

**Center Harbor Board of Selectmen
Meeting Minutes
Wednesday, December 19, 2007**

Chairman Scott Davis called the meeting to order at 7:07 p.m. Present were Selectmen Randy Mattson and Charley Hanson. Code Enforcement Officer Ken Ballance, Town Clerk Sheila Mohan and Selectmen's Secretary Robin Woodaman were also in attendance.

APPROVAL OF MINUTES: Ms. Mattson motioned to accept the minutes of the December 12, 2007 Selectmen's meeting. Mr. Hanson seconded the motion and the vote was unanimous.

APPOINTMENTS:

CODE ENFORCEMENT OFFICER KEN BALLANCE: The following items were discussed:

PROPOSED 2008 BUDGET: Mr. Ballance reported he has not requested any equipment for eight years, but requested funding in 2008 to purchase a desktop computer to replace the laptop which does not work; \$1,000 will be budgeted in a new line item "Code Enforcement Equipment". He requested the purchase of a laminator to be used on building permits. Mr. Ballance explained he feels other Departments will also utilize the laminator and the Selectmen agreed; the Selectmen would like the laminator purchased with available funds in the 2007 "Executive Office Equipment/Software" line item. Mr. Ballance explained code enforcement books will need to be purchased; \$200 will be budgeted. The following is the proposed Code Enforcement budget for 2008:

- Wages: \$15,000 proposed for 2008 (\$15,000 approved in 2007).
- Wages – Fire Inspections: \$1,500 proposed for 2008 (\$1,500 approved in 2007).
- Telephone/Pager: \$600 proposed for 2008 (\$650 approved in 2007).
- Mileage: \$1,200 proposed for 2008 (\$1,200 approved in 2007).
- Supplies: \$200 proposed for 2008 (\$250 approved in 2007).
- Equipment: \$1,000 proposed for 2008 (\$0 approved in 2007).

CERTIFICATES OF OCCUPANCY (CO): Mr. Ballance reported the original CO is issued to the property owner and he (Mr. Ballance) makes two copies which should be attached to copies of the construction permits that are on file in the Selectmen's Office. He reported he knows of three copies of CO's that he made which are missing.

SHEAFE HARBOR HOUSE (SHH): Mr. Ballance reported receiving a telephone call from Connie Strand today asking about SHH's construction permit application. Mr. Ballance reported SHH has done minimal things to make the buildings safe such as placing plywood on the windows, but has not done anything in the back. He explained he informed Ms. Strand that he would not issue another construction permit until SHH complies with the 1998 court order to secure the buildings which includes securing the base of the buildings; he explained SHH could appeal his decision to the Zoning Board of Adjustment (ZBA). Mr. Hanson referenced the 1998 court order and explained SHH has not secured around the base of the buildings and explained it is critical that the bases be secured due to the possibility of fire. Mr. Ballance explained there is also an issue with the fence which needs to be repaired.

NICHOLS MEMORIAL LIBRARY: Mr. Ballance reported meeting with Library Trustees to review and discuss the use of the basement. He explained books will no longer be sold in the basement; it will be a utility basement. He reported employees cannot work in the basement due to non-compliant egresses. He explained the historic building codes only apply to the historic portion of the building; the basement is not historic and reported there are no pre-existing, non-conforming exceptions when dealing with life safety issues. Mr. Ballance explained it would possible to install a domestic sprinkler over the furnace to allow workers at the Library to use the space.

CONSTRUCTION PERMITS: Mr. Ballance reported Center Harbor charges significantly less than some neighboring towns for construction permits that include inspections. He explained there are some towns that charge less, but they don't perform inspections. Mr. Ballance explained there will be more inspections required with the changes to the Shoreline Protection Act. He explained the Town currently doesn't charge for septic inspections and is one of the only towns which allow four years for the project to be completed. Mr. Ballance reported currently a Center Harbor construction permit averages \$.14 to \$.15 per square foot; in Meredith and Moultonborough it is \$.25 per square foot. Mr. Hanson asked Mr. Ballance to submit a proposed construction permit fee schedule for the Selectmen to consider and implement as we go into the new year..

UNFINISHED BUSINESS:

FIRE DEPARTMENT FURNACE ENCLOSURE: Mr. Ballance reported receiving a call from contractor Joe Price regarding the furnace enclosure project. Mr. Davis reported supplying the specifications to three contractors: Butch Kenniston, Peter Ruel and Joe Price and explained the Selectmen should have a contract by Wednesday, December 26, 2007.

MUNICIPAL BUILDING RENOVATIONS: Mr. Hanson explained the Selectmen are soliciting prices for the renovation of the Fire Department member's room for temporary Police Department space to allow for Code Enforcement, Parks & Recreation and the Receptionist to move into the current Police Department; this cost will be included in the proposed 2008 budget. Mr. Hanson explained the Selectmen would like to have the cost figures in place for approval at Town Meeting. Mr. Davis asked if the transition would occur before summer and Mr. Hanson explained the renovations could begin as soon as possible after Town Meeting, if approved.

COPIER: The Selectmen would like the Police Department to use the Panasonic FP-7715 that is now located in the Cary Mead Room after the building renovations are complete. They would like the older Panasonic DP-8020 that is now located in the Police Department used by the Code Enforcement, Parks & Recreation and Receptionist. Ms. Mattson suggested the Selectmen adopt a policy so any commissions that need copies go to the Receptionist area, not the Selectmen's Office.

PROPOSED 2008 BUDGET WORK SESSION:

- **Secretary, Office Personnel and Bookkeeper:** There was discussion regarding additional time necessary due to four elections in 2008. Mr. Davis suggested that for budgetary purposes Robin Woodaman be budgeted at 38 hours per week and Sheila Mohan 26 hours per week. Janet Kimball will be budgeted for 18 hours per week, with an additional 80 hours for the year for administrative assistance with the Building Committee.
- **Town Clerk Salary:** Mr. Hanson reported Town Clerk Sheila Mohan decided to be paid an hourly rate based on ten hours per week, 52 weeks per year.
- **Legal:** \$15,000 proposed for 2008 (\$20,000 approved in 2007).
- **Legal Sheafe Harbor House:** \$15,000 proposed for 2008 (\$20,000 approved in 2007). Mr. Hanson explained the Selectmen are pursuing a path towards resolution before going to court.

- Contract Appraiser: \$10,000 proposed for 2008 (\$8,200 approved in 2007).
- 911: \$150 proposed for 2008 (\$250 approved in 2007).
- Custodial Wages: \$1,500 proposed for 2008 (\$0 approved in 2007). Ms. Woodaman explained prior cleaning services were with an outside contractor, but are now provided by an employee.
- Custodial Services: \$500 proposed for 2008 (\$3,900 approved in 2007). The Selectmen would like the Municipal Building windows professionally cleaned; this would be with an outside contractor.
- General Building Electricity: \$6,750 proposed for 2008 (\$6,500 approved in 2007).
- General Building Heating Oil: \$8,500 proposed for 2008 (\$6,600 approved in 2007).
- Sewer: \$1,400 proposed for 2008 (\$894 approved in 2007). There was discussion regarding the increase in the sewer fees in 2007.
- General Building Supplies: \$650 proposed for 2008 (\$550 approved in 2007).
- Town Gardens: \$500 proposed for 2008 (\$500 approved in 2007).
- Cemetery Maintenance: \$3,250 proposed for 2008 (\$3,000 approved in 2007).
- Cemetery Restoration: \$150 proposed for 2008 (\$150 approved in 2007).
- Backhoe warrant article: Mr. Haines will be asked the status of research for a new backhoe.

SHEAFE HARBOR HOUSE (SHH): The Selectmen reviewed a memo submitted by Police Chief Mark Chase reporting the Police Department observed a new piece of construction equipment has been moved onto the Sheafe Harbor House property. He reported speaking with Douglas Stand who explained that he was installing plywood over the windows. Mr. Davis reported the Police Department checks the SHH property daily, and sometimes twice a day.

PROPOSED ALARM SYSTEM ORDINANCE: Mr. Davis reported he reviewed the proposed alarm system ordinance submitted by Police Chief Mark Chase and Fire Protection Consultant Bob Wood and explained he is hesitant to adopt the policy without giving the public more notice. He explained this ordinance will affect a large number of property owners with the costs incurred. Mr. Hanson suggested posting the ordinance on the Town's web site. Mr. Davis suggested the Police Department may have a list of properties with burglar alarms and the Fire Department may have a list of properties with fire alarms. Ms. Mattson suggested sending notification of the proposed ordinance to those properties who are in the Police and Fire Department's databases. Mr. Davis motioned to hold a public hearing on the proposed alarm system ordinance on Wednesday, February 20, 2008 at 7:15 p.m. Ms. Mattson seconded the motion and the vote was unanimous.

NEW BUSINESS:

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

CORRESPONDENCE:

STATE OF NEW HAMPSHIRE DEPARTMENT OF ENVIRONMENTAL SERVICES (NHDES):

1. The Selectmen reviewed a notice of an incomplete permit from NHDES; this is in reference to the permit application for repairs to the hydrant at the Town beach area (TML 9-89). Fire Chief John Schlemmer will be working on this application.
2. The Selectmen reviewed the wetlands and non-site specific permit #2007-02019, which was issued for the Kelsea Ave. and Kelley Court

STATE OF NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION (DRA): The Selectmen reviewed “Community Action Reports” submitted by DRA representative Gary Karp reporting his activities and reviews as part of the 2007 property revaluation.

IRA ROSENBLATT: The Selectmen reviewed correspondence received from Ira Rosenblatt stating he feels it is unreasonable to believe that there is justification to increase the taxes on his property by in excess of 125% from \$2,660 to \$6,059 in 2007. Mr. Davis asked that a letter be sent to Mr. Rosenblatt explaining the abatement application process.

ABATEMENT APPLICATION: The Selectmen reviewed an abatement application submitted by Charles and Paula Greene; the application did not list any properties they are relying upon to show over assessment of their property (Section F). The Selectmen would like the abatement application returned to Mr. & Mrs. Greene with a letter explaining the application is incomplete.

NON-PUBLIC SESSION: At 8:40 p.m. Mr. Hanson motioned to go into a non-public session per RSA 91-A:3, II(a) to discuss employee reviews. Mr. Davis seconded the motion and the vote was unanimous. Town Clerk Sheila Mohan was also in attendance. There was discussion regarding employee compensation. At 9:40 p.m. Ms. Mattson motioned to end the non-public session. Mr. Davis seconded the motion and the vote was unanimous.

RECONVENE: At 9:10 Ms. Mattson motioned to reconvene the Selectmen’s meeting. Mr. Davis seconded the motion and the vote was unanimous. Ms. Mattson motioned to seal the minutes of the non-public session indefinitely. Mr. Hanson seconded the motion and the vote was unanimous.

NON-PUBLIC SESSION: At 9:35 p.m. Ms. Mattson motioned to go into a non-public session per RSA 91-A:3, II(3) to discuss pending litigation. Mr. Davis seconded the motion and the vote was unanimous. There was discussion regarding Sheafe Harbor House. At 9:47 p.m. Ms. Mattson motioned to end the non-public session. Mr. Davis seconded the motion and the vote was unanimous.

RECONVENE: At 9:48 p.m. Mr. Hanson motioned to reconvene the Selectmen’s meeting. Mr. Davis seconded the motion and the vote was unanimous. Ms. Mattson motioned to seal the minutes of the non-public session until the legal issue is resolved. Mr. Davis seconded the motion and the vote was unanimous.

ADJOURNMENT: At 9:57 p.m. Mr. Hanson motioned to adjourn the meeting. Mr. Davis seconded the motion and the vote was unanimous.

Respectfully submitted,

Robin Woodaman
Selectmen’s Secretary