

Board of Selectmen Meeting
Minutes of January 22, 2007

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 5:40 p.m.

The Chair introduced the Board, Town Manager and Recording Clerk.

ACCEPTANCE AND/OR CORRECTION OF MINUTES:

07-01 Regular Board of Selectmen Minutes of 12/04/06 and 01/08/07; Workshop Minutes of 01/06/07, 01/08/07 and 01/15/07.

Colette Worsman motioned to approve the minutes of the Board of Selectmen meetings of 12/04/06 and 01/08/07; and the Workshop Minutes of 01/06/07, 01/08/07 and 01/15/07 as modified today. Seconded by Frank Michel. All in favor. 5-0. Motion passed.

TOWN MANAGER'S REPORT:

- The next time the Board will meet is in a Workshop slated for warrant articles on January 29 at 5 p.m. The Board needs to determine if they would like to hold the second meeting in February on the 12th or 25th because February 19 is Presidents' Day.
- The Greater Meredith Program's annual meeting was held last Friday. The Public Works Department received an award for outstanding public services. The Program recognized the Department for the service they provided throughout the year.
- January 24 through February 2 is the timeframe for filing for candidacy for Town positions. February 6 is the last day for submission of petitions to be included as an article on the warrant.
- We received information today from the New Hampshire Film Commission. A number of films and commercials have been filmed in New Hampshire including the LL Bean catalog and a recent Mercedes Benz commercial.

- Several legislative items are being watched that could impact the Town. They will be monitored as they move forward to the Bill level. There is a Bill that was drafted by the New Hampshire Lakes Association that will require out of state boaters to display a decal and pay a \$20 fee to operate on inland New Hampshire water. The funds procured will be used for milfoil control, public address, dam maintenance and enforcement. The Town will receive a small portion of those funds.

VISITOR'S AND RESIDENT'S COMMENTS:

Lucienne Boulanger approached the Board regarding the vacancy that arose when Debbie McNish resigned as the Chairman of the Supervisors of the Checklist on January 5. Lucienne filled the position as Chairman and pursuant to RSA 669.64 has the responsibility of filling the vacant position. Lucienne would like to appoint Anne Jollimore at a meeting that will be held tomorrow night at the Town Hall. She told the Board of the Supervisors need for a workspace, tables, filing cabinets and a computer. Chair Miller referred Ms. Boulanger to Carol Granfield with her requests.

SELECTMEN COMMENTS (Reports on Committees 2nd meeting each month):

Miller Lovett raised concerns about the rising costs associated with the flooring at the police station and is having thoughts as to whether there should be a warrant article for \$10,000. He humorously suggested that part of the funds be raised publicly.

Earlier this week Collette Worsman was presented with a petition from a number of voters that was circulated during a non-public meeting. She was asked to read it at the Board meeting. Chair Miller acknowledged that the Board received a petition relative to a sensitive personnel matter that must be discussed in a non public meeting.

Selectman Michel reported on the Project Advisory Committee with the Department of Transportation. There was a lengthy meeting on December 13 regarding the roundabout, traffic signals and two-year planning process for the Rte. 3 and 25 corridor. The next meeting will be held in February or March. The Committee has defined the problem, set a goal and is identifying alternatives for various scenarios that may come forth. The two-year process is embarking on its second year.

Selectman Worsman gave a brief update of the many projects that have come before the Planning Board since she last reported in November:

The Samahas proposed a major subdivision on Circle Drive; a public hearing was held for the Town of Meredith restrooms; Joseph and Michael Pelzar received approval to build onto their commercial building in the Foundry Ave. area; Annalee Mobilitee proposed site plan changes to their gift shop; First Development Corporation is working on a proposed 43-lot subdivision on Pease Road; Richard Juve proposed a minor subdivision on Wall Street; Michael Debetio came before the Board with a preapplication for an 83-unit potential subdivision on Upper Ladd Hill; the Board is still working on the Harris Cove/Happy Homes subdivision; Interlakes Animal

Hospital has requested some expansion review – a site walk was done this week; a site walk took place on Meredith Neck Road for a proposed 3-lot subdivision.

Peter Brothers serves as the Board's representative on the Fire Station Building Advisory Committee. The Committee will make a presentation during the New Business portion of the meeting. Selectman Brothers will make his report at that time.

Chair Miller took a minute to report on the Board's progress with the Budget. They have met four or five times and had approximately 23 hours of discussion. Every line item of the draft budget was reviewed at least once. The Board has been extremely diligent in the review process and the Chair commended the Board, Town Manager, Financial Services Director and Department Heads for the work they have done relating to the Budget.

NEW BUSINESS:

PUBLIC HEARING

The Chair opened the public hearing at 6 p.m.

07-06-01

Frank Michel motioned to open the public hearing for the consideration of a Community Development Block Grant (CDBG) for Meredith low to moderate income housing - workforce housing, in the amount of \$500,000, for a 32-unit housing project proposed for 31 Boynton Rd. in Meredith. Seconded by Peter Brothers. All in favor. 5-0. Motion passed.

Community Development Block Grant funds are available to municipalities for economic development, public facility and housing rehabilitation projects and feasibility studies that primarily benefit low and moderate income persons. Meredith is eligible for up to \$500,000 a year for public facility/housing rehabilitation, up to \$500,000 a year for economic development projects, as well as up to \$500,000 a year in emergency funds. Feasibility Study funds are available for up to \$12,000 per year.

The proposed application to the Community Development Finance Authority is for \$500,000 in Community Development Block Grant funds. The funds will finance a portion of the sitework related to the construction of the Meredith Affordable Housing Development, a new 32 unit housing development proposed for 31 Boynton Road in Meredith.

This project conforms with Meredith's Housing and Community Development Plan's Goal of: Encourage adequate, safe and convenient housing stock which preserves and promotes existing neighborhoods and the village center including duplexes, multi-family units and other forms of housing to assure that persons of all income levels and ages will be able to afford to live in the town.

Donna Lane of the Community Development Finance Authority told the Board that in order to qualify for the Grant at least 50% of the units in the development must be occupied by low to moderate households.

The Chairman opened the floor to public comment on the project.

LuAnn Breene expressed concerns about pursuing the Grant when the project has not been approved by the Zoning Board. Donna Lane explained that although the application for the funds is due next Monday, there is a long process that can take up to six months before the funds are available for the project. It is assumed that there will be approval for the project at that time.

Bob Reels of the Laconia Area Community Land Trust detailed the options associated with developing the site. An application for CDBG funds can be submitted even if all impediments related to the location haven't been resolved. The funds will be awarded at no cost to the Town of Meredith but cannot be accessed until the Trust can prove they have a location. Peter Brothers previously served on the Board of the Trust and added that this is standard operating procedure in terms of getting potential financing lined up. Monies are not available until conditions for the use of the funds are met.

Dialogue ensued regarding where the remainder of the funds for the project will come from and a breakdown of how the \$500,000 will be used. The Town Manager reinforced that no Town funds will be used as a result of the application and that workforce housing is one of the Town goals. She received a letter from the Greater Meredith Program stating that they are in support of the project.

Frank Michel motioned to close the public hearing on the project portion of the CDBG block grant hearing. Seconded by Miller Lovett. All in favor. 5-0. Motion passed.

07-06-03

Frank Michel motioned to open a second hearing for discussion of the proposed Housing & Community Development Plan. Seconded by Miller Lovett. 5-0. Motion passed.

The Housing and Community Development Plan is one that the Board adopted in the past. Carol Granfield and Donna Lane reviewed the Plan and were in general agreement that it seems to be current with one modification regarding life safety buildings because the Town now has a Fire Station Building Advisory Committee. Frank Michel pointed out a typographical error in the Plan and Town Planner John Edgar checked with the Master Plan and finds the Plan to be consistent with broader planning objectives and goals for the Town. Its objectives speak to the needs to address low to moderate income housing opportunities including first time purchasing opportunities and rental opportunities.

Frank Michel motioned to close this portion of the public hearing. Seconded by Peter Brothers. All in favor. 5-0. Motion passed.

07-06-02

Frank Michel motioned to open the third public hearing regarding Residential Anti-Displacement and Relocation Assistance Plan. Seconded by Peter Miller. All in favor. 5-0. Motion passed.

Donna Lane explained that if any displacement takes place the Uniform Relocation Act must be followed. Although there is no displacement or relocation planned at this time, any displaced household or business in a project using CDBG funds must be found comparable housing in a comparable neighborhood at a comparable price.

Frank Michel motioned to close the public portion of this hearing. Seconded by Colette Worsman. All in favor. 5-0. Motion passed.

Frank Michel motioned to approve the submittal of the application and vote to authorize the Town Manager to sign and submit the application, and upon approval of the CDBG application, authorize the Town Manager to execute any documents which may be necessary to effectuate the CDBG contract. Seconded by Peter Brothers. All in favor. 5-0. Motion passed.

Frank Michel motioned to adopt the updated Housing and Community Development Plan. Seconded by Peter Brothers. All in favor. 5-0. Motion passed.

Frank Michel motioned to adopt the Residential Antidisplacement and Relocation Assistance Plan. Seconded by Peter Miller. All in favor. 5-0. Motion passed.

The Chair closed the Public hearing at 6:30 p.m.

07-07 Fire Station Building Advisory Committee – Recommendation of Architect

Dave Parker, Vice Chairman of the Fire Station Building Advisory Committee presented the Architect Recommendation of the Committee (**SEE STAFF REPORT, ADDENDUM I**). He explained that the Committee developed a matrix as a means to assess potential sites on a more detailed basis and the current site was identified as the number one site. Some of the factors that were considered were the Town owns the land, the recent ISO evaluation says the site is in the appropriate place, and a site study that includes a Phase 1 environmental study has been completed. The Committee feels that they are in need of a professional opinion and posted a Request for Proposal for an architect. After an in-depth interview process, the Committee unanimously agreed on the architectural firm of Sheerr, McCrystal, Palson Architecture, Inc. at a cost of \$135,500. Mr. Parker read a letter in support of the firm of Sheerr, McCrystal from Chair Bob Flanders, who could not attend the meeting (**SEE ADDENDUM II**).

The Board presented questions regarding the site inspection and environmental assessment. Selectman Lovett expressed concerns about getting feedback from the public before appropriating funds to hire an architect. Dave Parker explained that the Committee is looking for an architect to take a detailed look at the site to confirm that it can be used as planned.

Selectman Brothers spoke as the Board's representative to the Committee. The Committee spent considerable time and effort putting together the assessment of potential sites. The ISO rating – proximity of the apparatus, location of core facilities in relation to hydrant system - had a lot to do with their choice. A central station with substations to handle growth as the need arises is the logical approach to the future. The Town is at the point where it has to spend money on the soft costs of engineering, mechanical and soil testing in order to validate what appears to be the logical choice. The information will be reported to the Board as it is gathered. The Committee welcomes public input or questions. Selectman Brothers personally thanked the Internal Building Committee for their work on the project.

Dialogue ensued regarding the expectations that the location will turn out to be suitable and the end result will be a set of plans for the extensive renovation of the station. The Town Manager told the Board that a standard AIA contract will be signed. Frank Michel would like the Board to review the contract before it is signed.

Frank Michel motioned to authorize the Town Manager to negotiate the contract for the architectural firm of Sheerr, McCrystal, Palson Architecture, Inc. as substantially presented in the Staff Report.

Chair Miller clarified that it is implicit in the wording of the motion that what is negotiated will be presented to the Board for approval.

Seconded by Peter Miller. All in favor. 5-0. Motion passed.

The Chair gave his thanks to the Fire Station Building Advisory Committee.

07-08 Abatements

The Town is moving forth to approve administrative abatements that may come forth at upcoming meetings (**SEE STAFF REPORT, ADDENDUM III**).

Colette Worsman motioned that the Board approve the two administrative abatements in the amount of \$1,717.34. Seconded by Peter Miller. All in favor. 5-0. Motion passed.

The Chair adjourned the meeting to a Workshop on the budget at 7:15 p.m. The public was invited to attend.

Respectfully submitted,

Carol Granfield, Town Manager

Peter N. Miller, Chairman

Karin Landry, Recording Clerk

Peter F. Brothers

Miller C. Lovett

Frank S. Michel

Colette Worsman