

**Town of Center Harbor
Board of Selectmen's Meeting Minutes
February 10, 2010**

CALL TO ORDER: At 8:00 a.m. Chairman Charley Hanson called the meeting to order. Selectmen Richard Drenkhahn and Randy Mattson were also present. Fire Chief John Schlemmer, Code Enforcement Officer Ken Ballance, Town Treasurer Jeannie DeGrace, Luke Dupuis and Selectmen's Secretary Robin Woodaman were in attendance.

APPROVAL OF MINUTES:

1. Mr. Hanson motioned to accept the minutes of February 3, 2010 with the correction of one typo. Ms. Mattson seconded the motion and the vote was unanimous.
2. Mr. Drenkhahn motioned to accept the minutes of February 4, 2010. Ms. Mattson seconded the motion, Mr. Hanson abstained due to his absence from the meeting; the motion passed.

NON-PUBLIC SESSION: At 8:02 a.m. Mr. Hanson motioned to go into a non-public session per RSA 91-A:3, II (c). Ms. Mattson seconded the motion and the vote was unanimous. Present were Mr. Hanson, Mr. Drenkhahn, Ms. Mattson and Chief Schlemmer. There was discussion regarding a matter that would affect someone's reputation if made public. The Selectmen will follow up with interviews and further investigation. At 9:01 a.m. Mr. Hanson motioned to end the non-public session. Mr. Drenkhahn seconded the motion and the vote was unanimous.

RECONVENE BOARD OF SELECTMEN'S MEETING: At 9:02 a.m. Mr. Drenkhahn reconvened the Board of Selectmen's meeting.

APPOINTMENTS:

TOWN TREASURER JEANNIE DEGRACE: Ms. DeGrace reported the use of debit cards is not working the way it was intended to work; she reported she is unable to reconcile that bank account. Mr. Hanson suggested instituting a "debit card log", which will list debit card purchases and be submitted weekly. The Selectmen will send a memo to the Department Heads informing them of the new "debit card log" procedure. Ms. DeGrace will meet with the Selectmen on April 7, 2010 to report on how this procedure is working; if this procedure does not work, the Selectmen will terminate the use of debit cards.

CODE ENFORCEMENT OFFICER KEN BALLANCE: Mr. Ballance reported receiving calls regarding the permitting process if the construction of the Police Station is approved at Town Meeting. He explained permits will be required, but the fees will be waived. Mr. Ballance explained the permits will be a historical record of everyone who works on the job, pending Town Meeting approval.

FIRE CHIEF JOHN SCHLEMMER: The following items were discussed:

All Terrain Vehicle: Chief Schlemmer reported the Center Harbor Volunteer Firemen's Association would like to donate a 2005 Arctic Cat 650 cc All Terrain, wheeled vehicle to the Fire Department. He submitted a letter from David Hughes, Chairman of the Board of the Center Harbor Volunteer Firemen's Association, to Chief Schlemmer requesting the Arctic Cat be accepted as a gift. Ms. Mattson motioned to accept the wheeled machine, of which the Kelley Blue Book value is \$4,360. Mr. Drenkhahn seconded the motion and the vote was unanimous.

All Terrain Vehicle equipment: Chief Schlemmer reported the Center Harbor Volunteer Firemen's Association would like to donate "add on" equipment for use with the 2005 Arctic Cat 650 cc All Terrain Vehicle. He submitted a letter from David Hughes, Chairman of the Board of the Center Harbor Volunteer Firemen's Association, to Chief Schlemmer requesting the "add on" equipment, valued at approximately \$2,500, be accepted as a gift. Chief Schlemmer reported the "add on" equipment includes used tracks and related equipment. Mr. Hanson motioned to accept the "add on" equipment on behalf of the Town. Ms. Mattson seconded the motion and the vote was unanimous.

Alarm ordinance handout: Chief Schlemmer reported he feels Town Meeting would be a good time to distribute a handout regarding the alarm ordinance; he will prepare a draft.

Stewart's ambulance contract: Carter Terenzini, Town Administrator for the Town of Moultonborough, asked the Selectmen to review the current Stewart's Ambulance contract, which expires in 2011, and the Intermunicipal Agreement and report comments to him.

- **Chief Schlemmer's suggestions:** The following items were discussed:
 1. The cost to the towns if any one of the four (4) towns was to drop out of the agreement.
 2. Shorten the contract length to two (2) years.
 3. Change the yearly totals of calls to run consecutively with the Lakes Region Mutual Fire Association (LRMFA) and the local fire departments. Chief Schlemmer reported the current contract is based on the number of calls between October 1st and September 30th; he reported he feels it should be consistent with LRMFA's reporting of calendar year calls.
 4. Posted cost to residents. Chief Schlemmer reported the standard ambulance cost is \$603, but not everyone is every billed that rate. He explained mileage is extra (\$16 per mile) and there are additional costs for Basic Life Support (BLS) and Advanced Life Support (ALS); Chief Schlemmer reported he feels these additional costs should be posted.
 5. Using the existing contract as a guide to advertise for ambulance service. Chief Schlemmer reported he feels the contract should be used as a guide for competitive bidding, as part of the Town's purchasing policy. Mr. Hanson explained there was a meeting with Selectmen and Representatives from the four (4) towns involved with the current contract, which includes extension language, and all agreed to negotiate the ambulance contract renewal with Stewart's Ambulance; if negotiations fail, then the service would go to bid.
 6. Using the Center Harbor Fire Department to supply transports. Chief Schlemmer reported this is for the Selectmen's information and consideration if a change is to be made. He reported he would recommend providing ambulance service on our own. Mr. Hanson reported the Selectmen went on record at the meeting with the Selectmen and Representatives from the four (4) towns, that Center Harbor is committed with the other towns for this upcoming contract renewal. Mr. Hanson explained the Selectmen would require a business plan regarding the Town providing its own ambulance service.
- **Ambulance contract:** The Selectmen reviewed the contract with Chief Schlemmer and would like the following items submitted to Mr. Terenzini:
 - Section 2. Chief Schlemmer recommended increasing the number of ambulances provided by Stewart's Ambulance to three (3) from two (2).
 - Section 11. There was discussion regarding the annual contract price based upon the CPI. Mr. Hanson suggested there be two (2) CPI's; one (1) which includes energy and one (1) that doesn't.

Section 12. Chief Schlemmer recommended the call volume be tallied on a calendar year to be consistent with LRMFA; currently Stewart's Ambulance tallies the call volume from October 1st through September 30th.

Section 13. Stewart's Ambulance has never provided the Town with information regarding the accounts they write off as uncollectable.

- **Intermunicipal agreement:** The Selectmen reviewed the Intermunicipal agreement with Chief Schlemmer and would like the following items submitted to Mr. Terenzini:

Section 2. There was discussion regarding the requirement for the agreement to be administered by a Joint Board of eight (8) members; this Board shall be comprised of two (2) members designated by the Board of Selectmen of each Town. This Joint Board has never been formed.

NON-PUBLIC SESSION: At 9:45 a.m. Ms. Mattson motioned to go into a non-public session per RSA 91-A:3, II(c). Mr. Hanson seconded the motion and the vote was unanimous. Mr. Hanson, Mr. Drenkhahn, Ms. Mattson and Mr. Dupuis were present. There was discussion regarding a matter that would affect someone's reputation if made public. The Selectmen will follow up on this discussion. At 10:30 a.m. Ms. Mattson motioned to end the non-public session. Mr. Hanson seconded the motion and the vote was unanimous.

RECONVENE BOARD OF SELECTMEN'S MEETING: At 10:32 a.m. Mr. Hanson reconvened the Board of Selectmen's meeting.

UNFINISHED BUSINESS:

HIGH HAITH BRIDGE REPLACEMENT PROJECT: The following items were reviewed:

- **Certified payroll:** The Selectmen reviewed 3G Construction's certified payroll for the week ending 01/23/2010.
- **Construction funding:** The Selectmen received a letter from the State of New Hampshire Department of Transportation (NH DOT) correcting their letter of February 1, 2010. The NH DOT reported they will reimburse the Town 80% of all qualifying Preliminary Engineering and right-of-way costs and 100% (Federal 60% and State 40%) of construction costs up to a total of \$571,066; any overage for construction costs will be reimbursed at 80%.

WOOD RIDGE ROAD: The Selectmen received an email from Road Agent Jeff Haines reporting plans for the upper portion of Wood Ridge Road, whereas the Town road will go to the existing turnaround, hopefully get an easement from two (2) property owners to expand the turnaround and give the rest of the non-existent road to the two (2) owners for an extended shared driveway. There was discussion regarding who would pay for the survey costs.

ENERGY GRANTS: Ms. Mattson reported two (2) energy grant applications are ready to be submitted; these will be mailed today.

NEW BUSINESS:

MS-6: The Selectmen reviewed the State of New Hampshire Department of Revenue Administration's 2010 MS-6. Mr. Hanson motioned to sign the 2010 MS-6. Ms. Mattson seconded the motion and the vote was unanimous.

NEW HAMPSHIRE ELECTRIC COOPERATIVE (NHEC) CONSTRUCTION REQUEST: Road Agent Jeff Haines reported being contacted by the NHEC requesting they be allowed to install 832 feet of communication fiber optic cable buried alongside a section of Piper Hill Road. Mr. Haines reported he will update the Board when he knows more.

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

ADDITIONAL BUSINESS:

ENERGY COMMITTEE (EC): Ms. Mattson reported the EC met on Thursday, February 4, 2010. She reported Bob Beem met with the EC to discuss The Jordan Institute's energy audit, which he feels has errors. Ms. Mattson reported the EC feels some of the errors are minor, caused by sloppiness, and some information in the audit is incorrect. She reported the Town accepted the energy audit and asked if the Selectmen thought The Jordan Institute should be contacted to re-do the energy audit. Ms. Mattson reported Mr. Beem informed the EC that the Library Trustees had concerns about the energy audit and had compiled a list. She reported speaking with Library Trustee Karin Karagozian who did not know of such a list; she reported the Library Trustees are interested in a setback thermostat. Mr. Drenkhahn expressed his concern for inaccurate information in the audit and spending funds for nothing. Mr. Hanson explained the EC had reviewed the draft energy audit and returned it to The Jordan Institute once. Ms. Mattson explained the EC had questions on some of the figures on the charts; she reported The Jordan Institute re-did the reports. She reported she doesn't think the report is completely faulty. There was discussion regarding the implementation of approved grants based on the energy audit. Ms. Mattson reported Architect Chris Williams reported the Municipal Building is within the realm of reason for the installation of solar panels. Mr. Hanson suggested the Selectmen use the energy audit as a guide; Mr. Drenkhahn and Ms. Mattson agreed. Mr. Hanson suggested the Selectmen send a letter to The Jordan Institute expressing their disappointment in the accuracy of the audit; Mr. Drenkhahn will draft a letter.

CONSERVATION COMMISSION (CC): Ms. Mattson reported the CC met on Tuesday, February 9, 2010. She reported Don Berry, of the Lakes Region Conservation Trust (LRCT), and Roger Laroche, of the Squam Lakes Conservation Society (SLCS), met with the CC to review a draft of the conservation easement deed for the Dane Forest parcel; this deed will give a conservation easement to the Town. Ms. Mattson reported the conservation deed has to be signed by the Selectmen and CC Chairman Bruce Bond. She reported Mr. Bond will meet with the Selectmen on Wednesday, March 3, 2010 at 8:00 a.m. for the signing of the conservation easement deed; the closing on the property is scheduled for March 4, 2010. Ms. Mattson will submit a copy of the conservation easement deed for Mr. Hanson and Mr. Drenkhahn's review. Ms. Mattson explained (Town) Attorney Doug Hill will not be able to represent the Town during this transaction; Attorney Hill will represent the SLCS. Ms. Mattson offered to contact Attorney Hill for his recommendation on representation for the Town in this matter.

Ms. Mattson reported the Dane Trust will issue a mortgage to the LRCT for one (1) year. She explained originally the plans were for 1/3 to be paid at closing, 1/3 in six (6) months and 1/3 in one (1) year. Ms. Mattson explained this scenario could have posed a problem for the Town if the LRCT defaulted on the mortgage. She explained LRCT will now pay more upfront at closing and the balance will be tied to the separate lot they are trying to sell; the conservation easement will not be affected. Ms. Mattson reported the Town Treasurer will be asked to release the previously approved conservation funds for this project prior to March 4, 2010.

Mr. Drenkhahn asked if it would be appropriate to spend Town funds on the property when the Town has a conservation easement. He explained he had been approached about Town assistance, such as backhoe work and moving gravel, with the preparation of a parking area. Ms. Mattson explained she thought the project's budget included the parking lots.

BUILDING COMMITTEE (BC): Mr. Drenkhahn reported the BC has developed a handout for the information public hearing scheduled for Thursday, February 18, 2010.

GRAVEL TAX LEVY: The Selectmen reviewed, and signed, the following "Gravel Tax Levy":

Paquette	TML 4-24
----------	----------

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

Royea	TML 4-53.2
Collins Brook, LLC	TML 9-72.14
Dussault	TML 1-38

UTILITY MAINTENANCE NOTIFICATION FORM: The Selectmen received a "Utility Maintenance Notification Form" from the State of New Hampshire Department of Environmental Services (NH DES) reporting vegetative maintenance of the right-of-way will be performed.

ADJOURNMENT: At 11:55 a.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