

**Center Harbor Board of Selectmen
Board of Selectmen's Meeting
Election Day
Tuesday, November 8, 2016**

CALL TO ORDER: At 8:00 a.m. Chairman Harry Viens called the Board of Selectmen's meeting to order. Selectmen Richard Hanson and Richard Drenkhahn were present. Police Chief Mark Chase, Road Agent Jeff Haines, Fred Wolf, David Hughes and Selectmen's Administrative Assistant Robin Woodaman were present.

AGENDA REVIEW:

MEETING MINUTES:

● **November 2, 2016 Board of Selectmen's meetings minutes:** Mr. Viens motioned to accept the minutes of the November 2, 2016 Board of Selectmen's meeting. Mr. Hanson seconded the motion and the vote was unanimous.

PUBLIC INPUT:

FRED WOLFE:

- **Road Surface Management Project (RSMP):** Mr. Wolf asked about the October 22, 2016 RSMP public hearing. Mr. Viens reported a few residents attended. Mr. Hanson reported the Selectmen will propose both plans at the 2017 Town Meeting; it will be up to the voters to decide.

DAVID HUGHES:

- **Town House archeological assessment:** Mr. Hughes suggested the archeological assessment digging work be done by digging an underground trench through the side of the area instead of going through the interior floorboards.

APPOINTMENTS:

POLICE CHIEF MARK CHASE:

- **Proposed 2017 Police Department budget:**
 - **Wages – full time:** \$191,277 proposed for 2017, \$184,247 appropriated in 2016.
 - **Wages – overtime:** \$16,554 proposed for 2017, \$15,945 appropriated in 2016.
 - **Enforcement Grants:** \$1, \$3,000 or \$6,000 was proposed for 2017, \$1 appropriated in 2016. Chief Chase reported these grants provide 100% reimbursement for officer's time, payroll taxes and vehicle expense with a 25% soft match required by the Town. Mr. Hanson reported the Town receives more coverage; more bang for the buck. After discussion, \$5,000 will proposed for 2017.
 - **Special Details:** \$1 proposed for 2017, \$1 appropriated in 2016. Enforcement grants have been in a Special Detail Revolving Fund since 2010.

- **On-call**: \$10,530 proposed for 2017, \$8,350 appropriated in 2016. Chief Chase is proposing increasing the on-call hourly rate to \$4.50 from \$3.50. The proposed budget will be for 9 hours per day for five days per week; the Center Harbor Police Department covers five nights per week, with no exceptions, due to the loss of State Police coverage.
- **Wages – part time**: \$27,000 proposed for 2017, \$23,417 appropriated in 2016. The proposed budget will fund 16 hours per week and 10 training days. There was discussion regarding increasing this line item by 1 day per week beginning in 2017.
- **Support staff**: \$16,487 proposed for 2017, \$16,045 appropriated in 2016.
- **Prosecutor**: \$8,136 proposed for 2017, \$7,898 appropriated in 2016.
- **Investigations**: \$1,000 proposed for 2017, \$1,000 appropriated in 2016.
- **Telephone**: \$3,650 proposed for 2017, \$3,650 appropriated in 2016.
- **Radio maintenance and repair**: \$600 proposed for 2017, \$600 appropriated in 2016.
- **Vehicle maintenance and repairs**: \$4,000 proposed for 2017, \$4,500 appropriated in 2016. This represents a decrease due to the extended warranties purchased for the cruisers
- **Dues & subscriptions**: \$1,200 proposed for 2017, \$1,200 appropriated in 2016.
- **Training**: \$5,000 proposed for 2017, \$4,000 appropriated in 2016. Chief Chase reported additional trainings and ammunition for training will be needed.
- **Computer**: \$6,000 proposed for 2017, \$6,000 appropriated in 2016. This line item covers software support and expenses associated with the Police Department's server. Chief Chase asked about purchasing a computer from the Town's Computer Capital Reserve Fund (CRF) in 2016; the balance of the CRF will be checked. Chief Chase also requested the purchase of two computers from the Computer CRF in 2017.
- **Office Supplies**: \$1,700 proposed for 2017, \$1,700 appropriated in 2016.
- **Oil, tires & lube**: \$2,400 proposed for 2017, \$2,400 appropriated in 2016.
- **Gasoline**: \$11,500 proposed for 2017, \$14,000 appropriated in 2016.
- **Uniforms**: \$2,750 proposed for 2017, \$2,750 appropriated in 2016.
- **Equipment**: \$4,000 proposed for 2017, \$4,000 appropriated in 2016.
- **Radios**: \$1 proposed for 2017, \$1 appropriated in 2016. Chief Chase anticipates purchasing a radio in 2018 at a cost of \$2,500.
- **Miscellaneous**: \$500 proposed for 2017, \$500 appropriated in 2016.
- **Public Relations**: \$500 proposed for 2017, \$500 appropriated in 2016.
 - **Total**: Chief Chase submitted five proposed budget options; \$319,787 will be proposed, \$302,705 was appropriated in 2016.
- **Cruiser Capital Reserve Fund (CRF)**: Chief Chase reported 2017 is a scheduled cruiser replacement year. He requested \$25,000 be appropriated to the Cruiser CRF; this CRF has been funded with \$20,000 per year but was reduced to \$15,000 in 2016 due to other budgetary concerns. Chief Chase requested the CRF continue, in future years, to be funded at \$25,000 due to the increased cruiser equipment costs.
- **Merit step wages**: There was discussion regarding step wages not going into perpetuity; an employee could earn the maximum pay for his/her job. Chief Chase

reported he conducts employee evaluations and proposes employees pay increases based on merit.

- **Copier purchase:** Chief Chase reported on unexpended 2016 Police Department appropriations which he would like to use to replace the Department's ten-year old copier.
- **Website reference:** Chief Chase reported the Police Department's old website is referenced on the rear window in the Municipal Building; they now use the Town's website. He reported this should either be removed or re-done referencing the Town's website. The Selectmen agreed this should be changed to reflect the Town's website and this should be funded through the general buildings maintenance line item.

ROAD AGENT JEFF HAINES:

- **Proposed Highway Department 2017 budget:**
 - **Wages:** \$162,803 proposed for 2017, \$171,895 appropriated in 2016. Mr. Haines reported the 2016 appropriation included wages to hire a part-time seasonal employee; this part-time position was advertised twice, but the position was not filled. Mr. Haines expressed his appreciation to the Selectmen for utilizing these funds to contract with an outside company for grounds maintenance, which allows the Highway Department to focus on other areas.
 - **Wages- overtime:** \$23,482 proposed for 2017, \$23,112 appropriated in 2016.
 - **Winter maintenance wages:** \$750 proposed for 2017, \$750 appropriated in 2016.
 - **Telephone:** \$1,200 proposed for 2017, \$1,000 appropriated in 2016.
 - **Subcontract:** \$30,000 proposed for 2017, \$30,000 appropriated in 2016.
 - **Trees:** \$2,500 proposed for 2017, \$2,500 appropriated in 2016.
 - **Sidewalks:** \$2,000 proposed for 2017, \$2,000 appropriated in 2016.
 - **Vehicle maintenance and repair:** \$28,000 proposed for 2017, \$28,000 appropriated in 2016.
 - **Sign maintenance:** \$4,000 proposed for 2017, \$5,000 appropriated in 2016.
 - **General maintenance and repair:** \$1 proposed for 2017, \$1 appropriated in 2016.
 - **Training:** \$500 proposed for 2017, \$500 appropriated in 2016.
 - **Uniforms:** \$2,700 proposed for 2017, \$2,500 appropriated in 2016.
 - **Sand & gravel:** \$15,000 proposed for 2017, \$15,000 appropriated in 2016.
 - **Road salt:** \$41,000 proposed for 2017, \$41,000 appropriated in 2016.
 - **Culverts:** \$1 proposed for 2017, \$1 appropriated in 2016.
 - **Cold patch & bituminous:** \$1 proposed for 2017, \$1 appropriated in 2016.
 - **Vehicle gas, oil, grease:** \$20,000 proposed for 2017, \$20,000 appropriated in 2016.
 - **Building maintenance:** \$2,000 proposed for 2017, \$2,000 appropriated in 2016.
 - **Dock/fountain maintenance:** \$2,000 proposed for 2017, \$2,000 appropriated in 2016.
 - **Road improvements:** \$1 proposed for 2017, \$1 appropriated in 2016.
 - **New equipment:** \$1 proposed for 2017, \$1 appropriated in 2016.
 - **Medical testing:** \$300 proposed for 2017, \$300 appropriated in 2016.

- **Total:** \$338,240 proposed for 2017, \$347,562 appropriated in 2016.
- **Road Surface Maintenance Program (RSMP):** There was discussion regarding proposing both RSMP's at the 2017 Town Meeting so that voters can decide on the \$450,000 program, the \$228,000 program, amending one of those amounts, or voting them down and doing no work on the roads. The warrant articles will propose creating a RSMP Expendable Trust Fund so that unexpended funds may be carried forward year after year.
- **Old cruiser:** There was discussion regarding the possibility of the 2011 Crown Vic cruiser, which is scheduled for replacement in 2017, being transferred to the Highway Department to replace the 2005 Crown Vic.

SELECTMEN'S REPORTS:

ENERGY COMMITTEE (EC): Mr. Drenkhahn reported the EC met on Thursday, November 3, 2016 and discussed the Library's lighting project and the Highway Garage's insulation. He reported the Library's lighting projects proposals are due Monday, November 28th.

UNFINISHED BUSINESS

PROPOSED 2017 BUDGET:

- **Generator service:** The Selectmen received a proposal from Power Up Generator Service Co., in the amount of \$485, for service on the Municipal Building generator. This proposal will be compared to the Town's current service provider.

REGIONAL COMMUNITIES MEETING: The Selectmen received notification from Walter Johnson, Town Administrator for the Town of Moultonborough, that the meeting of the regional communities, originally scheduled for November 22nd, has been postponed until after the beginning of 2017.

SCHOOL HOUSE CHIMNEY: Ms. Woodaman reported Code Enforcement Officer Ken Ballance will ask a local mason to look at the School House chimney and make a recommendation on whether or not the repairs could be made properly before winter.

NEW BUSINESS

LAKE WAUKEWAN AND LAKE WINONA WATERSHED RESTORATION PLAN:

Mr. Viens reported attending a meeting with Lake Winnepesaukee Association Executive Pat Tarpey and an advisory board to review the restoration plan for the Lake Waukewan and Lake Winona watershed. He reported the plan did not take into consideration Monkey Pond (in Meredith), which is a source of the pollution. Mr. Viens reported the restoration plan will have to be re-done including the Monkey Pond information.

SCHOOL HOUSE HISTORIC DESIGNATION: The Selectmen received notification that the NH Division of Historical Resources has listed the Center Harbor Village School to the NH State Register of Historic Places.

PUBLIC INPUT: None

ADDITIONAL BUSINESS

STATE OF NEW HAMPSHIRE:

- **State of New Hampshire Department of Transportation (NH DOT):** The Selectmen received, and reviewed, a letter from William Cass, Assistant Commission of the NH DOT, responding to the Center Harbor and New Hampton Select Board's letters regarding the Mosquito Bridge project. Mr. Cass answered questions posed by the Selectmen in their letter dated October 5, 2016 and reported there will be another work session once the preliminary plans are near completion.

CONSTRUCTION PERMIT APPLICATION: The Selectmen reviewed the following approved construction permit application:

LeClair

TML 208-52

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. Hanson seconded the motion and the vote was unanimous.

Respectfully submitted,

Robin Woodaman
Selectmen's Administrative Assistant