

Board of Selectmen Meeting
Minutes of June 18, 2007

Selectmen:

Frank S. Michel, Chairman
Peter F. Brothers, Vice Chairman
Robert C. Flanders
Miller C. Lovett
Colette Worsman

Town Manager:
Recording Clerk:

Carol M. Granfield
Karin Landry

Call to Order: Chairman Frank Michel called the meeting to order at 5:40 p.m.

The Chair introduced the Board, Town Manager and Recording Clerk. He made announcements regarding fire exits, listening assisted devices and the use of microphones.

ACCEPTANCE AND/OR CORRECTION OF MINUTES:

07-41 Minutes of 06/04/07 Workshop, Regular Meeting, and Non-Public Meeting

Selectman Flanders moved that the Board accept the minutes of the June 4, 2007 Workshop, Regular Board Meeting, and Non-Public Meeting. Seconded by Peter Brothers.

Colette Worsman asked the Board to wait to approve the Minutes of the Regular Board Meeting until comments she made with respect to holding a Special Town Meeting are reviewed for accuracy.

Selectman Flanders moved to amend his original motion to exclude approval of the minutes of the Regular Selectmen meeting. Seconded by Peter Brothers. 5-0. All in favor. Motion passed unanimously.

Selectman Lovett asked that comments made by John Edgar on page 2 of the Workshop Minutes be reviewed and clarified. The Chairman reminded the Board that minutes should reflect the reality of what was said and asked the Recording Clerk to review the recording and make adjustments, if necessary.

Selectman Flanders motioned that the Board table all of the minutes until the next meeting. Seconded by Peter Brothers. 5-0. Motion passed unanimously.

TOWN MANAGER'S REPORT:

- The Town Manager thanked various Town departments, in particular the Police, Fire, and Public Works Department, as well as Stewart's Ambulance, for their part in making Motorcycle Week run smoothly. A critique will be held on how the week impacted Meredith to determine if any modifications should be made. Residents petitioned the Town not to divert traffic along Winona Rd. this year and the Town opted not to do so. The Pease Rd. diversion worked well.
- The roundabout is open and worked effectively during Motorcycle Week. In an article last week, the Department of Transportation addressed some of the concerns pertaining to the roundabout, including trucks driving on the cobblestones, and bringing the pavement up to apron level. Landscaping will be part of the final phase of the project.
- The construction trailer for the bundled project has been moved to a corner of the High Street parking lot. Several coordination meetings have been held regarding the temporary bypass of water and traffic. Meetings have been held with property owners regarding tree removal and property restoration, as well as utilities and pole relocation. Construction is slated to begin this week on Stevens Ave. The website will post an updated schedule as the project moves along. Work is slated to go through December.
- In response to concerns regarding parking and accessibility at the Community Center brought before the Board by Jim Hughes, a wireless access door will be installed fairly soon. Approximately \$3,600 in fundraising monies will be used for the project. The spaces that are designated for bus parking are being looked at to determine if they can be better utilized. The Community Center is in compliance with handicapped parking regulations.
- The school is covering the costs of installing a pitching wall at lower Prescott Park. It has been approved by the Code Enforcement Officer and can be used by all ages. The Town is appreciative of the school's efforts.
- A group of abatements will be presented to the Board tonight, and the majority of the remaining requests will be presented to the Board at the June 25 Workshop. Taking action on the requests will comply with the July 1 deadline.
- The next Board meeting will be on June 25 at 4 p.m. It will address the water quality of Meredith Bay and Lake Waukewan.
- The Town Manager provided the Board with documentation regarding tax deeding from 2004. She would like to execute a waiver on the deeding of the outstanding taxes until August 15 and asked for the Board's concurrence.

- The Town Manager expects to receive a build-out status from Ray Korber of KV Partners by the end of the week. It will assist the Town in approving future developments and assessing what developments can be continued.
- The Town Manager reported on personnel issues. A Real Estate Appraiser has been hired to replace Kevin Wheeler, who left the Assessing Department a few weeks ago. Bettina McCarthy Ford was selected from a group of 22 applicants and will start on July 9. She is approved by the DRA as an Assessor Assistant and can perform all the necessary duties without further approvals by the State. The Planner position is in the final interview stages. Lydia Torr, the Town Librarian will retire this week. The public is invited to wish her well tomorrow at the library from 5 – 7 p.m. The Town received a retirement resignation from Chief Palm. He plans to remain on the Department as a call firefighter and the Town is working with him regarding continuing until a new Chief is selected. His last day is July 20. The Town Manager praised him for a job well done and the many accomplishments during his years as Chief. Recruitment for a new Chief will begin soon.

The Town Manager clarified that the fundraising monies that will be used for the wireless access door at the Community Center are not part of the funds earmarked for the bridge.

Chair Michel suggested that the tax deeding matter is technically not a non-public issue and asked The Town Manager to present it at the meeting. All the information is public documentation. The tax deeds were scheduled to go out on June 15 and the Board seeks to extend a waiver until August 15 for residents that have fallen on hard times. If the Town is exposed to further liability because of issues such as environmentally sensitive properties or outstanding condominium fees, they do not have to accept the deed.

Peter Brothers motioned that the Board grant a waiver on the deeding of all the outstanding 2004 taxes until August 15 to allow time for payment. Seconded by Colette Worsman. 5-0. All in favor. Motion passed unanimously.

VISITOR'S AND RESIDENT'S COMMENTS:

None

SELECTMEN COMMENTS:

Selectman Worsman reported on the Employee Benefits Committee. The Committee selected Thornton and Associates of Scarborough, Maine as the organization that will help them identify and compare the benefits Meredith pays with similar communities. They are very independent and the Committee is excited to be working with them. She updated the Board on the matters that came before the Planning Board:

- Bruce and Janelle Vaal submitted a preapplication design on a proposed cluster subdivision of 16 units located on Tax Map R07, Lot 49, Collins Brook Road, in the residential and shoreline district.

- A public hearing was held on May 26 on a proposed zoning amendment for the sign ordinance.
- On June 12 Wanakee United Methodist Center came before the Board with a proposed site plan to construct a new shower house, as well as architectural designs, on Tax Map R19-11, R20-7&8, all located at 75 Upper New Hampton Rd. in the Forestry and Conservation District.
- The Board began approaching the cluster ordinance at its last meeting.

Selectman Lovett reported on the Capital Improvements Committee. They started their Spring series of meetings, where all Departments are urged to present large items over \$90,000 so the Committee can see the array of capital projects that might be coming up in the next 10 years. The Parks & Recreation and Fire Department will be reviewed at the next meeting on Wednesday, June 27, at 7 p.m. The meetings are held at the Town Hall Annex and the public is encouraged to attend.

Selectman Brothers reported on the Fire Station Building Advisory Committee. The Committee is working with the architects and Bauen Corporation to come up with concepts that will hopefully be ready to be presented to the Board in the late part of July or early August.

Selectman Michel told the Board that the Waukegan Watershed Advisory Committee is looking for volunteers. The committee is in the implementation stage and meets a couple of times a month. Anyone who is interested in joining the Committee should contact Randy Eifert. He reported on the US3/25 Transportation Study Committee. A traffic model update was presented at the last meeting. It is a computerized model of the Rte. 3 and 25 intersection as it stands today. The model factors in the current capacity and looks at alternatives to see how traffic flow will be affected. Russ Thibeault of Applied Economic Research projected what the area will look like in 2030. He made a presentation on a feasibility study for an underpass and overpass at Dover Street. An extended area is needed to implement an overpass, so it is unlikely to be considered. The next meeting is July 15.

The Town Manager scheduled a meeting on July 9 to provide the Board with a six-month review of the budget. At that time she will address various items mentioned to her by Selectman Worsman, including a request for a heads up on any equipment that might be causing problems or might need to be replaced in the next budget season. The Town Manager took a moment to address concerns regarding the intent of the Employee Benefits Committee, clarifying that its purpose is not to identify major items that would reduce the salaries of employees.

07-42 PUBLIC HEARING **Chase Road Easement**

Chair Michel recused himself from the hearing because of a conflict of interest.

Selectman Flanders moved that the Board open a public hearing to discuss the Chase Road Easement at 6:15 p.m. Seconded by Colette Worsman. 4-0-0. Motion passed.

Mike Faller, Director of Public Works was not able to attend the meeting and submitted a report with his recommendation. John Edgar, Community Development Director, presented an overview of the four-lot subdivision proposed by the Melos on Chase Road. The conditions for approval of the subdivision are the deeding of a 17' wide easement to the Town to facilitate improvements to Chase Rd., and cost sharing for the improvements. The road has seen increased residential year-round traffic over the years and the work needs to be done. The paving would encompass the area from Route 104 to the end of the Melo property. A portion of the gravel road will be left unpaved. The Department of Public Works made recommendations for drainage improvements, paving, limited widening, and stone wall restoration that will be necessary as a result of slope work. Mr. Melo has offered to contribute \$38,000 towards paving along the easement to allow the Town to perform maintenance work without impeding on the property owners. The applicant is not seeking financial compensation for the value of the 17' easement. There will be an additional cost to the Town for equipment, time, and labor for the removal of boulders, ledge, and road widening of approximately \$50,000. The Town has incurred a relatively small amount of legal expenses as part of the review of the easement document. The form of easement has been reviewed by the Town Manager and Town Counsel and is acceptable. Mike Faller would like to move forward with the project in the Spring of 2008. Funds for the project will be allocated from money that is budgeted for road work in 2008. If the Town fails to make improvements or appropriate its share of the cost within a six-year window, by statute, the funds must be returned to the applicant.

Chase Rd. resident Clermont Dumont expressed concerns with adequate drainage. He pointed out that the pipes under the bridge should be replaced first in order to accommodate the increased flow of water that will result from the improvements to the drainage system. John Edgar told Mr. Dumont that a permit is pending with the New Hampshire Department of Environmental Services to replace the culvert and the Department of Public works hopes to coordinate the projects. John will pass along the concerns to Mike Faller.

Jeannine Neggers of Chase Rd. asked if the paving is stopping at the top of the hill and how the Town came up with the \$38,000 estimated for paving. She expressed concerns with the speed vehicles will be traveling on the paved road. Selectman Brothers told her that the proposed road work is in the beginning stages and that safety issues are driving factors for improvements to the road. He expects that signage will be considered and placed where appropriate. All of her concerns will be passed along to Mike Faller.

Dienna Roth of Chase Rd. told the Board that a portion of the property along the hill is owned by the Perkins, and it will be necessary to get an easement from them as well. Selectman Flanders told Ms. Roth that the Board does not have the necessary information to respond to her concern at this time. She expressed concerns about improvements made

on the Town's right-of-way. Selectman Flanders told her that the Town has the right to remove anything on its right-of-way. Ms. Roth asked questions regarding the extent of the paving and expressed a concern with the paving being done properly in order to minimize costs associating with maintaining the road in the future. Selectman Brothers pointed out that the Public Works Director has demonstrated his ability to get work done and do it in an acceptable manner. Ms. Roth asked the Board to take a look at the cumulative effect of small developments when looking at the impact to drainage systems.

Miller Lovett moved that the Board close the public hearing portion of the hearing at 6:50 p.m. Seconded by Bob Flanders. 4-0-0. Motion passed.

The Selectmen are confident in the skills of the Public Works Director and will pass along the concerns expressed at the public hearing to him.

Bob Flanders motioned that in light of the discussion, the comments of the Town staff, and Town Counsel's review as discussed:

1. *The Board of Selectmen accept the proposed roadway easement and authorize its execution and recording subject to Town Counsel's verification of title and mortgage release; and*
2. *The Board of Selectmen authorize improvements to Chase Road, as recommended by the Department of Public Works and as required pursuant to the Planning Board's conditional approval granted on 10/24/06, subject to future appropriation of the Town's portion of the project.*

Seconded by Colette Worsman. 4-0-0. Motion passed.

07-43 Abatements.

Carol Granfield presented a list of 56 abatements in the total amount of \$21,936.45 and a separate abatement for property deeded to the State as part of the Parade Road project in the amount of \$198.70. Each request for abatement was thoroughly investigated by Assessor Commerford and he made a recommendation for their approval. More than 117 abatements have been processed to date with a total valuation of \$10,912.101. She recommends approving the abatements as proposed.

Selectman Worsman moved to approve 56 abatements presented for 2006 in the total amount of \$21,936.45. She also moved to approve a single abatement for 2006 in the total amount of \$198.70. Seconded by Peter Brothers. 5-0. Motion passed unanimously.

07-44 Proposed Road Name Change: Land Auction Bureau Road to Checkerberry Lane

Property owners Eliza and Christian Roesch have requested that the name given to the road they live on by the company that developed the land be changed to Checkerberry Lane. The request has been reviewed by emergency responders and there is no conflict

with 911 and the mutual aid system. Under RSA 231:133, the Board of Selectmen has the authority to change the name. Legal Counsel advised that there are no requirements to hold a public hearing or give written notice to the abutters. The Town Manager recommended that approval of the name change be scheduled for the next regular meeting so the public will be well notified. The Board agreed that it is prudent to wait until their next meeting to take action on the name change and asked anyone with concerns to contact them.

07-44 Public Boat Launch Fee

The Town collects boat launch fees on Saturdays and Sundays from 9-3 during the summer season at the Town Docks and Shep Brown's Marina. The revenue generated from the fees last season was \$6,000 from both locations. The cost of hiring cadets to collect the fees was a little more than \$3,000. Shep Brown's Marina approached the Town and offered to collect fees seven days a week for the duration of the season if the fees collected are put into a special reserve account to be used to make improvements to various launch and dock areas. A special revenue fund must be established at Town meeting so they are willing to collect the fees as a pilot this year, with the funds going into the General Fund. If the pilot is successful, a special revenue fund can be established at Town Meeting. The cadets that would typically be stationed at the Marina can be utilized at the Town Docks on Thursdays or Fridays. The Town Manager looked into liability and insurance issues and was advised that there will be no additional costs to the Town. Shep Brown's will have to identify the people who volunteer to collect fees. The Town Counsel will draw up a short basic agreement that will be signed by the Town and the Marina. The Police Chief is in support of the proposal.

Selectman Worsman pointed out that having more people keeping an eye on boats entering the Lake stems right to the water quality issue. Selectman Brothers sees this as an example where business and Town entities can form a partnership beneficial to all concerned. The Town has been asked to be creative in finding new sources of revenue. If the funds grow large enough, they can be used to make improvements such as bathroom facilities that will help protect water quality.

Resident Richard Roman expressed concerns with a conflict of interest between Shep Brown's Marina and the Town. The Marina shares a ramp for its own private gain and he questioned whether the arrangement will give the Marina more control over the ramp. He also expressed concerns about adequate parking at the Marina. Mr. Roman expressed concerns with visibility at the Town Docks. Chair Michel asked that the record show that the Board will follow up on those concerns. Mr. Roman also questioned whether time limits at the Town Docks are being enforced. The Chair directed the Town Manager to follow up on these matters. Resident Jim Hughes suggested looking into identification badges for the launch attendants and numbered tickets to account for the revenue that would be collected at Shep Brown's.

Bob Flanders moved to authorize the Town Manager to enter into an agreement, reviewed by Town Counsel, between the Town and Shep Brown's Marina. Under the terms of the agreement, Shep Brown's will collect the launch fee at no charge to the

Town and will account for and deposit all funds collected to the Town. The purpose of this is a pilot program, which if successful, will generate a warrant article at Town Meeting to establish a special revenue fund for improvements. Seconded by Peter Brothers.

Selectman Lovett spoke in favor of the motion and added that the broader issue of boat ramps can be revisited. Dialogue ensued regarding the existing mechanism for reviewing the program and seeking public input when the establishment of a special revenue fund is requested at Town Meeting. The Chair asked that the Board be allowed to review the special agreement prior to the Town Manager signing it. It was the general consensus of the Board that it is a great partnership and that they are moving in the right direction.

5-0. All in favor. Motion passed unanimously.

OLD BUSINESS:

None

The Board took a five minute recess, and moved into a non-public hearing in the adjoining room at 7:30 p.m.

Respectfully submitted,

Carol M. Granfield, Town Manager

Frank S. Michel, Chairman

Karin Landry, Recording Clerk

Peter F. Brothers, Vice Chairman

Robert C. Flanders

Miller C. Lovett

Colette Worsman