

**Board of Selectmen's Meeting**  
**Minutes of August 14, 2006**

*Selectmen:*

*Peter N. Miller, Chairman*  
*Peter F. Brothers*  
*Miller C. Lovett*  
*Frank S. Michel*  
*Colette Worsman*

*Town Manager:*

*Carol M. Granfield*

*Recording Clerk:*

*Karin Landry*

Call to Order: Chairman Miller called the meeting to order at 5:35 p.m.

**ACCEPTANCE AND/OR CORRECTION OF MINUTES:**

**06-44 Acceptance of Minutes of July 31, 2006 Board of Selectmen Workshop and July 31, 2006 Non-Public Meeting; the August 7, 2006 Board of Selectmen Meeting and August 7, 2006 Non-Public Meeting**

*Colette Worsman motioned to accept the minutes of the July 31, 2006 Board of Selectmen Workshop and Non-Public Meeting as presented. Seconded by Frank Michel. All in favor. Motion passed.*

*Frank Michel motioned to approve the minutes of the August 7, 2006 Board of Selectmen Meeting with a change in wording in the first paragraph on the first page from "may be issues that need more alliteration" to "may be issues that need more attention" and to approve the minutes of the August 7, 2006 Non-Public Meeting. Seconded by Colette Worsman. All in favor. Motion passed.*

Chair Miller pointed out that a letter from Jack and Jackie Kozlowski referred to by Public Works Director, Mike Faller at the August 7 Board meeting is attached as Schedule I. The Board did not have an opportunity to review the letter at the meeting nor was it incorporated in the meeting package.

*Chair Miller moved to amend the motion by deleting Attachment One from the minutes. Seconded by Frank Michel. All in favor. Motion passed.*

## TOWN MANAGER'S REPORT

- **Police Station.** Carol Granfield presented the opinion of Town Counsel, Tim Bates, with respect to liability issues associated with the change in specifications for an elevator at the police station. Carol read: This message will confirm our telephone conversation of today. It is quite clear that the town's architect had an obligation to be aware that a more expensive elevator was required for the police station under the ADA - see § 1.2.3.6 on page 4 of the town's A.I.A. contact with Mr. Udelsman. However, it is equally clear that Mr. Udelsman is not liable to the town for the increased cost of the elevator itself. If Mr. Udelsman had been aware of the need for the more expensive elevator from the beginning, the cost of that item would have been in the total project cost from the outset, and the town would have had to pay for it. The fact that the need for the more expensive elevator was overlooked does not now mean that the town should get something for nothing. Thus, it would only be fair to charge, and the law would only allow the town to charge, Mr. Udelsman for any **increase or additional cost** to now install the more expensive elevator than the town would have paid if the need for it had not been overlooked in the first instance. For example, if alterations have to be made to what has already been built to accommodate the more expensive elevator, the cost of those alterations should be borne by Mr. Udelsman. But it is certainly not his obligation to pay for the additional cost of the elevator itself.

It is quite clear that the architect had an obligation to be aware that a more expensive elevator was required under the Americans with Disabilities Act; however it is equally clear that the architect is not liable to the Town for the increase in cost of the elevator itself.

- **Website Information.** Beginning with the next Board meeting, Staff Reports and draft minutes will be more readily available to the public on the website. Any Reports available in digital form will be included under the "Agenda" section. This will aid in containing costs associated with copying the materials. The Agendas will be posted by the Friday prior to the meeting; additional materials may be posted as late as Monday.

- **Varied Items.**

- As of Friday, 450 hearings have been scheduled on the revaluations. This accounts for 8% of the total revaluations. The meetings are scheduled through this week and Vision will know toward week end if additional time will be needed to complete them.
- The Town was notified today that a grant was approved by the National Park Service for federal matching assistance in the amount of \$20,000 for the construction of the Waukegan bathhouse. Construction is slated for the fall.
- The Town has developed parking maps that primarily portray downtown parking areas. The maps are color coded for municipal, quasi-municipal and business areas and should be finished this week. They will be available at local business and the Chamber.

Peter Brothers inquired if the original contract was produced by the architectural firm and if Town counsel reviewed it prior to the Board signing it. Carol responded yes to both questions.

**VISITOR’S AND RESIDENT’S COMMENTS:**

Jim Hughes commented on the quality of the audio portion of the televised meetings. He feels there is room for improvement and would like to see the Board look into alternative microphones or make adjustments to improve sound quality.

Richard Juve cited various sections of the architect’s contract pointing to their responsibilities and procedures for change services. Frank Michel informed Mr. Juve that the architect waived all fees relative to any change orders on his part. He referred to Town Counsel’s opinion regarding liability issues.

Frank Michel mentioned that he was contacted by Dan McCaferty of the Spindle Point Association who shared that he has heard only good comments about the repaving of Spindle Point Road.

**NEW BUSINESS:**

**06 – 45        Lakes Region Partnership for Public Health  
Public Health Emergency Regional Plan Update**

Susan Laverack, Lakes Region Public Health Network Coordinator, advised the Selectmen that Meredith will be hosting a public forum on regional preparations for a possible pandemic emergency. The session is one of three to be held within Belknap County before the end of the month. It is scheduled for the evening of Tuesday, August 29. The purpose of the forums is to provide important information on how to prepare for a regional, national or even world-wide emergency. Meredith has been identified as a Point of Dispensing (POP) location for anti-viral serum, should that become a necessity. The exact location of the POP has not yet been determined.

Richard Juve advised Ms. Laverack of the Army National Guard officer in charge of emergency evacuation plans in Concord, suggesting that he would be interested in attending the forum.

The Board was in agreement that it is important to have a plan in the event of such an emergency.

**06-45        Workforce Housing**

The Laconia Land Trust has approached the Town regarding workforce housing. They are looking for support of their concept of housing for people with specific income levels who can’t afford to live in Meredith. The Land Trust would like to go forward and spend funds with the support of the Town and the Greater Meredith Program. Once the Trust has received confirmation of support, they will look at specific locations and present more information to the public. Dialogue ensued regarding the need for workforce housing. Peter Brothers presented the Town Manager with a copy of the Land Trust’s newsletter and commented on their sound reputation.

*Peter Brothers motioned that Carol send a letter of support of the concept of workforce housing to the Laconia Land Trust. Seconded by Miller Lovett. All in Favor. Motion passed.*

**OLD BUSINESS:**

**06 – 24          Lindsey-Lu Road Waivers**

John Edgar presented an update on the Lindsey-Lu Road Waivers (**SEE STAFF REPORT, ATTACHMENT I**)

**Typical Cross Section – a 24’ wide total cross section width proposed, 26’ being the standard.** At the direction of the Board, the crushed gravel has been increased from 4” to 8”.

**Side Slope at 3:1, 4:1 being the standard.** The minutes of the 5/15/06 meeting indicate that the majority of the Board was ready to approve this waiver.

**Intersection platform – 50’ being the standard.** We received confirmation from Kevin Leonard, the design engineer confirming that he was comfortable with his original design (15’ +/- platform) (**SEE ATTACHMENT II**). John reviewed this with the Planning Board engineer and he confirmed that the revised profile complies with Selectmen standards. This eliminates the need for the requested waiver.

*Colette Worsman motioned to accept the 24’ wide cross section where we normally would propose a 26’ wide cross section, accept the increased crushed gravel from 4” to 8” and accept a 3:1 slope where 4:1 is our standard. Seconded by Peter Miller. All in favor. Motion passed.*

●          **Water Line Easement**

John Edgar presented the Board with the issues surrounding the extension of the municipal water main with the proposed Right-of-Way (**SEE STAFF REPORT, ATTACHMENT III**). He emphasized that prior to recording an executed easement, Applicant’s attorney should verify in writing whether there exists a mortgage on the property. To the extent there is such an encumbrance, a release must be signed by the lender and recorded along with the easement deed and subdivision plan. The Board thanked John for his efforts in seeing them through this project succinctly and sufficiently.

*Peter Brothers motioned to recommend the Board of Selectmen vote to accept, and authorize the execution of, the waterline easement deed to the Town of Meredith associated with the proposed Corliss Hill Farm subdivision on Corliss Hill Road. The Board’s acceptance shall be conditioned upon the applicants’ Attorney providing written confirmation whether there are any mortgages, partial releases shall be signed by the lender and recorded along with the easement and subdivision plan. Seconded by Colette Worsman. All in favor. Motion passed.*

● **Proposed Road Name**

John informed the Board of Applicant’s proposed road name of “Lindsey Lane” (**SEE STAFF REPORT, ATTACHMENT IV**). The Local Government Center’s reference on roads under RSA 231:133 gives the governing body the authority to assign street names and to develop and employ street numbering systems. The proposed name has been reviewed by the police and fire chiefs and they have no objections. John recommends that the Board vote to approve the proposed name.

*Peter Brothers motioned to approve “Lindsey Lane” as the road name for the Lindsey Lu Subdivision. Seconded by Miller Lovett. All in favor. Motion passed.*

Richard Juve commented on the opportunity to name streets after local or historical figures.

*Frank Michel motioned to adjourn the meeting at 7:40 p.m. Seconded by Peter Miller. All in favor. Motion passed.*

Respectfully submitted,

\_\_\_\_\_  
Carol M. Granfield, Town Manager

\_\_\_\_\_  
Peter N. Miller, Chairman

\_\_\_\_\_  
Karin Landry, Recording Clerk

\_\_\_\_\_  
Peter F. Brothers

\_\_\_\_\_  
Miller C. Lovett

\_\_\_\_\_  
Frank S. Michel

\_\_\_\_\_  
Colette Worsman

**Attachment I**

**Staff Report**

**August 14, 2006**

**Lindsey Lu- Road Standard Waivers (JCE)**

**Background:**

The Board of Selectmen was initially briefed on this issue and other road-related issues at a workshop on 5/1/06. A site visit was held on 5/11/06. The three requested waivers (typical cross section, side slope and intersection platform) were reviewed by the Board on 5/15/06 (*excerpt of minutes attached for reference*).

This item was placed on the 8/14/06 agenda to update the Board and seek finalization of the requested waivers. Additionally it was intended to coordinate the waiver request with two other matters related to this subdivision (water line easement and road name) so that we can get this subdivision behind us.

I have written this summary report with the intent of updating the Board and resolving any outstanding questions pertaining to the **road standard waivers** so that the Board can proceed with consideration of the waiver requests. I apologize if any of my actions or inactions have contributed to any confusion on this subject.

**Discussion:**

**Typical Cross Section-** a 24' wide total cross section width proposed, 26' being the standard.

**The minutes of the 5/15/06 meeting indicate that the Selectmen were ready to act on the waiver provided that the road bed was beefed up per the recommendation of Mike Faller, Director of Public Works. On 8/10/06 we received revised plans that increase the crushed gravel from 4" to 8" per the direction from the Board.**

Side Slope at 3:1, 4:1 being the standard.

**The minutes of 5/15/06 indicate that the majority of the Board was ready to approve this waiver.**

Intersection platform- 50' being the standard.

On May 15<sup>th</sup>, the day of the last Board meeting on this topic, I had received an e-mail from the design engineer (Kevin Leonard) confirming that he was comfortable with his original design (**15' +/- platform**) and had stamped the plans accordingly. This acknowledgement by the design engineer was provided at the suggestion of Lou Caron as indicated in my staff report of 5/11/06.

On the other hand, on 5/12/06 I had received a recommendation from Mike Faller for a **25' platform** to be measured from Edge-of-Pavement. Not having discussed Mr. Leonard's

communication with Mike, and not having time to reconcile the two points of view on the platform issue, I recommended to the Selectmen that the requests be tabled, which is what was then done by a vote of the Board.

Subsequent to the 5/15 meeting, Mike has been contact with Kevin Leonard regarding the platform issue. Revised plans were received on 8/3/06 and reviewed by Mike. These plans extend the -2% intersection platform 60' from the centerline of Corliss Hill Road. Assuming a 10' travel lane width, the remaining actual platform would be approximately 50' measured from EOP, which is consistent with Selectmen's standard and is excess of what had been recommended by Mike. Therefore, the need for a waiver to the platform standard is now moot.

The need for three waivers has been reduced from three to two as a result Side Slope at 3:1, 4:1 being the standard.

**The minutes of 5/15/06 suggest that the majority of the Board was ready to approve this waiver.**

of the re-designed plan/profile of the road. Prior direction from the Board has been incorporated in revised plans (4" of additional gravel).

**Issue:**

Statement/ documentation from Design Engineer re: waivers.

At my request Design Engineer Kevin Leonard has reiterated his professional opinion in support of his design and documenting the associated waivers in correspondence dated 8/14/06 (*reference attached correspondence*).

Also at my request Planning Board Consulting Engineer Lou Caron has reviewed the revised plan/profile for Lindsey Lane. Lou confirms that the revised profile meets with the Town Road Standards (*reference attached correspondence*).

**Fiscal Impact:**

None.

**Prepared By:**

John C. Edgar, Town Planner  
08/14/06

## **Attachment II**

**Sent:** Monday, August 14, 2006 10:22 AM

**Subject:** Blake Farm Waivers

John,

At your request, I am sending you this email to reiterate my professional opinion and document the changes to the plans that have occurred over the last several months.

As you will recall, on May 15<sup>th</sup>, Lindsey Lu, Inc., requested three waivers for the Blake Farm Subdivision. They consisted of the following:

1. waiver to allow 3:1 roadway side slopes
2. waiver to reduce roadway width to 20-feet of pavement with 2-foot shoulders
3. waiver to allow reduced intersection platform

At that time, I had rendered my professional opinion that I felt these waivers were appropriate for the Blake Farm Subdivision. As you are aware, Lindsey Lane is a short cul-de-sac, which accesses 7 residential house lots.

The reduced roadway width and 3:1 side slopes help minimize the limits of disturbance of the proposed roadway improvements. Furthermore, these design parameters do not sacrifice the safety and welfare of the public traveling the road. It is for this reason that I feel that these are reasonable waiver requests.

The previously designed intersection platform I had felt was adequate for Lindsey Lane. It is my understanding that the Selectmen were unsure if they were comfortable with it. Lindsey Lu, Inc. in the interest of obtaining final approvals elected to redesign the vertical roadway alignment to meet the Town's interpretation of Section E of the Selectmen's Minimum Road Standards.

On August 3<sup>rd</sup>, I submitted revised plans to the Planning Department, which modified the roadway vertical alignment to provide the required 50-foot intersection platform. You will note that the roadway grade on sheet 2 of 7 is -2% till station 0+60. Lindsey Lane's roadway alignment starts at the centerline of Corliss Hill Road. Corliss Hill Road has a 10-foot wide travel way. Therefore, Lindsey Lane is provided with a 50-foot intersection platform, which meets the current regulations.

In response to correspondence I had with Mike Faller, I reissued revised plans on August 11<sup>th</sup>, which increased the typical crushed gravel depth to 8-inches on sheet 6 of 7.

I believe that the proposed improvements are more than adequate to service the 7 proposed lots. Should you have any questions or concerns feel free to contact me at 226-1166.

Respectively,

Kevin

***Kevin M. Leonard, P.E.***

Northpoint Engineering, LLC  
5 Sheep Davis Road - Suite F  
Pembroke, NH 03275  
Phone (603) 226-1166 ext.4  
Fax (603) 226-1160

## **Attachment III**

### **Staff Report**

**August 10, 2006**

### **LINDSYEY LU SUBDIVISION- Water Line Easement**

#### **Background:**

The Board of Selectmen is familiar with this proposed subdivision as it has previously inspected the site location and discussed road standard issues.

The proposed subdivision involves the applicant's extension of the municipal water main within the proposed Right-of-Way. The proposed extension is approximately 680' in length, will serve (7) homes and includes a fire hydrant. The design has been approved by the Water and Fire Departments as part of the subdivision review process. An engineering plan depicting the water line and the subdivision plan are provided for information purposes.

#### **Discussion:**

Attorney Hill on behalf of the applicant submitted on July 14, 2006, a draft water line easement for town review. The draft was based on information supplied to him by the Water Dept.

Bob Hill, Water Supt., Carol Granfield, Town Manager and I have reviewed the draft easement. Bob Hill has requested a minor change to clarify the limits of the water line easement (that being the limits of the ROW as depicted on the subdivision plan). This request has been forwarded to Attorney Hill. Attorney Hill has agreed to make the change.

Attorney Hill has also agreed to modify the format of the easement deed to include an acceptance/ signature page for the Board of Selectmen.

Attorney Hill has submitted the revised easement deed, which is attached for consideration by the Board.

#### **Issues:**

Prior to recording an executed easement, Applicant's Attorney should verify in writing whether there exists a mortgage in the property. To the extent there is such an encumbrance, a release must be signed by the lender and recorded along with the easement deed and subdivision plan.

#### **Fiscal Impact:**

Applicant will bear the costs associated with construction of the water line and recording of documents at the Registry of Deeds.

Upon the satisfactory completion of construction, the town would assume ownership and maintenance responsibilities for the proposed water main.

**Recommendation:**

Recommend the Board of Selectmen vote to accept, and authorize the execution of, the waterline easement deed to the Town of Meredith associated with the proposed Corliss Hill Farm subdivision on Corliss Hill Road. The Board's acceptance shall be conditioned upon the applicants' Attorney providing written confirmation whether there are any mortgagees or other liens that will need to be released. If there are any mortgages, partial releases shall be signed by the lender and recorded along with the easement and subdivision plan.

**Prepared By:**

John C. Edgar, Town Planner  
Thursday, August 10, 2006

**Town Manager Recommendation:**

Concur with recommendation by Town Planner

**Attachment IV**

**Staff Report  
August 10, 2006**

**LINDSYEY LU SUBDIVISION- Proposed Road Name**

**Background:**

The Board of Selectmen is familiar with this proposed subdivision as it has previously inspected the site location and discussed road standard issues.

Applicant has requested that the subdivision road be named “**Lindsey Lane**”.

Under RSA 231:133 the governing Body has the authority to assign street names (reference: A Hard Road To Travel- NH law of Local highways, Streets and Trails, Local Government Center, 2004, p. 109-110).

**Discussion:**

The proposed name was reviewed by Police Chief Kevin Morrow and Fire Chief Chuck Palm the Management Team Meeting on 8/10/06. The two chiefs are intimately familiar with our 911-address system and associated street names. They have no objection to the proposed name.

**Issues:**

None.

**Fiscal Impact:**

None.

**Recommendation:**

Recommend the Board of Selectmen vote to approve the proposed subdivision street name of “Lindsey Lane” associated with the proposed subdivision of Tax Map R-9, Lots 19, 19A and 21 located on Corliss Hill Road.

**Prepared By:**

**John C. Edgar, Town Planner  
Thursday, August 10, 2006**

**Town Manager Recommendation:** Concur with name of “Lindsey Lane” as street name.