

**Center Harbor Board of Selectmen
Board of Selectmen's Meeting
Wednesday, May 23, 2018**

CALL TO ORDER: At 7:00 p.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, Charley Hanson, Karen Ponton and Selectmen's Administrative Assistant Robin Woodaman were also present.

AGENDA REVIEW: Mr. Viens reported Mr. Charley Hanson would like to meet with the Selectmen to discuss biomass harvesting and suggested the Selectmen meet with him prior to their meeting with Police Chief Mark Chase; Mr. Hanson and Mr. Drenkhahn agreed.

MEETING MINUTES:

- **May 16, 2018 Board of Selectmen's meeting minutes:** Mr. Drenkhahn motioned to approve the minutes of the May 16, 2018 Board of Selectmen's meeting as presented electronically. Mr. Hanson seconded the motion and the vote was unanimous.

APPOINTMENTS:

CHARLEY HANSON:

- **Biomass harvesting:** Mr. Hanson reported on biomass harvesting; whole tree chips which are used in power plants to generate electricity. He reported on the benefits of biomass harvesting, which are well documented and impact the health of forests, wildlife and watersheds. Mr. Hanson reported biomass has a tremendous impact with 250 million dollars a year contributed to the local economy. Mr. Hanson reported New Hampshire is one of the most forested states in the country and towns benefit from the forest management activities that their citizens employ, thereby generating a timber tax payable to the municipality. He reported in addition, when storms come up, such as the March 2017 northeaster that caused so much tree damage in Center Harbor and surrounding towns, it was essential that the low-grade timber had a place to go in the form of a biomass plant in nearby Bridgewater.
- **State of New Hampshire legislature bills:** Mr. C. Hanson requested the Selectmen send a letter to the Governor supporting biomass bills SB365, SB577 and SB466, which support locally generated biomass and renewable power. He explained, by supporting biomass energy, these bills also support critical markets for low-grade timber. There was discussion regarding how log grade wood had been used in pulp paper mills; many of these mills have closed. Mr. Drenkhahn motioned to send a letter to Governor Sununu supporting biomass bills SB365, SB577 and SB466. Mr. Hanson seconded the motion and the vote was unanimous.

POLICE CHIEF MARK CHASE:

- **COPS grant:** Chief Chase reported on the opportunity to apply for a COPS grant, which would fully fund a full-time Police Officer for two years. He explained a condition of the grant is that the Town would employ the officer for one year after the grant. Chief Chase explained there is a preliminary application which needs to be

submitted prior to pursuing the grant application and requested the Selectmen's permission to proceed. Mr. Hanson motioned to authorize Chief Chase to proceed with the COPS grant application. Mr. Drenkhahn seconded the motion and the vote was unanimous.

- **Staffing**: Chief Chase reported the Police Department has been staffed with three full-time officers (including the Police Chief) since 2003. Mr. Viens reported the Town has operated with nine full-time employees for a number of years.
- **Calls for service**: Chief Chase reported the calls for service as very similar to this time last year; however there is 1/3 less staff. He reported the Police activity is actually busier this year; State Police has been covering the overnight shifts – their calls for service are not included in his. Chief Chase expressed his appreciation for the State Police coverage. He reported there is a good working relationship between the Town and the State Police; also the State Police staffing levels are back up to what they should be.
- **New Hampshire Senator Dan Feltes**: The Selectmen received a very nice note from Senator Feltes to Chief Chase thanking him for his assistance with SB 556.

PUBLIC INPUT:

KAREN PONTON:

- **Moose Plate grant application**: Mr. Drenkhahn motioned to sign the Moose Plate grant application. Mr. Hanson seconded the motion and the vote was unanimous. Ms. Ponton reported the results of the grant application will be known close to September.

SELECTMEN'S REPORTS:

MR. DRENKHAHN:

- **Energy Committee (EC) workshop**: Mr. Drenkhahn reported the EC's energy-saving workshop will held Thursday, May 24, 2018.

UNFINISHED BUSINESS:

AUTOMATED EXTERNAL DEFIBRILLATORS (AED): Fire Chief Leon Manville submitted the following information on the purchase of automated external defibrillators (AED) per the Selectmen's request:

- Philips HeartStart OnSite AED Value Package \$1,275
 - Package includes:
 - Brand new Philips HeartStart OnSite AED
 - 8-year manufacturer's warranty
 - 4-year battery pack (with 4-year warranty)
 - Adult SMART pads cartridge
 - User manual
 - Quick reference card
 - Wall cabinet with standard alarm
 - Lifetime AED program management
- Zoll AED Plus Value Package \$1,699

- Package includes:
 - Brand new Zoll AED Plus with cover
 - 7-year manufacturer's warranty
 - CPR-D Padz (1 set)
 - Duracell Lithium Batter set (with sleeve)
 - Operator's guide
 - HeartSmart inspection/maintenance tag
 - HeartSmart "AED Equipped Facility" decal
 - Lifetime AED program management

The Selectmen requested Fire Chief Leon Manville's recommendation of whether or not AED's should be located in areas of the Town Offices, Library and Highway Garage.

MUNICIPAL BUILDING HEATING SYSTEM REPAIRS: The Selectmen previously reviewed invoices from Northern Peabody, LLC, for 2018 repairs to the Municipal Building's heating system; the cost exceeded \$10,000. Mr. Hanson had suggested sending copies of the invoices to Bonnette, Page & Stone (BPS) Representative Barry Salta requesting reimbursement for this expense. Mr. Viens motioned to also request Mr. Salta meet with the Selectmen to discuss this matter. Mr. Drenkhahn seconded the motion and the vote was unanimous.

MOSQUITO BRIDGE REPAIRS: The Selectmen received a copy of The Snake River Mosquito Bridge Preservation Committee's update on the status of the Mosquito Bridge repairs. This update is based on State of New Hampshire Department of Transportation (NH DOT) Chief Engineer/Project Manager Robert Landry's briefing to the Selectmen on May 16, 2018. Mr. Viens requested this information be posted on the Town's website.

LAKES REGION PLANNING COMMISSION (LRPC):

- **LRPC Highway Funding Fact Sheet:** Road Agent Jeff Haines previously submitted the Highway Funding Fact Sheet he received from LRPC's Technical Advisory Committee (TAC), of which he is a member. Mr. Haines requested the Selectmen's input on the "Municipal and Transportation Improvement Fund" section of the report; RSA 261:153, VI gives municipalities the option to add a maximum of \$5 to motor vehicle registration fees for use on municipal transportation improvements. Mr. Hanson reported he would be reluctant to add fees to motor vehicle registrations; Mr. Viens and Mr. Drenkhahn agreed. Mr. Drenkhahn reported, if additional funding is needed for transportation improvements, a warrant article could be voted on at Town Meeting. Mr. Haines reported, via email, that the TAC was looking for any input, or opinions, on any of the sources of funding or any of the past or present legislation listed on the TAC Highway Funding Fact Sheet; the Selectmen have no additional input.

ADDITIONAL BUSINESS:

PARKS & RECREATION DEPARTMENT: Parks & Recreation Director Sandy Frost submitted the following:

- **Memorial Day parade:** Ms. Frost reported the Memorial Day parade will be held on Monday, May 28, 2018; line-up begins at Chase Circle at 11:45 a.m. with a noon start. The parade will stop at the following locations:
 - Sight #1: Nichols Memorial Library
 - Sight #2: Town Docks
 - Sight #3: Lakeview Cemetery
- **Previous Selectmen's meetings:** Ms. Frost submitted the following information pertaining to questions previously asked during Selectmen's meetings:
 - **Tennis court trees:** Ms. Frost reported she and Road Agent Jeff Haines had looked at, and discussed, the removal of the trees around the tennis courts. She reported Mr. Haines had received a verbal estimate of approximately \$10,000 for the removal of these trees. Ms. Frost reported if there is enough funding, Mr. Haines will solicit proposals. The Selectmen determined that the tree removal is third on a priority list for use of Parks & Recreation Revolving Funds.
 - **Bathhouse repairs and upgrades:** Ms. Frost reported she and Mr. Haines met last year and discussed the following possible repairs and upgrades:
 - Pump/well/water system/sewer hook-up
 - Handicap accessibility and paving
 - Portable baby changing stations
 - Outdoor rinse-off station
 - Toilets and sinks
 - Flooring, stalls and paint
 - Lifeguard station/pump room

Ms. Frost reported Mr. Haines discussed this with Code Enforcement Officer Ken Ballance and an engineer. She spoke to Vint Choinnere (Town of Meredith's Parks & Recreation Director) regarding the new bathhouse that was built at Waukegan Beach; this cost approximately \$100,000, including the architect's design work. Ms. Frost shared this information with Mr. Haines.

Ms. Frost reported neither she nor Mr. Haines heard any more from Mr. Ballance regarding this project. She referenced the April 18, 2018 Selectmen's meeting minutes where Mr. Ballance reported it will cost approximately \$30,000 to renovate the bathhouse and funding would be from the Parks & Recreation Revolving Fund; this information was not discussed with either Ms. Frost or Mr. Ballance. The Selectmen determined that the Bathhouse repairs is second on a priority list for use of Parks & Recreation Revolving Funds.

- **Bandstand repairs:** Ms. Frost referenced the April 18, 2018 Selectmen's meeting minutes which reported the Selectmen received an email from Ms. Frost requested the Selectmen consider a bandstand "facelift" – in her opinion, a new roof, paint and some needed repairs. In the minutes, Mr. Viens requested this be forwarded to Mr. Ballance; Ms. Frost has not received any further correspondence. The Selectmen determined that the bandstand repairs is the priority for use of Parks & Recreation Revolving Funds and requested Mr. Ballance and Ms. Frost meet regarding this project.

- **High Haith Beach:** Mr. Frost reported she went to the High Haith Beach to make sure the portable toilet had been delivered May 1, 2018. While there, she inspected the boat launch area and reported the broken split rail fence and the amount of leaves in the boat launch area to Mr. Haines. Ms. Frost reported there were repeated notes in the Selectmen's meeting minutes of May 2, 2018 and May 9, 2018 referencing the High Haith Beach area. She reported Mr. Haines explained the location of the fence protects the swale for proper water run-off at the boat ramp; High Haith is not maintained, or staffed, as a swim area – there are rocks, ledge, leaves, snakes and turtles. Ms. Frost reported Mr. Haines is researching, and applying for, a State of New Hampshire Department of Environmental Services permit for maintenance; he will also research sand measurement requirements.

HIGHWAY DEPARTMENT: Road Agent Jeff Haines submitted the following:

- **Notice of Proposed Tree Removal:** Mr. Haines reported on dead trees, which pose a hazard, on McCrillis Hill Road, a designated scenic road. Mr. Hanson motioned to sign the "Notice of Proposed Tree Removal" for the removal of these trees. Mr. Drenkhahn seconded the motion and the vote was unanimous. At last week's Selectmen's meeting Maureen Criasia reported the RSA's pertaining to tree removal on scenic roads excludes this notice requirement for trees that are dead. Ms. Woodaman reported asking Mr. Haines about the removal of dead trees; Mr. Haines files a notice for every tree removal, including dead trees, for record-keeping purposes.
- **Municipal Building parking lot reconstruction:** Mr. Haines submitted information he received from Quantum Construction Consultants, LLC (QCC) Senior Project Manager Jim Bouchard regarding the reconstruction of the Municipal Building parking lot. Mr. Bouchard reported QCC would propose to utilize the plans developed by Altus Engineering, Inc., dated May 7, 2012, as their base sheets for the project; no additional surveys would be undertaken for the project, including wetlands delineation as the project is located in upland, previously disturbed areas. Mr. Bouchard submitted the following estimates:

| | |
|--------------------------|-----------------|
| ○ Total engineering fees | \$17,800 |
| ○ Construction estimate | <u>\$72,700</u> |
| ▪ Total project estimate | \$90,500 |

Mr. Drenkhahn explained the Selectmen would like the holes fixed and a safe parking lot. He reported a Request for Proposals (RFP) should be issued; Mr. Viens and Mr. Hanson agreed. Mr. Haines will be asked to prepare a RFP.

CORRESPONDENCE:

- **Red Hill Fire Tower Association:** The Selectmen received correspondence from Eleanor Mardin reporting the Red Hill Fire Tower opened in April with one local firefighter working in the tower; Ms. Mardin hopes to have one or two additional staff to cover the summer and fall. She reported plans to have coverage at least four days per week and more depending on the fire danger level. Ms. Mardin reported speaking with the State of New Hampshire Division of Forest and Lands regarding updating the

radio and thinks they will be issued one like what is being used at the other towers. She reported speaking with the Lakes Region Conservation Trust regarding maintenance; new shingles are needed on the roof and several stair treads need to be replaced – as of May 14, 2018 she has not heard back from them.

CONSTRUCTION PERMIT APPLICATIONS: The Selectmen reviewed the following approved construction permit applications:

| | |
|-------|------------|
| Caney | TML 220-1 |
| LeRoy | TML 216-29 |

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.

PUBLIC INPUT:

KAREN PONTON:

- **Trees at the tennis courts:** Ms. Ponton reported David Hughes volunteered to cut trees at the Town House and suggested he may be able to cut the trees at the tennis courts. Mr. Drenkhahn reported a crane may be needed to remove those trees.

ADJOURN: At 7:54 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