

**Center Harbor Board of Selectmen
Selectmen's Meeting Minutes
Wednesday, January 15, 2014**

CALL TO ORDER: At 7:00 p.m. Chairman David Hughes called the Board of Selectmen's meeting to order. Selectman Harry Viens was present. Selectman Richard Drenkhahn was absent with notification. Fire Department Advisory Committee members Lee Callahan, David Johnson and (Code Enforcement Officer) Ken Ballance, Fire Chief Leon Manville, Town Clerk Sheila Mohan and Selectmen's Secretary Robin Woodaman were also in attendance.

APPROVAL OF MINUTES:

- **January 8, 2014 Board of Selectmen's meeting:** Mr. Viens motioned to accept the minutes of the January 8, 2014 Board of Selectmen's meeting. Mr. Hughes seconded the motion and the motion passed.

APPOINTMENTS:

FIRE DEPARTMENT ADVISORY COMMITTEE (FDAC): Mr. Hughes recused himself from this discussion. FDAC Chairman Lee Callahan reported the FDAC has met monthly since September 2013 and has received good input both locally and from the National Fire Academy on recruitment and retention issues. He explained recruitment and retention have been issues since prior to the 1980's.

Mr. Callahan submitted the following comparison on current Fire Department hourly wages:

	Center Harbor	Holderness	Meredith	Moultonborough
Firefighter	\$9.00	\$10.00 - \$13.00	\$9.29	\$9.00 - \$10.00
EMT	\$10.00	\$13.00		
Lieutenant	\$11.00		\$10.33	\$11.00
Captain	\$12.00	\$16.00	\$11.36	\$12.00 - \$13.00
Deputy	\$15.00	\$16.50	\$12.39 - \$13.42	\$13.50 - \$14.50

Mr. Callahan reported part-time Center Harbor Police Officers are compensated at \$16.33 per hour. He reported Meredith Fire Chief Ken Jones researched Fire Department wages and recently proposed wage changes to the Meredith Board of Selectmen. Mr. Callahan expressed his appreciation to Chief Jones for performing this research. Mr. Callahan explained that the Meredith Fire Department does not provide EMS services.

The FDAC recommended the following proposed 2014 pay scale:

	Proposed Center Harbor	Proposed Meredith
New member (no training)	\$10.00	\$10.00
Firefighter I and/or EMT	\$12.00	\$12.50
Firefighter II and/or EMT-A	\$13.00	\$13.50
Firefighter III and/or EMP-P	\$13.50	
Lieutenant/Engineer/Medical Coordinator	\$15.00	
Captain	\$16.00	
Deputy Chief	\$18.00	\$18.00

Mr. Callahan reported hearing that the federal minimum wage may be raised to approximately \$10 per hour; he explained if that were to happen the proposed pay scale should be adjusted accordingly.

Mr. Viens expressed his appreciation of the FDAC's work and requested they submit a report on other subjects they are looking at. Mr. Callahan reported the FDAC are looking at other incentives for Fire Department personnel. Mr. Viens explained that due to Mr. Hughes' recusing himself and Mr. Drenkhahn not being present at this evening's meeting, no decision could be made; Mr. Viens and Mr. Drenkhahn will discuss the FDAC's wage proposal at their Tuesday, January 21, 2014 meeting. Chief Manville reported the proposed wage increases would not impact the proposed 2014 Fire Department budget. Mr. Viens explained the proposed budget will be voted on at Town Meeting; if approved, the wages are paid retroactive to January 1st.

RECESS: At 7:20 p.m. Mr. Hughes recessed the Board of Selectmen's meeting.

RECONVENE: At 7:25 p.m. Mr. Hughes reconvened the Board of Selectmen's meeting.

UNFINISHED BUSINESS:

BAILEY PARK PROPERTIES, LLC: Code Enforcement Officer Ken Ballance and the Selectmen discussed the repair status of the Bailey Park Properties, LLC building (TML 102-59) which was damaged in a July 2013 motor vehicle accident. The Selectmen had sent a letter to Bailey Park Properties, LLC on December 11, 2013; Erol Duymazlar, Principal Member of Bailey Park Properties, LLC, responded to the Selectmen on December 16, 2013 reporting on issues with an insurance settlement and their reluctance to undertake the final exterior repairs during the winter. Mr. Ballance reported a construction permit was issued in September 2013. He expressed his opinion; the insurance issue is not the Town's problem, the building is in the center of Town and looks awful and expressed his concern for traffic and visibility on the corner if the repairs are not started until the spring/summer. He reported he feels the time to repair the building is now; Mr. Hughes and Mr. Viens agreed. A certified letter will be sent to Mr. Duymazlar reporting construction should begin within thirty (30) days of his receipt of the letter.

PROPOSED 2014 BUDGET:

- **Interlakes Community Caregivers:** \$1,000 requested for 2014. \$1,000 appropriated in 2013.
- **Centre Harbor Historical Society:** \$1,000 requested for 2014. \$1,000 appropriated in 2013.
- **Lakes Region Mutual Fire Aid (LRMFA):** \$18,565.23 proposed for 2014. Mr. Hughes explained LRMFA services had been included in the Belknap County budget; 2014 is the first year LRMFA is billing the towns separately. He reported this will represent an increase in the Town's budget, but the County budget will be reduced.
- **Wages:** There was discussion regarding previous budget allocations for the Executive section office staff. For clarification the following new line items will be proposed:
 - **Wages Administrative Assistant:** 2/3 of Ms. Woodaman's proposed wages (1/3 is proposed as bookkeeper).
 - **Wages Clerical:** Clerk Janet Stitt's wages will be proposed in this line item.
- **Transfer Station:** \$170,882 proposed for 2014. \$170,410 appropriated in 2013.

- **Town Parks & Gardens:** The Selectmen amended the 2014 proposal to \$250 from \$1,000.
- **Town Vehicles Repairs & Maintenance Expendable Trust Fund (ETF):** The Selectmen discussed proposing the creation of an ETF for repairs and maintenance to Town vehicles. \$10,000 will be proposed for 2014.
- **Revaluation of Property Capital Reserve Fund (CRF):** The Selectmen amended the 2014 proposal to \$10,000 from \$15,000.
- **Municipal Building Repairs & Maintenance Expendable Trust Fund (ETF):** The Selectmen amended the 2014 proposal to \$10,000 from \$15,000.

SELECTMEN’S PROJECT STATUS REPORT: The Selectmen reviewed a draft of the “Selectmen’s Project Status Report” submitted by Mr. Viens.

NEW BUSINESS:

TOWN ROADS REPAIRS AND MAINTENANCE EXPENDABLE TRUST FUND (ETF):

The Selectmen reviewed 2013 invoices relative to the repairs and maintenance of Town roads. Mr. Hughes motioned to request the Trustees of the Trust Funds withdraw \$14,695.53 from the Town Roads Repairs and Maintenance ETF and submit that amount to Town Treasurer Jeannie DeGrace for deposit into the Town’s general fund to reimburse the Town’s general fund for these expenditures. Mr. Viens seconded the motion and the motion passed.

WINNIPESAUKEE ENVIRONMENTAL AND COMMUNITY ACTION NETWORK

(WECAN): The Selectmen received notification from Patricia Tarpey, Executive Director of the Lake Winnepesaukee Watershed Association, that a meeting will be scheduled within the next two (2) weeks, if possible, to brainstorm on possible projects that would fit the collective impact and collaborative focus that WECAN hopes to achieve.

INTER-LAKES SCHOOL DISTRICT BUILDINGS TOUR:

The Selectmen received an invitation from Mary Ellen Ormond, Superintendent of the Inter-Lakes School District, to tour the Sandwich Central School, the Inter-Lakes Elementary School and the Inter-Lakes Middle Tier/High School on Tuesday, January 28, 2014 at 5:30 p.m. After the tour, there will be a conversational gathering in the High School Library. Mr. Viens and Mr. Hughes reported they will attend.

ADDITIONAL BUSINESS:

NON-PUBLIC SESSION:

At 8:36 p.m. Mr. Hughes motioned to go into a non-public session per RSA 91-A:3, II(a) regarding employee reviews. Mr. Viens seconded the motion and the motion passed. Mr. Hughes, Mr. Viens and Ms. Woodaman were present. There was discussion regarding personnel and employee reviews. At 8:52 p.m. Mr. Hughes motioned to end the non-public session. Mr. Viens seconded the motion and the motion passed.

RECONVENE: At 8:52 p.m. Mr. Hughes reconvened the Board of Selectmen’s meeting.

EMPLOYEE EVALUATIONS:

Mr. Hughes requested that Department Head’s who have not completed evaluations of their department’s employees, complete and submit the evaluations to the Selectmen by Friday, February 14, 2014.

HIGHWAY DEPARTMENT:

- **Crown Vic operating costs:** The Selectmen reviewed the 2013 operating costs for the Crown Vic:

Item	Cost	Mileage	Mileage reimbursement if personal vehicle was used
Mileage – 8,237	Gasoline cost = \$1,582 Used 479.4 gallons of gas (averaging 17.2 miles per gallon). Average cost per gallon purchased in 2013 = \$3.30/gallon.	8,237	\$4,653.90
Repairs/Maintenance	\$659 (front links & bushings, oil changes, recharging the AC, purchasing 8 used tires, mounting and balancing tires)		
Insurance	\$439.80		
Total Cost	\$2,680.80 to the Town		\$4,653.90 if personal vehicle was used.

PLANNING BOARD (PB):

- **Ecosystem Management Consultants:** The Selectmen reviewed an invoice, in the amount of \$2,812.50, submitted by Ecosystem Management Consultants for revising the proposed wetlands ordinance.

PLANNING BOARD AND ZONING BOARD OF ADJUSTMENT:

- **John Jordan v. Town of Center Harbor:** The Selectmen received notification from Town Attorney Doug Hill that John Jordan has appealed the Belknap County Superior Court’s decision to the State of New Hampshire Supreme Court. Mr. Ballance reported a second inspection is scheduled for Brian Bushman’s property; after that Mr. Bushman will be issued a certificate of occupancy (stating that the required plantings, which cannot be planted this time of year, be planted by July 1, 2014). Mr. Ballance reported Mr. Bushman will be able to open for business after the certificate of occupancy has been issued.

STATE OF NEW HAMPSHIRE:

- **State of New Hampshire Highway Safety Agency:** The Selectmen received information regarding a new process for allocation of federal funds; municipalities interested in federal funding during the period October 1, 2014 through September 30, 2015 must submit information pertaining to their community’s highway safety needs by March 31, 2014. This information will be forwarded to Police Chief Mark Chase.
- **State of New Hampshire House Bill 1156-FN:** The Selectmen received, and reviewed, information regarding the proposed State of New Hampshire HB 1156-FN; which would change sections of the Right-to-Know law.
- **State of New Hampshire Department of Revenue Administration (NH DRA):**
 - **NH DRA “Permanent Application for Property Tax Credit/Exemptions”:**
Mr. Hughes motioned to grant the following NH DRA “Permanent Application for Property Tax Credit/Exemptions”:

Hulse	TML 214-30
Ouellette	TML 221-24
JSK Revocable Trust	TML 224-37

Mr. Viens seconded the motion and the motion passed.

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 9:17 p.m. Mr. Hughes motioned to adjourn the Board of Selectmen’s meeting. Mr. Viens seconded the motion and the motion passed.

Respectfully submitted,

Robin Woodaman
Selectmen’s Secretary