

## **SELECTMEN'S WORKSHOP**

**Monday, December 17, 2007  
4:00 P.M.**

**Meredith Community Center  
1 Circle Drive  
Room C**

### **A G E N D A**

**W 07-25      Waukewan Street – Salt**

**W 07-26      Vendor Fees**

**W 07-27      Milfoil Update**

**W 07-28      Varied Items**

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**STAFF REPORT**  
**Low Salt Use**  
**Waukewan Street and Water Street**  
December 17, 2007

**Background:**

The Waukewan Watershed Committee has requested limited salt use on Waukewan Road.

**Issue:**

The Watershed Committee has taken a proactive approach to help protect the Town of Meredith's drinking water supply in Lake Waukewan. They have requested that all of Waukewan Street be designated as a low salt area.

**Discussion:**

I discussed this request with the Watershed Committee at length and told them I felt it was a policy decision that needs to be considered by the Selectmen. I have no issue with reducing the salt used on Waukewan Street. In fact, if this is considered, I feel we should reduce the salt usage on Water Street as well. It is important to note that with low salt usage there will be snow cover on these roads that may stay there for several days. This means that the roads may get slippery on a more regular basis. My plan would be that the highway crew would only put down salt when we deem necessary for public safety. The same goes for Water Street.

**Fiscal Impact:**

While there may be some savings in the cost of salt not used, the cost will be offset by the cost of sand as we will need to use more sand coverage on these two roads.

**Recommendation:**

It is my recommendation, as Public Works Director, to establish a Low Salt Usage Area on Waukewan Street from Clough Street out to the intersection with Route 104. The area of Waukewan Street from Clough Street back to the Main

Street intersection will be maintained as it is now with salt and sand usage at the current levels.

On Water Street, a Low Salt Usage Area would be created from the Red Gate Lane intersection out Water Street around the lake to the end. The area from the intersection of Red Gate Lane back to Main Street would be maintained as usual with the salt and sand usage at current levels.

We would install signs at both street areas to indicate “LOW SALT USAGE AREA” to alert motorists.

Prepared by: Michael Faller, Public Works Director

**Town Manager Recommendation:**

I concur with the recommendation for low salt to assist with the protection of the Town water supply. Further, when needed for safety purposes, salt needs to be utilized. In addition to signage being installed, if the Board of Selectmen approves this policy, I will issue a press release as well as have this posted on the website, in an effort to fully inform the public, as they may not see a sign.

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Carol M. Granfield  
Town Manager

**Staff Report  
Vendor Fees and Permits  
December 17, 2007**

**Background:**

This report follows a Selectmen's Workshop held on 11/19/07. Draft minutes are attached for reference.

**Issue:**

Based on the Workshop, the Town Manager has requested that I develop a recommendation to adjust the Special Permit Fee. The issue is how do we adjust the Special Permit rate structure consistent with the desires of the Board of Selectmen.

**Discussion:**

At the Workshop, each of the Selectmen expressed views. It is my understanding that the direction to staff includes the following objectives:

1. The focus of an adjustment to the fee structure is limited to the Special Permit (as opposed to Town facility use permits).
2. The owner of the property shall continue to be the sole responsible party (as opposed to permits issued to individual vendors).
3. We should differentiate between different kinds of events subject to the Special Permit.
4. Adjustments to the base fee should take into consideration staff time to process the applications.
5. Keep the fee structure easy to understand and apply.

The scope of the Special Permit covers a wide range of activities from solo vendors, to weekend events, to larger events with varying numbers of vendors. In order to differentiate between events and activities we recommend fee a structure that includes four (4) progressive levels or classifications.

The amount of staff time to review and process applications can also vary significantly (# of Dept. Heads involved in a review, their familiarity with applicant or event, # vendors, location, SF involved, etc.) We looked at incorporating

many of these considerations into a new structure to be able to tailor a fee to specific events. We concluded that this approach to fee determination would become way too complicated.

We favor a more straightforward approach which establishes a set fee for each of four classes. In arriving at a set fee per class, we considered three basic variables for analysis purposes.

The variables are: (1) the average number Department Heads involved, (2) an estimate of time involved, and (3) an average rate of pay.

1. On average, four department heads are involved in processing Special Permit applications.
2. The time involved to process applications generally increases as applications for activities or events progress from the simple (cotton candy vendor) to the more involved (week long events with multiple vendors). Estimated time varies from 0.25 hr. to 1.50 hrs. per person per application.
3. We have applied an average hourly rate of \$37.

*Note:* To the extent that the permitting process results in Town services being required, i.e. police detail, the cost of such services are borne by the applicant.

**Fiscal Impact:**

The application fee described above is intended to offset a greater amount of cost associated with processing applications. Offsetting revenues will increase. The twelve permits referred to in the prior staff report at \$25 per application generated **\$300** in 2007. Applying the rate structure/methodology above, the potential revenue from those same events would be as follows:

4 @ \$35	= \$140.
2 @ \$75	= \$150.
4 @ \$110	= \$440
<u>2 @ \$205</u>	<u>= \$410</u>
<b>TOTAL</b>	<b>\$1140</b>

**Recommendation:**

It is recommended that the Board of Selectmen consider a new Special Permit Rate structure that may look as follows:

<u>EVENT OR ACTIVITY</u>	<u>APPLICATION FEE W/ ILLUSTRATION</u>
Single day event/activity, or Multi-day event/activity with only One vendor	<b>\$35.</b> (4 X .25 hrs. X \$37/hr = \$37)
2-3 day event/activity, 2 plus vendors	<b>\$75</b> (4 X .50 hrs. X \$37/hr = \$74)
4 plus day event, with 1-5 vendors	<b>\$110</b> (4 X .75 hrs. X \$37/hr = \$111)
4 plus day event, with 6 plus vendors	<b>\$205</b> (4 x 1.5 HRS. x \$37/hr = \$203.50)

Prepared By: John C. Edgar, Community Development Director,  
with assistance from other departments

**Town Manager Recommendation:**

Concur with recommendation to implement the new rate structure proposed. Recommend the Board of Selectmen make a motion to adopt this structure effective January 1, 2008.

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Carol M. Granfield  
Town Manager

# DRAFT

## SELECTMEN'S WORKSHOP

Minutes of 11/19/07

4:00 p.m.

*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*

The Workshop was opened by Chair Frank Michel at 4:00 p.m. The Chair introduced the Selectmen and Town Manager Carol Granfield. The Chair will take public comment during the course of the meeting.

### **W 07-28 Vendor Fees and Permits**

The Town Manager introduced the agenda item. There are several departments involved in various aspects of special use fees and permitting. She told the Board that various staff members and major groups holding specific events were in attendance to answer questions and provide input. The Town Manager would like guidance from the Board regarding the fee structure for permits.

The workshop was requested by Selectman Worsman and dovetails into the budget process. The Board is attempting to maximize offsetting revenue, when possible, which is generally fee-based. The Town's policy is to hold the landowner as sole responsible party to keep in line and augment the Town's policy as it applies to vendors they allow on their property. The current fee for a vendor permit is \$25.00. The fee has not been adjusted in six years. The workshop will address a philosophical approach to fees. An actual change in fee structure requires advance notice and a public hearing. The budget can be used as a timeframe for consideration of the matter.

Dialogue ensued as to whether the current fee reflects the costs to the Town of issuing a permit, and the impact of large events on the community. The Code Officer, Police Chief, Fire Chief, Public Works Department, and Water & Sewer Department can be involved in issuing a permit. The Board believes there should be a distinction between permits for large vendors at major events, and single vendor permits at smaller events. Selectman Worsman would like to see a distinction made between a local business holding a sidewalk sale and a vendor from outside the community selling wares at a craft fair or Motorcycle Week. The Town does not charge vendors for the use of water.

The Chair believes that those who pull permits should be fiscally responsible to the Town. The Board was in general agreement that the owner of the property should be the sole responsible party.

Linda Johnson of Meredith Harley Davidson told the Board that Laconia requires the landowner to pay a “per vendor” fee to cover municipal services. Paul Lessard, Bike Week Project Manager for Meredith Harley Davidson and Hart’s, told the Board that vendors pay them a fee. The fee varies depending on size, location, and number of years displaying at the location. There is no charge to non-profits. It is the responsibility of the business to conduct an event that is cost effective to them at no cost to the Town.

Meredith Harley Davidson and Hart’s pay for the water used on their property during the event. They erect no-parking signs and barricades, pay for traffic control, water & sewer, rubbish removal, and the clean up of Rte. 3 and side streets. Mr. Lessard is not opposed to raising fees to cover costs to the Town, but raising fees to generate revenue defeats the purpose of what businesses in Meredith are trying to do. Visitors to the Town support the local businesses.

Selectman Brothers is interested in consistency in the application process for all events. There should be dialogue among the departments, and a regular review of the fee structure for appropriateness. Various departments are involved in the permitting process at this time. He is pleased with that involvement, and requirements for vendors, such as the use of backflow devices if using water. Costs may need to be absorbed as events get larger. If costs are not being paid by the Town, but absorbed by the event, that information needs to get out to the public. He is surprised that no distinction is made between small vendors and larger vendors at multi-day events.

Chair Michel is in agreement that there should be consistency that differentiates for different kinds of events. An increase in an application for user fees should be based on what it actually costs the Town. Bike Week is a major event that draws on Town resources and should be segregated from other events. The event generates additional costs to the Town, including membership fees for the Association overseeing the event, and holding pre-event and post-event meetings. The Chair is in favor of extra fees for Bike Week permits. The Board also needs to consider fees for beaches, parks, and special events, such as the antique boat show.

Paul Lessard explained that the \$2,000 fee paid by the Town for representation on the Motorcycle Week Association ensures that there are no negative impacts to the Town associated with the event. He believes that the membership fee should be separated from the permit fee. He expressed concerns with events not being treated equally across the Board. He further stated that the vendors have actually decreased in the last four years, even taking into consideration those vendors who have moved to Meredith from the Weirs.

Selectman Brothers encourages looking at how much expansion of Bike Week the Town wants to support, and can support, without impacting the citizens. He is in favor of minimizing impact while still allowing the event to take place. Dialogue ensued regarding attendance over the last 3-4 years at major motorcycle events in the U.S., which has steadily declined. The number of vendors at Meredith Harley Davidson and Hart's has declined over the past 4 years.

Dialogue ensued regarding whether the Town has a written policy that protects it during large events. The Town Manager told the Board that the policy is part of the review process for special use permits, and is implemented by those who issue the permit. Certain things must be agreed upon before a permit is issued. If something does not make sense, the request for a permit will be denied by the Code Officer, Bill Edney.

The Board briefly discussed various events other than Motorcycle Week. The Fishing Derby takes place on the Lake, which is State property, and no permit is issued by the Town. The Rotary Club cleans up after their event. Two permits are issued for the craft fair, one for a special use on private property and one for use of a Town right-of-way. There is a \$25 fee for the private property permit. Mr. Edney told the Board that staff involvement in coordinating and following up on an event varies significantly.

Established events, such as the craft fair, are well managed by the sponsoring group, and the Town's involvement might be as little as an hour. A large new event would require more staff time during the permitting process. The review process for various groups is fairly consistent, with slight variations in items such as police detail. Department heads review the same issues from event to event to make sure the community's welfare is looked after. Linda Johnson told the Board that the Chamber of Commerce pays for the police department details, so there is no cost to the Town. Traffic control and crossing guards, other than on the premises of businesses hosting vendors, is not covered by the vendors. There is a \$10,000 line item in the police department budget for details, which includes special events and street work. Vendor's fees are accounted for as revenue, offsetting that line item. Selectman Flanders pointed out that traffic control is part of the Town's municipal responsibility in providing for the safety and welfare of the community.

Dialogue ensued regarding fees for hawkers and peddlers. The Board was in general agreement that hawkers and peddlers create competition for local business and don't support the community in the long term. Dialogue ensued regarding consideration of an ordinance discouraging hawkers and peddlers.

Parks & Recreation Director, Vint Choiniere, told the Board that the fees structure for outdoor Parks & Recreation facilities was reviewed and set at the time the Community Center opened. They are currently up to date.

The Chair is in favor of a recommendation increasing fees from \$25 to something more reflective of the current time. If a property owner has sub-vendors, an additional fee should be assessed for those vendors. Selectman Flanders is in agreement that the base

fee needs to be increased. Bill Edney asked the Board to be mindful of the single vendor selling popcorn or cotton candy at a one-day event when adjusting the fees. He suggested the Board consider a fee based on how much land is going to be used, and a separate fee for the use of Town property as opposed to private property. Director of Public Works, Mike Faller, told the Board that a facility use permit is issued for the use of Town property, and a special use permit is issued for private property. The Town is occasionally approached for a permit to use Town land for purposes such as taking wedding photos at the gazebo. There is currently no charge for this type of facility use permit.

Selectman Lovett would like to consider the variables when adjusting the fee structure. Selectman Worsman would like to find a balance between being a magnet for businesses coming from other communities, and attracting those that the Town wants here. Charging individual vendors at large events enables the Town to control the size of the event. Selectman Brothers suggested keeping things easy to understand and apply. He recommends using a \$25 fee, where appropriate, and attaching a second fee if applicable. He is satisfied if the cost of the event is covered by the fee. The Chair would like additional guidance from the Town Manager, Mike Faller, Vint Choiniere, Bill Edney, and John Edgar in a recommendation seated in the way the Town of Meredith wishes to address the fee structure, as opposed to other communities, including fees for non-profits. Continued dialogue will take place within the next couple months.

Sue Cerutti of the Chamber commented on the efficiency of the current permitting process. Paul Lessard complimented the Town staff on their thoroughness during the permitting process.

*Selectman Flanders moved that the Board adjourn at 5:20 p.m. Seconded by Selectman Worsman. 5-0. All in favor. Motion passed unanimously.*

Respectfully submitted,

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Carol M. Granfield, Town Manager

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Frank S. Michel, Chairman

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Karin Landry, Recording Clerk

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Peter F. Brothers, Vice Chairman

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Robert C. Flanders

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Colette Worsman

**Staff Report  
Milfoil Update  
December 17, 2007**

**Background:**

Meredith has been addressing milfoil issues for several years regarding Lake Winnepesaukee. An additional request and presentation pertaining to milfoil on Winnisquam was recently made to the Board.

**Issue:**

Provide an update on the status of grant requests to address Winnisquam issues and update on past milfoil activity.

**Discussion:**

The Town has addressed milfoil issues for several years as a budget line item under Exotic Weed Control, which is in the Municipal Administration budget.

Fish Cove – Periodically, requests for funds for treatment for Fish Cove have been received and expended to assist with treatment.

Meredith Bay – The primary area of treatment has been in Meredith Bay, The Town has joined the Yacht Club to coordinate treatment at the same time in an effort to address as much as possible at one time of treatment.

The following is a listing of areas treated the past few years:

<u>Location</u>	<u>Treatment Year</u>	<u>Cost</u>
• Town Docks to Yacht Club	2004	\$6,850
• Fish Cove	2005	\$5,000
• Fish Cove	2006	\$5,750

This year, the Board of Selectmen was given a presentation by Jody Connor of the NH DES and Brian Wolfe of Winnisquam Association regarding the milfoil issues in the Meredith area of Winnisquam. The Winnisquam Association requested grant funds from NH DES to assist

with treatment. They also requested that the Town contribute matching funds.

I have spoken with Jody Connor, who advised me that the State awarded a low bid of \$17,400 to Lycott for 24D application to Winnisquam in Meredith. The State allocates \$100,000 each year. This year, 18 out of 30 requests for funding were approved. The State will fund 50%, or \$8,700, and the remainder is to be funded by the Town and the Winnisquam Association. I have contacted Brian Wolfe, who appeared before the Board on behalf of the Association, however I have not yet heard back from him regarding the amount of funding the Winnisquam Association will provide.

This year, Fish Cove as well as the Yacht Club, have requested grant funds from the State but did not receive any.

Attached is a request for funds for treatment of milfoil in Round and Fish Coves that was received from the Milfoil Crisis Committee. The cost is estimated at \$8,000 - \$12,000. Some assistance from the Town is requested.

**Fiscal Impact:**

The Town must determine how much to fund towards the milfoil problem. The proposed budget has \$5,000 for 2008 and \$5,000 will be encumbered from this year's budget that has not been spent.

**Town Manager Recommendation:**

It is recommended that the Town allocate sufficient funds in the budget to address this major goal.

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Carol M. Granfield  
Town Manager

## Carol Granfield

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**From:** Brenda Vittner  
**Sent:** Thursday, December 13, 2007 2:13 PM  
**To:** Carol Granfield  
**Subject:** FW: milfoil request

Carol,

This is the request from the Milfoil Crisis Committee.

Brenda

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**From:** Kathryn Kennelly [mailto:grannykay1@verizon.net]  
**Sent:** Thursday, December 13, 2007 1:56 PM  
**To:** Brenda Vittner  
**Subject:** milfoil request

Dec 13, 2007

Dear Brenda,

As president of The Milfoil Crisis Committee I'm requesting assistance from The Town of Meredith in paying for the treatment of milfoil in Round and Fish Cove in the spring of 2008. I have already been told by the State of NH that their is no more money in their 2008 budget to help us defray our costs and we would like treat both Round and Fish Coves in 2008 for this persistently pesky weed and hopefully we will rid our area of it.

I'm waiting to hear from the 2 companies that compete for treating milfoil and when I get the final answer from them I will let you know how much money we will be requesting from the Town to help us. The cost of treatment is usually around \$8,000.00 to \$12,000.00 and any help you can give us will be greatly appreciated. Thanks.

Kay Kennelly, President  
Milfoil Crises Committee