

There was discussion regarding contracting for some treatments/services to be performed this fall. Mr. Stephens returned later in the day and submitted the following proposals for lawn fertilization, aeration and lawn composting & over-seeding services:

- Bandstand property \$2,285
- Beach/Park property \$2,195
- Town Offices/Library property \$2,130

Mr. Viens motioned to contract with Stephens Landscaping for the above-referenced fall treatments and services. Mr. Drenkhahn seconded the motion. Mr. Hanson was not present for this discussion. The motion passed.

Mr. Stephens submitted revised proposals for spring clean-up, dethatching, mulch installation, garden service, lawn mowing, lawn fertilization program, aeration, lawn composting and fall clean-up:

- Bandstand property \$8,395
- Beach/Park property \$9,525
- Town Offices/Library property \$7,165

The Selectmen will consider the proposals as part of the 2017 budget process.

FIRE CHIEF LEON MANVILLE:

- **Fire Station kitchen facility:** Chief Manville reported members of the Fire Department had previously worked on obtaining estimates for kitchen cabinets for the Fire Station; the Station has a stove and refrigerator. He reported Firefighter Everett Duren completed the project and obtained a proposal from Middleton Lumber, in the amount of \$3,650. Chief Manville submitted a drawing of the proposed kitchen, which will be installed around 3 walls in what previously was the student's dorm room. He reported electrical, plumbing and the cabinet installation will be additional costs. There was discussion regarding the kitchen facility should have been included in the plans during the Municipal Building renovation and addition. Mr. Drenkhahn reported the completion of a kitchen facility will be of benefit if the building has to be used as an emergency shelter. Mr. Viens motioned to approve the installation of a Fire Station kitchen, with funding from the Public Safety Facility Capital Reserve Fund. Mr. Drenkhahn seconded the motion and the vote was unanimous.
- **Members:** Chief Manville reported there are 24 members; 10 -12 are very active.
- **Bartlett Hill Road fire:** Chief Manville reported on a recent fire at a Bartlett Hill Road property.

HERITAGE COMMISSIONER KIM BAKER:

- **Town House electrical connection:** Ms. Baker reported phoning the New Hampshire Electric Cooperative (NHEC) ten times regarding the electrical connection at the Town House; she reported the NHEC is slow to respond and it is hard to get them to do anything. Ms. Baker explained it was still in the name of the Disabled American Veterans and she had it transferred to the Town. Mr. Drenkhahn questioned why the NHEC thought Ms. Baker had the authority to transfer the service; Ms. Baker reported they asked for the Town's tax i.d. number. Ms. Baker reported the NHEC will waive the fee to disconnect the power and will remove the meter and the electrical line going to the Town House. She reported the service will be retired and when the new service is brought back to the building 100' of free line (above or below ground) will be provided by the NHEC. Ms. Baker reported she spoke with Road Agent Jeff Haines

- regarding a reference for an electrician who will be needed for approximately three hours to remove the additional lines; Mr. Viens reported Code Enforcement Officer Ken Ballance is the contact person, not Mr. Haines. Ms. Baker asked if this cost (approximately \$180) would be covered by the Town's general fund (Ms. Baker's preference) or the Heritage Fund. Mr. Viens reported Ms. Baker is not authorized to bind the Town financially; she reported she has not entered into any agreement, per the RSA's applicable to the Heritage Commission (HC) she can seek out information.
- **Town buildings**: Mr. Viens reported Mr. Haines is not in charge of Town buildings; Mr. Ballance is responsible for inspections and compliance. He reported on issues with the Schoolhouse painting specifications which were not reviewed by Mr. Ballance. Mr. Viens reported all project specifications are to be reviewed by Mr. Ballance. Mr. Viens requested Mr. Ballance review the Town House painting specifications; Ms. Baker reported the specifications were written by a professional.
 - **Chain of command**: Ms. Baker reported the HC has a chain of command; commissioners who attend Selectmen's meetings should not be put on the spot; if the Selectmen would like information, she will furnish it. Mr. Viens reported he feels the commissioner attending Selectmen's meetings has done a good job keeping them informed; there is no confusion on the Selectmen's end. Mr. Drenkhahn if someone is not comfortable speaking with the Selectmen, they could have said so. Ms. Baker reported there is a formal process in place; information should go to the Selectmen from either herself, as Chair, or Mr. Hanson, the Selectmen's Representative to the HC. She requested the Selectmen only communicate with her or Mr. Hanson.
 - **Commissioner's actions**: Mr. Viens reviewed the process to approve actions; as with the Selectmen, the meeting minutes would have to reflect the HC's vote for action. Ms. Baker explained the commissioners have an entire month to work on projects, gather information and report to the HC; there is no authority to enter any agreements, only to gather information.
 - **Grant contacts**: Ms. Baker requested all HC grant communications go through the grant administrators; she is the administrator for the recently awarded Moose Plate grant and HC Karen Ponton is the administrator for the LCHIP grant. Town Clerk Mary Richardson reported if she has any questions about a legal document she is signing for the Town, she will contact the grant officials directly.
 - **Moose Plate grant**: Ms. Baker reported all the documentation is in order for the Moose Plate grant and the painter can begin the work; she reported he will start at the end of the month. She reported Mr. Haines has stakes that can be used for the Moose Plate sign; she will coordinate the sign installation with Mr. Haines.
 - **Ms. Baker's mail**: Ms. Baker requested her mail not be put in her Fire Department box; she requested being called, or emailed, to inform her about mail.
 - **Town House open house**: Mr. Viens referenced a September 15, 2016 HC agenda item about an open house for the public at the Town House. He reported Mr. Ballance had said the building could not be open for the public because there are no smoke alarms or restrooms.

EMERGENCY MANAGEMENT DIRECTOR (EMD) DAVID HUGHES:

- **Public Safety Facilities**: Mr. Hughes requested the Selectmen plan for an additional bay at Station 2 and the Municipal Building parking lot as part of the 2017 budget process.

INTER-LAKES SCHOOL BOARD REPRESENTATIVE SUSAN PALMER-ANSORG:

- **Citizen participation:** There was discussion regarding ways to get citizen participation at meetings and budget hearings.

INTER-LAKES SCHOOL DISTRICT (ILSD) SUPERINTENDENT MARY MORIARTY: Ms. Moriarty expressed her appreciation for the District's support.

- **Citizen input:** Mr. Viens reported few citizens attend School Board meetings and the budgets are not challenged; he suggested there be an outreach effort to communicate with citizens. Mr. Hanson reported the ILSD has previously held meetings in the district towns; as a result of the Center Harbor meeting, full-day kindergarten was implemented.
- **Website:** There was discussion regarding the Town adding an ILSD button on its website to help keep residents informed.
- **Secondary educational alternatives:** Town Moderator Charley Hanson suggested the ILSD introduce students to secondary educational alternatives such as technical schools. Ms. Moriarty reported "Running Start" is offered at the High School; these are \$150 college courses offered through the community college system.
- **Greater Meredith Program:** Ms. Moriarty reported on the Career Partnership Program, sponsored by the Greater Meredith Program, which connects students with local businesses to help with future career options.

POLICE CHIEF MARK CHASE:

- **Motorcycle week:** Chief Chase reported there were no major issues during Motorcycle Week.
- **July 4th:** Chief Chase reported the daytime detail will be extended from 9:00 a.m. to 1:00 p.m. to 9:00 a.m. to 3:00 p.m. in 2017 to offer better assistance to the daytime activities.
- **Crosswalks:** Chief Chase requested vertical stripes be added to the crosswalks next year to offer better visibility.
- **Electrical work:** Chief Chase requested permission to contact an electrician for a few minor issues in the Police Department. Mr. Viens motioned to authorize Chief Chase to contact an electrician for Police Department repairs. Mr. Drenkhahn seconded the motion and the vote was unanimous. Mr. Viens reported Mr. Ballance will be included in the project.
- **Radio communication:** Chief Chase reported there is poor radio communication in parts of Town; the Belknap County Sheriff's Office has funds to install a tower on Gilman Hill which will help communications.
- **Ordinances:** Chief Chase suggested he and the Selectmen meet to further review the ordinances this fall. Mr. Viens reported a new noise ordinance needs to be adopted; Town Attorney Chris Boldt will be asked to submit a draft noise ordinance. Chief Chase requested fireworks be addressed in the ordinance.
- **Roadway speeds:** Chief Chase reported the Lakes Region Planning Commission (LRPC) is conducting roadway speed studies so that the Selectmen can hold one public hearing for all roads proposed to have a 25 mph limit.
- **Cruiser replacement:** Chief Chase reported 2017 is a cruiser replacement year and the state bid contract is in place.

UNFINISHED BUSINESS

NEW BUSINESS

REQUEST FOR PROPOSALS (RFP) SPECIFICATIONS: The Selectmen requested Code Enforcement Officer Ken Ballance review all specification sheets associated with RFP's for all work on Town buildings. Mr. Viens noted that the specifications for the painting of the School House building RFP were vague in areas.

GENERAL FUND REIMBURSEMENT:

- **Heritage Fund:** Mr. Viens motioned to request Town Treasurer Jeannie DeGrace to transfer \$10,594.74 from the Heritage Fund to the Town's General Fund for reimbursement of the following invoices which were paid from the General Fund:
 - Christopher Williams Architects, PLLC \$6,119.74
 - Target New England \$3,500.00
 - Independent Archaeological Consulting, LLC \$ 975.00

Mr. Hanson seconded the motion and the vote was unanimous.

FIREWORKS/NOISE COMPLAINT: The Selectmen discussed fireworks and noise complaints regarding Belle Vest, LLC (22 Lakeview Landing Lane):

- Weekend of September 3, 2016: fireworks shot off at 4:00 a.m.
- Weekend of September 10, 2016: loud music at 2:00 a.m.

Mr. Viens reported informing the property owner that the renters have been out of control and this activity needs to stop or the Town will issue a cease and desist order. Mr. Viens noted that the Vacation Rentals By Owner (VRBO) listing indicates that events are allowed. He reported the property owner informed him the reference to events will be removed and all rental contracts will state that events without Town approval will be liable to action by the Town, fines and penalties. Mr. Viens reported the property owner also informed him they are not accepting any groups that suggest they are having parties or events; however they do have a wedding reservation in place for May 2017 (60 people). The property owner reported they have a couple of parties planned and will make sure the noise is contained and stops by 10:00 p.m. The Selectmen would like to meet with the property owner to further discuss this matter.

TREE REMOVAL: The Selectmen received an email from Dottie Carrell, Trustee for the LeColst Family Trust, regarding tree branches that are hanging on their roof at 12 Lake Street; the trees are located on Town property and she requested the trees be removed. Mr. Viens requested Road Agent Jeff Haines be asked if the trees are on Town property. The Selectmen do not want the trees removed. Mr. Hanson reported the property owner has the right to remove tree limbs overhanging their property.

ADDITIONAL BUSINESS

NON-PUBLIC SESSION: At 2:30 p.m. Mr. Viens motioned to go into a non-public session per RSA 91-A:3, II(a) to discuss a personnel matter. Mr. Drenkhahn seconded the motion. A roll call was made; Mr. Viens – yes, Mr. Hanson – yes, Mr. Drenkhahn – yes. Mr. Viens,

Mr. Hanson, Mr. Drenkhahn and Chief Manville were present to review Mr. Viens' report of findings regarding a Fire Department personnel matter. At 2:40 p.m. Mr. Viens motioned to end the non-public session. Mr. Drenkhahn seconded the motion and the vote was unanimous.

RECONVENE: At 2:40 p.m. Mr. Viens reconvened the Board of Selectmen's meeting.

PARKS & RECREATION DEPARTMENT:

- **Playground wood carpet:** Parks & Recreation Director Sandy Frost submitted two quotes for the installation of wood carpet at the playground, which needs to be addressed per Primex's playground inspection. The quotes are:

- M.E. O'Brien & Sons, Inc. \$2,400
- UltiPlay Parks & Playgrounds, Inc. \$2,505

Ms. Frost recommended purchasing the wood carpet from M.E. O'Brien & Sons, Inc, the lowest bidder and a company the Town has done business with in the past. Mr. Viens motioned to approve the purchase of wood carpet from M.E. O'Brien & Sons, Inc. in the amount of \$2,400 based on Ms. Frost's recommendation. Mr. Drenkhahn seconded the motion and the vote was unanimous.

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

GENERAL JOURNAL ENTRIES: The Selectmen reviewed, and approved, the general journal entries as presented.

ADJOURNMENT: At 7:00 p.m. Mr. Drenkhahn motioned to adjourn the Board of Selectmen's meeting. Mr. Viens seconded the motion. Mr. Hanson left the meeting at 5:30 p.m. The motion passed.

Respectfully submitted,

Robin Woodaman
Selectmen's Administrative Assistant