

**Board of Selectmen Meeting  
Minutes of 07/06/09  
5:30 p.m.**

***Selectmen:***

***Peter F. Brothers, Chairman  
Miller C. Lovett, Vice Chairman  
Robert C. Flanders  
Charles G. Palm  
Colette Worsman***

***Co-Interim Town Manager:***

***John C. Edgar***

***Recording Clerks:***

***Karin Landry/Karin Nelson***

Call to Order: Chairman Peter Brothers called the meeting to order at 5:30 p.m. He made announcements pertaining to fire exits, listening assisted devices, and the use of microphones. He introduced the Board, Interim Town Manager, and Recording Clerk.

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

**09-35 Acceptance of June 15, 22, and 29 Workshop Minutes; and June 15 Regular Meeting Minutes.**

*Selectman Flanders motioned to approve the June 15, 22, and 29 Workshop Minutes; and the June 15 Regular Meeting Minutes. Seconded by Selectman Worsman.*

Selectman Worsman would like additional language inserted in the June 22 Workshop minutes reflecting the dialogue that took place regarding allowing snowmobiling on the Page Pond parcel. During the workshop, she objected to the Trust for Public Land's statement that recreational non-motorized uses would be allowed on the property. She would like the minutes to clearly reflect that snowmobiles will be allowed on the property, as previously discussed. Selectman Flanders cautioned the Board about using language that could result in the unintended consequence of allowing the use of other motorized vehicles on the property. The Board agreed that snowmobiling is one of the permitted uses of the property, and that the uses will be addressed in detail in the recreational plan. The recording of the June 22 Workshop will be reviewed, and the minutes will be amended and brought back to the Board for approval.

In addition, the June 29 Workshop Minutes will be held because the Board did not have an adequate opportunity to review them.

*Selectman Worsman amended the motion to hold the June 22 and June 29 Workshop Minutes and approve the June 15 Workshop and Regular Meeting minutes. (June 29 Workshop and June 15 Workshop and Regular Meeting 5-0). All in favor. Motion passed unanimously. (June 22 Workshop 4-0-0 – Selectman Lovett did not attend). Motion passed.*

**TOWN MANAGER'S REPORT:**

None.

**VISITOR'S AND RESIDENT'S COMMENTS:**

None.

**SELECTMEN COMMENTS:**

None.

**NEW BUSINESS:****09-36 Public Hearing – Hazard Mitigation Plan**

*Selectman Lovett motioned to open the Public Hearing on the Hazard Mitigation Plan at 5:45 p.m. Seconded by Selectman Palm. 5-0. All in favor. Motion passed unanimously.*

Co-Interim Town Manager John Edgar introduced the matter. Fire Chief Ken Jones and Police Chief Kevin Morrow, who also serves as Emergency Management Director, were in attendance.

On June 22, 2009 the Board of Selectmen reviewed a draft Hazard Mitigation Plan at a public workshop. The outcome of the workshop was favorable, and the Board scheduled a public hearing on the matter as a pre-requisite to adopting the Plan. Local hazard mitigation plans have been promoted by FEMA as a means to reduce future losses from natural or man-made hazard events before they occur. The Meredith Hazard Mitigation Plan was adopted by the Board in May of 2004. In September 2008 New Hampshire Homeland Security and Emergency Management awarded the Lakes Region Planning Commission a contract to conduct four Hazard Mitigation Plan Updates, one of which is for Meredith. The update was discussed at the November 3, 2008 Workshop, and a Hazard Mitigation Committee was appointed. The Committee includes:

- Kevin Morrow, Police Chief, Emergency Management Director
- Peter Russell, Assistant Emergency Management Director
- John Edgar, Community Development Director, Interim Co-Town Manager
- Ken Jones, Fire Chief
- Brian Carroll, Water and Sewer Superintendent
- Mike Faller, DPW Director
- Bill Edney, Code Enforcement Officer
- Angela LaBrecque, Town Planner
- Erica Anderson, Senior Planner, Lakes Region Planning Commission

Work on a draft Plan was completed in late winter. Following a public comment period in March and final edits by the Committee, the Plan was forwarded for approval. In June 2009, the

State Hazard Mitigation Officer with NH Homeland Security and Emergency Management advised that FEMA conditionally approved the Plan pending adoption by the local governing body. In his June 10 correspondence to the Town, the Officer acknowledged the considerable amount of time and attention that our community has devoted to the development of the Plan.

At the direction of the Board, the Public Hearing was duly posted and published, and the Executive Summary of the Plan was included on the Town's website.

The Plan assesses various risks to the community in terms of natural and man-made hazards. It includes an assessment of facilities and infrastructure and forms a matrix to prioritize the risks to the community. The intent of the Plan is to reduce future losses from these events. If an item identified as a potential risk has not been addressed, the Town will not be precluded from funding for a disaster related to that risk. There is no legal obligation to address risks relating to the hazards that have been identified.

Resident Richard Roman inquired as to whether any studies have been done on the dam at Mill Falls. Mr. Edgar explained that dams are regulated by the state and go through an inspection process by the state. The Hazard Mitigation Plan includes a series of recommendations dealing with the canal and penstock, including a system in the canal that would allow for the retention of water so the dam can be maintained and repaired without affecting Lake Waukewan.

Mr. Roman suggested erecting a makeshift dam at the foot of the canal. Mr. Edgar agreed that it is a valid recommendation, and explained that the Plan sets forth options for working with the owner and regulating entity to coordinate efforts to address options to reduce risks relative to a dam break, incorporating an emergency action plan into the more detailed operations plans that the Town is about to embark on, and installing flashboards in the canal near the parking lot to try to control the water that would go through the dam in an emergency event. Incorporating emergency management planning into capital improvement planning is also an aspect of the Plan.

In summary, the Plan is an extensive, easy to read document, with different recommendations for courses of action going forward. The Chair thanked the Committee on behalf of the Board for the hard work that has gone into the Plan.

*Selectman Palm motioned to close the Public Hearing portion of the meeting at 5:58 p.m. Seconded by Selectman Flanders. 5-0. All in favor. Motion passed unanimously.*

Selectman Lovett inquired about the process for including Mr. Roman's comments in an action plan. He would like the probability of a dam break at Mill Falls to be 0%. Mr. Edgar explained that there is a monitoring section of the Plan that calls for continuous review and update and is more institutionalized at the staff level. The Board will have an opportunity to reflect on and discuss the matter during the goal setting and budget process. The 2010 budget is an appropriate time to discuss the matter. If the Board identifies it as a priority, next year's budget could include design costs. In addition, the CIP Committee will make their recommendations on the project. Mr. Edgar will investigate whether there is grant money available for hazard mitigation

construction. Chief Morrow has made a number of contacts in the Emergency Management and Homeland Security Office who can answer questions regarding grants.

Selectman Worsman pointed out that the penstock was examined by divers last year, and that the Plan allows for the continued monitoring of the situation.

As a result of the adoption of the Plan, it will be up to the departments and the Board to determine the priorities, funding, and timeframe for addressing specific risks.

*Selectman Palm motioned that the Board of Selectmen adopt the Town of Meredith Hazard Mitigation Plan, revised to March 2009, prepared by the Meredith Hazard Mitigation Committee with technical assistance provided by the Lakes Region Planning Commission. Seconded by Selectman Lovett. 5-0. All in favor. Motion passed unanimously.*

The Chair thanked the Committee for their time and efforts. The Plan document was passed for signature and adoption by the Board.

### **09-37 Abatements**

Assessor Jim Commerford provided the Board with a general summary of abatements to date. There were a total of 52 abatements for 2008 in the amount of \$22,290.91 total taxes abated. The final two appeals for the tax year 2008 are included in the totals. The deadline for appealing the Town's rulings to the Board of Tax and Land Appeals or Superior Court is September 1. Three cases from 2006 that were heard in April are outstanding, and two cases from 2007 have not yet been heard.

*Selectman Worsman moved that the Board approve one 2008 abatement in the amount of \$977.54 and deny one abatement as set forth on the summary sheet provided by Mr. Commerford. Seconded by Selectman Flanders.*

Mr. Commerford summarized the substance of the two abatement requests. The approved abatement for \$977.54 is based on a dock at the Winnepesaukee Colony Club. The value of the dock was assessed at April 1, 2008, but the dock was not assigned to the present owners until after April 1, 2008. The denied abatement is for a property that is partially located in Meredith (15%) and partially located in Moltonboro (85%). Both Towns decided to deny the abatement based on the purchase price and the current assessment.

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

### **09-38 Appointment – Assessing Official Intent to Cut Applications**

Mr. Edgar introduced the matter. The intent to cut process is regulated by state law. Mr. Commerford updated the Board on the circumstances relative to the Town's role as a municipality in the intent to cut process. There is an opportunity for Mr. Commerford to be designated as the Town's Assessing Official for purposes of signing the Intent to Cut form. Mr.

Commerford explained the process for submitting the form. The issue at hand is whether Mr. Commerford can sign the completed form on behalf of the Board of Selectmen as the Assessing Official. The Official can deny the request if the form is not filled out properly and signed by all owners, the land enrolled in the unproductive category of current use, and a timber tax bond has not been posted if the owner hasn't paid taxes. The Board will continue to be involved in the process by issuing the warrant to collect timber tax.

The Board posed questions regarding the supervision of the cutting. Mr. Commerford makes sure the property is being accessed properly. If there are any questions regarding the cut, the state forester is consulted. The local forest ranger periodically reviews the intents to cut and contacts the Town or property owner if there are any questions regarding the cut. The Town's roll is to process the intent, not to dictate how much or little to cut or whether a clear cut will be allowed.

The Chair confirmed the intent to pass the responsibility or authority to Mr. Commerford, as opposed to the Tax Assessor's office. If Mr. Commerford no longer serves as Assessor, the matter would come back to the Selectmen for action.

*Selectman Flanders moved that the Board of Selectmen vote to authorize James Commerford, Tax Assessor, as the Assessing Authority for the sole purpose of signing the Intent to Cut Form. Seconded by Selectman Lovett. 5-0. All in favor. Motion passed unanimously.*

### **09-39 Appointments – Lakes Region Planning Commission**

Each member town of the Lakes Region Planning Commission (LRPC) has two commissioners. The commissioners collectively govern the commission, establish commission policy, elect an Executive Board, etc. Commissioners are appointed by the respective municipal governing body to four-year terms as per RSA 36:46. Our commissioners are Herb Vadney and Bill Bayard. Both serve the Town well in leadership positions on the Planning Board and as LRPC commissioners. Their terms expire in 2009, and both have confirmed their interest in being re-appointed. Additional information about the Commission can be obtained at [www.lakesrpc.org](http://www.lakesrpc.org).

There is a standing committee of the LRPC known as the Transportation Technical Advisory Committee (TAC). The purpose of this committee is to provide commissioners advice concerning transportation issues. John Edgar represents the Town of Meredith on the committee. Representatives on this committee serve for two-year terms and are likewise appointed by the municipal governing body. Mr. Edgar's term expires in 2009, and he has confirmed his interest in being re-appointed.

*Selectman Lovett moved the Board of Selectmen appoint Herb Vadney, 10 Sleepy Hollow Road, and Bill Bayard, 14 Dolloff Brook Road, as Commissioners to the Lakes Region Planning Commission; and that the Board of Selectmen appoint John Edgar, Community Development Director, to the Lakes Region Planning Commission Transportation Technical Advisory Committee. Seconded by Selectman Flanders. 5-0. All in favor. Motion passed unanimously.*

### **OLD BUSINESS:**

None.

**ADJOURNMENT:**

*Selectman Worsman motioned to adjourn the meeting at 6:25 p.m. Seconded by Selectman Palm. 5-0. All in favor. Motion passed unanimously.*

After a short break, the Board moved into a non-public hearing for the hiring of personnel pursuant to RSA 91-A: 3 II (b).

Respectfully submitted,

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John C. Edgar, Co-Interim Town Manager

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Peter F. Brothers, Chairman

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Karin Landry, Recording Clerk

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Miller C. Lovett, Vice Chairman

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Karin Nelson, Recording Clerk

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Robert C. Flanders

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Charles G. Palm

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Colette Worsman