10) years, the two (2) vehicles would be paid off and there would be \$78,000 in the CRF to replace the rescue truck's chassis. Mr. Drenkhahn asked what the payment would be on a new truck separate from Engine 1, which will be paid off in four (4) years; Chief Schlemmer will report back with these figures.

Chief Schlemmer asked if the Selectmen would like to pursue the purchase of the demo unit and explained, if so, a deposit should be put on the vehicle. Mr. Drenkhahn asked about the possibility of purchasing a demo in 2011. Chief Schlemmer reported Engine 2 is in need of repairs and reported he does not intend to spend major funds on repairs. Ms. Mattson expressed her concern with repairs needed for Engine 2. Mr. Drenkhahn explained the Town could spend \$10,000 to repair the old truck, which is less than the \$40,000 yearly lease/purchase payment. Mr. Hanson reported the Selectmen are looking to get through 1 ½ years with Engine 2.

- **Air filtration units:** Chief Schlemmer reported the possibility of obtaining five (5) air filtration units and suggested they be installed in the Highway Garage; Mr. Hanson suggested he speak with Road Agent Jeff Haines. Chief Schlemmer reported he would teach a class in exchange for the units.
- **Self Contained Breathing Apparatus (S.C.B.A.) Capital Reserve Fund (CRF):** Chief Schlemmer reported in twelve (12) years, the air pack/and or bottles will have to be replaced at a cost of \$800 each. He recommended \$5,000 be appropriated to the S.C.B.A. CRF each year. There was discussion regarding re-naming the S.C.B.A. CRF to a Fire Department Equipment CRF and eliminating the Fire Department's "New Equipment" line item. Chief Schlemmer expressed his concern that other equipment would be purchased from that CRF and there would not be enough funds to purchase the S.C.B.A. equipment when the time comes.

UNFINISHED BUSINESS:

PERAMBULATION OF TOWN BOUNDARIES: Mr. Hanson reported speaking with Ryan MacDonald, the low bidder on the perambulation project regarding the equipment Mr. MacDonald proposes to use; Survey Grade GPB Receivers will be utilized to locate the position of each monument to within five tenths of a foot (0.5') or better. Ms. Mattson reported checking Mr. MacDonald's references; all were very good. Ms. Mattson motioned to contract with Ryan MacDonald for the perambulation of the Town's boundaries pending Town Meeting approval. Mr. Drenkhahn seconded the motion and the vote was unanimous. Mr. Hanson suggested adding 15% contingency for budgetary purposes.

AUDITING SERVICES: Mr. Hanson reported the Town's current auditor, Grzelak and Company, will maintain their current price and recommended the Selectmen reject all bids received for auditing services. Ms. Mattson seconded the motion and the vote was unanimous.

TREE CUTTING ON SCENIC ROADS: Mr. Hanson reported he and Mr. Drenkhahn had authorized Road Agent Jeff Haines to remove hazardous and nuisance limbs from trees on scenic roads. Ms. Mattson explained that she would have been opposed to giving blanket permission to cut on scenic roads and reported, per statute, the Selectmen can determine on an individual basis if it is the right thing to do. She explained there is a process in place, the voters voted for scenic roads and blanket permission would take away the intent of the vote. Mr. Hanson explained it was not the intention to take away the intent of the vote, but to make sure that if there is a problem, it can be taken care of quickly. Mr. Hanson explained he and Mr. Drenkhahn felt if there was an imminent threat to public safety, the Road Agent could take care of it. Mr. Hanson motioned to rescind the decision of December 9, 2009 giving Mr. Haines permission to trim or remove trees on scenic roads whenever he feels they are a public nuisance. Mr. Drenkhahn seconded the motion and the vote was unanimous. The Selectmen reviewed the following RSA's:

- 231:145 Trees and Roadside Growth: Removal of Certain Hazardous Trees
- 231:146 Trees and Roadside Growth: Notice
- 231:158 Scenic Roads: Effect of Designation as Scenic Roads

PROPOSED POLICE STATION: The following items were discussed:

- **Additional design services:** The Selectmen reviewed Goudreau & Associates Architects, PLLC proposal for the additional design services for the new police Station. Mr. Hanson motioned to sign the contract with Goudreau & Associates Architects, PLLC in the amount of \$27,500. Mr. Drenkhahn seconded the motion and the vote was unanimous.
- **Park:** Mr. Hanson reported receiving an email from Daniel Sweeney, of TF Moran, Inc. referencing two (2) exhibits for the Town's use in working with the State of New Hampshire Attorney General's Office regarding the Library Trust; Mr. Hanson forwarded this email to Town Attorney Doug Hill.

HIGH HAITH BRIDGE PROJECT: Mr. Hanson reported visiting the site and reported the project is moving nicely along. The Selectmen reviewed the following:

- **Updated contact list**
- **December 2, 2009 pre-construction meeting minutes**

- **Letter to abutters:** The Selectmen reviewed a draft letter which will be sent to abutters informing them that construction has begun.
- **Funding reimbursement request:** The Selectmen reviewed, and signed, a request to the State of New Hampshire Department of Transportation for reimbursement of \$91,334, equivalent to 80% of the total design engineering fee.

LIBRARY WALKWAYS: The Selectmen received an email from Library Trustee Sarah Heath reporting an issue with the clearing of snow from the Library walkways. Ms. Mattson explained the Selectmen need to emphasize to the Highway Department that this has to be part of the snow removal schedule. Mr. Hanson reported retired Town employee Ron Shaw will provide interim snow plowing coverage in the time between when Kevin Thomas leaves employment (December 18, 2009) and the new person has started. Road Agent Jeff Haines will be informed of the importance of having the Library's walkways cleared of snow.

PROPOSED 2010 BUDGET: The Selectmen received the following funding request:

Meredith Public Health Nursing Association: \$12,201 requested for 2010 (\$12,201 approved in 2009).

ENERGY SAVINGS PROJECTS EXPENDABLE TRUST FUND: The Selectmen received notification from State of New Hampshire Department of Revenue Representative Michelle Clark that an expendable trust fund could be established and used as matching grant funds for energy savings projects on Town structures.

ENERGY AUDIT: The Selectmen received, and reviewed, Heather Nolen's, of The Jordan Institute, response to questions the Energy Committee had relative to the energy audit.

CONGESTION MITIGATION & AIR QUALITY (CMAQ) GRANT PROGRAM: Lakes Region Planning Commission's Principal Planner Mike Izzard had been asked if the Town should pursue this grant application. Mr. Izzard reported the purpose of the non-binding Letter of Intent is an opportunity to make sure the project is eligible before spending a lot of time on a full application. He explained that beyond the 16 categories that are eligible for funding under the program, Lakes communities must show that the proposed project will have a positive impact on air quality in the non-attainment area of the state (Nashua, Manchester and the seacoast). Mr. Izzard reported these requirements make eligibility a challenge for the region.

NEW BUSINESS:

SNOW REMOVAL AND ICE CONTROL POLICIES: Road Agent Jeff Haines will be asked the status of the annual review of the "Snow Removal and Ice Control" policies.

2009 EQUALIZATION ASSESSMENT: The Selectmen reviewed, and signed, the "2009 Municipal Assessment Data Sheets Certificate". Mr. Hanson explained the sales data from October 1st through September 30th of the prior year is used to calculate the Town's equalization ratio; he reported this year there were 25 sales of property, but only 15 (considered arms-lengths sales) could be used in the calculations.

ASSISTANCE DONATION: Mr. Hanson reported Maxfield Real Estate made a donation to the Town's welfare office to assist with food for residents in need this holiday season; a thank you was sent from the Selectmen.

INTER-LAKES SCHOOL DISTRICT ANNUAL MEETING: The Selectmen received notification that the Inter-Lakes School District's Annual Meeting will be on Wednesday, March, 3, 2010 at 7:00 p.m. in the Inter-Lakes High School Gymnasium.

U.S. CENSUS SURVEY: The Selectmen received a request from the U. S. Census Bureau requesting the town voluntarily complete a boundary survey; Receptionist Janet Kimball will be asked to complete this survey.

HIGHWAY DEPARTMENT ACCIDENT: Mr. Hanson reported the Highway Department's 2006 Ford F350 was involved in an accident on December 10, 2009; another vehicle slid into the truck. He reported Mr. Haines was not injured and the other driver bumped his head, but refused treatment. Mr. Hanson reported Road Agent Jeff Haines was able to get a new plow very quickly per the Town's insurance carrier; he questioned if the other driver's insurance should be responsible for payment.

ADDITIONAL BUSINESS:

PLANNING BOARD (PB): Town Clerk, and PB Clerk, Sheila Mohan reported the PB met Tuesday, December 15, 2009 and discussed the following:

- **Master Plan:** Ms. Mohan reported Lakes Region Planning Commission Representative Mike Izard met with the PB and submitted a survey designed for each department head; these surveys will be tabulated by the LRPC and the results will be submitted to the PB in February. Ms. Mohan reported the Master Plan is moving smoothly.
- **Circuit Rider Planner:** Ms. Mohan reported Mr. Izard reported he had submitted information on a Circuit Rider Planner; the Selectmen have not received this information.
- **Luke Dupuis:** Ms. Mohan reported Mr. Dupuis, who owns five (5) units at Senter's Market, has proposed renovating 1,500 square feet to rent to a physical therapist.
- **Dane/Maggi Boundary Line Adjustment (BLA):** Ms. Mohan reported there was a BLA involving an even swap of property between the Dane (TML 6-24.3) and Maggi (TML 6-24) properties.

PROPERTY TAX ABATEMENTS: The Selectmen reviewed the following:

- **Brown:** The Selectmen reviewed an error made on Winthrop Brown's 2009 property taxes. Ms. Woodaman informed the Board that Mr. Brown previously owned three (3) separate parcels which Mr. Brown merged into one (1) parcel early in 2009. The Town's assessor performed the data entry in the assessing software to merge the three (3) parcels, but two (2) were not deleted from the system; this resulted in Mr. Brown receiving three (3) tax bills. The following was abated:

Brown

TML 7-89

Brown

TML 7-89.2

- **Lakes Region Conservation Trust:** The Selectmen received correspondence from the Lakes Region Conservation Trust reporting that although they are a non-profit agency and exempt from property taxes, they are pleased to submit the municipal portion of the 2009 property taxes. The school and county tax of the following will be abated:

LRCT

TML 6-71

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

Gerli TML 8-13
R.C. Bigelow, Inc. TML 4-48

CORRESPONDENCE:

NON-PUBLIC SESSION: At 8:56 p.m. Mr. Hanson motioned to go into a non-public session per RSA 91-A:3, II(b) to review the Highway Department's Equipment Operator job applications received. Mr. Drenkhahn seconded the motion and the vote was unanimous. Mr. Hanson, Mr. Drenkhahn, Ms. Mattson and Ms. Woodaman (until 9:15 p.m.) were present. The Selectmen reviewed the applications received. At 9:50 p.m. Mr. Hanson motioned to end the non-public session. Mr. Drenkhahn seconded the motion and the vote was unanimous.

RECONVENE: At 9:51 p.m. Mr. Hanson reconvened the Board of Selectmen's meeting.

ENERGY COMMITTEE (EC): Ms. Mattson presented the EC's handout for energy savings tips for approval from the Board of Selectmen; Mr. Hanson requested an electronic copy to edit.

ADJOURNMENT: At 9:52 p.m. Mr. Hanson 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