

SELECTMEN'S WORKSHOP
Minutes of 12/17/07
4:00 p.m.

Selectmen:

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

Town Manager:

Carol M. Granfield

Recording Clerk:

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 order of the meeting allows for public input at the discretion of the Chair, following dialogue among the Board.

W 07-25 Waukewan Street - Salt

The Town Manager opened the matter. The Waukewan Watershed Committee requested limited salt use on Waukewan Street to avoid the possibility of salt draining into the water supply. The Committee sent a letter to Public Works Director Mike Faller requesting he consider the matter. Mr. Faller advised the Board that low salt areas have not been designated in the past and to do so would be a change in overall policy. He told the Board that sand will be used to provide traction, and salt will be utilized when absolutely necessary in order to maintain public safety. He also recommends that Water Street, from the Redgate Lane turnoff, be designated low salt. Signage will be put in place that indicates low salt usage. Dialogue ensued among the Board regarding public safety and the designation of additional low salt areas on roads that parallel Lake Winnepesaukee, Winnisquam, and Waukewan. The Board placed the matter on the agenda for the Board meeting following the workshop.

W 07-26 Vendor Fees

A workshop was held on November 19, 2007 to discuss various aspects of special use permits and vendor fees. The Board directed staff to come forth with a final recommendation based on what was heard at that meeting. Community Development Director John Edgar presented his recommendation to adjust the Special Permit Fee based on 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.

In order to differentiate between events and activities, four progressive levels or classifications were identified. The staff time to review and process applications can vary significantly. Three basic variables were considered for analysis purposes: the average number of department heads involved, an estimate of time involved, and an average rate of pay. On average, four department heads are involved in processing Special Permit applications. 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 hours per person per application. An average hourly rate of \$37, including an allowance for benefits, has been applied.

The following Special Permit Rate structure was recommended:

<u>Event or Activity</u>	<u>Application Fee with Illustration</u>
Single day event/activity, or multi-day event/activity, with 1 vendor	\$35 (4 x 0.25 hrs. x \$37/hr. = \$37)
2-3 day event/activity, with 2 plus vendors	\$75 (4 x .50 hrs. x \$37/hr. = \$74)
4 plus day event, with 1-5 vendors	\$110 (4 x .75 hrs. x \$37/hr. = \$111)
4 plus day event, with 6 plus vendors	\$220 (4 x 1.5 hrs. x \$37/hr. = \$222)

The revenues generated by special use permits are not significant, and the goal in implementing a new rate structure is to keep it simple.

Selectman Worsman asked that the possibility of the Town being named as an additional insured by the event holder be investigated. The responsibility of the event holder for set up, clean up, and direct services should be included as part of the written policy. She proposed a separate per vendor fee, and separate fees for Meredith residents versus vendors from out of Town.

Selectman Flanders is interested in covering the Town's legitimate costs and does not think the implementation of an additional per vendor fee is necessary. Any permit is subject to the conditions it was granted under and immediately revocable if those conditions are not met.

Chair Michel would like to have an inspection fee included in the fee structure.

Selectman Brothers is not looking for a high source of revenue, but wishes to offset expenses including staff time and administrative expenses.

Selectman Lovett is not interested in producing revenue, but covering costs to the Town. He is not sure that the proposed rate structure covers items such as additional police patrol. He would like to review the application to see if the responsibilities of the event holder, and consequences if they are not met, are clearly stated.

The Board was in general agreement that it does not wish to assess a per vendor fee unless it can be substantiated. The Chair directed the Town Manager to investigate proposed changes to the deductible for community liability and report back to the Board. The Board directed John Edgar to consider time involved in compliance, field work, counting vendors, and post reviews, when applicable. The matter will be scheduled for another workshop. The new rate structure will ultimately go into effect sometime next year.

Paul Lessard, Bike Week Project Manager for Meredith Harley Davidson, asked the Board to be cognizant that the City of Laconia's fee structure is designed to cover costs. He pointed out that the impact of people traveling through Town, and the need for hotels and restaurants, would be felt even if Meredith Harley Davidson were not located in Town. He expressed concerns with being charged for annual review meetings, held at the request of the Town, and the proposed rate structure leading to a per vendor fee.

John Edgar will revise the application based upon discussion, revisit the issue of field compliance, and bring the matter back to another workshop.

W 07-27 Milfoil Update

The Town Manager presented the Board with an update of grant issues for treating milfoil in Lake Winnisquam. The state has awarded a low bid of \$17,400 for 24D applications in Lake Winnisquam. The State will fund 50%, or \$8,700. The remainder is to be funded by the Town and the Lake Winnisquam Association. The Town Docks to the Yacht Club and Fish Cove have been treated over the past few years, but were not granted funds from the State this year. Additionally, the Town has received a request from the Milfoil Crisis Committee for assistance in the treatment of milfoil in Round and Fish Coves estimated at \$8,000 - \$12,000. The Town Manager recommends the allocation of sufficient funds in the budget to address this major goal.

Dialogue ensued among the Board regarding the growing milfoil problem and water quality. They expressed concerns with the allocation of funds for the 24D application in light of the budget struggles this year. The Board would like to know how much the Lake Winnisquam Association is contributing to the treatment. The Chair directed the Town Manager to investigate the possibility of tax-deductible private donations, and the effectiveness of chemical treatments in Fish Cover over the last two years.

Selectman Lovett motioned to adjourn the meeting at 5:25 p.m. Seconded by Selectman Flanders. 5-0. All in favor. Motion passed unanimously.

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