

**Center Harbor Board of Selectmen
Board of Selectmen's Meeting
Wednesday, May 10, 2017**

CALL TO ORDER: At 7:00 p.m. Chairman Richard Drenkhahn called the Board of Selectmen's meeting to order. Selectmen Harry Viens and Richard Hanson were present. Karen Ponton, Quantum Consultants Representative Jim Bouchard, Road Agent Jeff Haines, Code Enforcement Officer Ken Balance, Ron Ulm, Debbie Ulm and Selectmen's Administrative Assistant Robin Woodaman were also present.

AGENDA REVIEW: Mr. Viens requested discussion on the following items:

- Upper Lake Street; either discontinue that section of road or making it a one-way.
- Joining the Lakes Region Chamber of Commerce
- Monitoring of Kimball Island and Fogg Hill conservation easements.

MEETING MINUTES:

- **May 3, 2017 Board of Selectmen's meeting minutes:** Mr. Hanson motioned to accept the minutes of the May 3, 2017 Board of Selectmen's meeting as presented. Mr. Viens seconded the motion and the vote was unanimous.

APPOINTMENTS:

QUANTUM CONSTRUCTION REPRESENTATIVE JIM BOUCHARD AND ROAD AGENT JEFF HAINES:

- **Road Maintenance & Repairs Expendable Trust Fund:**
 - **Roadway and drainage projects:** Mr. Bouchard and Mr. Haines reported on the following 2017 roadway and drainage projects (Mr. Haines reported failed culverts have to be a priority) and anticipated costs:
 - **Main Street drainage improvements;** this project is scheduled to begin after Labor Day and take approximately six weeks with an anticipated cost of \$154,500.
 - **Follett Road and Overlook Drive drainage replacements;** these projects will be advertised in one bidding package. Follett Road culvert replacement is anticipated to cost \$24,100. Overlook Drive culvert replacement is anticipated to cost \$31,300.
 - **McCrillis Hill Road;** State of New Hampshire Department of Environmental Services (NH DES) permits are required and the permitting process takes approximately 120 day. The anticipated cost is \$75,000.
 - **Follett Road Rehabilitation;** Mr. Haines reported Follett Road has become a dangerous road to drive on and was moved to the forefront for rehabilitation. Mr. Bouchard reported the total anticipated cost for the rehabilitation of Follett Road is approximately \$303,200. He reported this project will begin in 2017 and the paving will be scheduled for 2018.

- **Roadway and drainage projects funding:** There was discussion regarding the Road Repairs and Maintenance Expendable Trust Fund; approximately \$250,000 was in the fund as of December 31, 2016 and \$300,000 was appropriated at the 2017 Town Meeting for a fund balance of approximately \$550,000. Mr. Bouchard recommended retaining a reserve of \$50,000 for unforeseen conditions. The total of the projects listed above is \$588,100, which is a capitalization shortage of \$88,100. Mr. Bouchard explained that by doing the Follett Road rehabilitation in two phases (the design, permitting, and construction costs of \$169,000 in 2017 and the pavement application of \$253,000 in 2018) the 2017 expenditures would be approximately \$452,900. The Selectmen agreed with the planned 2017 and 2018 projects.
- **Lake Street:** There was discussion regarding the possibility of either turning the upper portion of Lake Street into a park or a one-way road with parking spots on one side. Mr. Haines reported the Lakes Region Planning Commission (LRPC) did a conceptual plan for a one-way road; he will submit the plan for the Selectmen's review. There was discussion regarding the one-way going from Main Street to Route 25, which is a safer direction than exiting from Lake Street onto Main Street with traffic from Route 25B, Senter's Market and both directions on Main Street. The Selectmen will discuss this at a future Selectmen's meeting.

CODE ENFORCEMENT OFFICER KEN BALLANCE

- **Town's Temporary Sign Ordinance:** There was discussion regarding the Town's Temporary sign ordinance:

Section 6:2 Temporary Signs – 6:2:3 – *“The temporary construction signs may be erected or posted on the site of any construction project. Each sign may be no larger than nine (9) square feet in area, and shall be removed promptly upon completion of the project.”*

Mr. Ballance explained the intent of this ordinance is to allow vendors working on a construction site (general contractor, electrician, plumber, etc.) to each have one sign no larger than nine (9) square feet. Mr. Ballance submitted a picture of the contractor's three-leg sign which was discussed at the May 2, 2017 Planning Board meeting and which the Selectmen voted to allow at their May 3, 2017 meeting. Mr. Ballance reported the three-leg sign is too big and that was conveyed to the contractor. Mr. Viens reported if the sign was put together back-to-back there would not be a problem; Mr. Ballance reported that is correct – that would be a solution, it would become one sign. Mr. Drenkhahn reported the Selectmen's May 3, 2017 decision needs to be changed. Mr. Viens reported once an ordinance is broken, the door is open for more violations. Mr. Ballance explained the Planning Board is not the interpreting Board. Mr. Drenkhahn motioned to rescind the Selectmen's May 3, 2017 decision and to require the contractor's sign to be compliant with Town ordinances. Mr. Viens seconded the motion and the vote was unanimous. A letter will be sent to the contractor informing him of this decision.

- **Second residence on a lot:** There was discussion regarding the Town's ordinance which allows a second residence on a lot if the lot is subdividable. Mr. Ballance

reported there is a lot in the commercial zone (under ten acres), that had a trailer on it; this property was sold and the property owner built a house a number of years ago with no construction permit. He reported the property has sold again and the current owner would like a separate commercial entity on the front of the lot; however the Town does not have a “mixed use” area. Mr. Ballance reported the sale of the property should have triggered the subdivision requirement. Mr. Viens asked if this should go to the Zoning Board of Adjustment; Mr. Ballance reported it will.

- **Colton Lane:** Mr. Ballance reported a construction permit was issued to the property owner who is on the corner on Anthon Road and Colton Lane because she could access her property from Anthon Road; however she has chosen to access it from Colton Lane. He reported he would issue a construction permit to the property owner on the other corner of Anthon Road and Colton Lane; however no construction permits can be issued to the other property owners until Colton Lane is built and maintained.
- **Municipal property repairs:**
 - **Municipal Building pipe:** Mr. Ballance reported he will extend the pipe on the Municipal Building’s roof so that it doesn’t continue to stain the side of the building.
 - **Bandstand:** Mr. Ballance reported he will address the bandstand repairs as soon as possible. He will supply the labor and the Town will provide the materials.

PUBLIC INPUT: None

SELECTMEN’S REPORTS:

REGIONAL ELECTRICITY SHARING: Mr. Viens reported collecting data on the Town’s electrical use; this information was sent to Jeff Hayes, at the Lakes Region Planning Commission (LRPC) and Walter Johnson, Town Administrator for the Town of Moultonborough for their research on possible regional electricity sharing. Mr. Viens reported, in order for them to receive bids, they have requested the Town’s account numbers, meter numbers and pole locations. He reported he is uncomfortable giving out this information – the Town’s accounts could be switched to a third party without the Town’s consent; Mr. Drenkhahn and Mr. Hanson agreed. Mr. Drenkhahn reported the usage information was submitted and should be enough information to generate a proposal. Mr. Viens reported the New Hampshire Electric Cooperative’s (NHEC) rates are going down by \$.02 per Kwh.

CENTER HARBOR COMMUNITY DEVELOPMENT ASSOCIATION (CHCDA): Mr. Viens reported on the CHCDA’s May 4, 2017 meeting:

- **Lobsterfest:** Mr. Viens reported the Lobsterfest is scheduled for August 4th.
- **Donation of chairs and tables:** Mr. Viens reported the CHCDA discussed donating Adirondack chairs and picnic tables to the Town. Mr. Viens reported the chairs will need to be secured. Per RSA’s, if the value of the chairs and tables is \$10,000 or more, the Selectmen are required to hold a public hearing before accepting the gift; if the value is less than \$10,000 the acceptance will be an agenda item.

ENERGY COMMITTEE (EC): Mr. Drenkhahn reported on the EC's May 4, 2017 meeting:

- **Highway Garage insulation project:** The final draft of the "Request for Proposals" for the weatherization and building improvements of the Highway Garage was reviewed; a copy was submitted to the Selectmen for their review.
- **Library lighting upgrade project:** The lighting materials are scheduled to be shipped the week of June 5th and the installation will be during the week of June 12th.

UNFINISHED BUSINESS:

MOSQUITO BRIDGE REPAIRS:

- **Dry hydrant installation:** Mr. Viens reported that the State of New Hampshire Department of Transportation (NH DOT) had agreed to install a dry hydrant (materials would be supplied by the Towns of Center Harbor and New Hampton) during their repairs to the Mosquito Bridge. He reported the Center Harbor and New Hampton Fire Chiefs decided that the New Hampton side of the bridge would be the best location for the dry hydrant. Mr. Viens reported being informed by Center Harbor resident Maureen Criasia that there is an effort underway to ask the New Hampton voters (next year) to place the New Hampton side of the Snake River into Prime Wetland status. Ms. Criasia reported a New Hampton resident has been in discussion with the Town Administration regarding the site particulars; the New Hampton Conservation Commission will also be involved. She reported the New Hampton resident will also meet with the New Hampton Fire Chief regarding the pipe location.

NEW BUSINESS:

STREET LIGHTS: The Selectmen were notified that Jaime Jenkins reported a street light (pole 141/51) is so bright it shines into her and her neighbor's houses. Ms. Jenkins reported calling the New Hampshire Electric Cooperative (NHEC); the NHEC came to put a shade on the light, but it already has a shade. The NHEC suggested it either be turned off (there are other lights in the area) or be moved across the street. Ron and Debbie Ulm requested the street light outside their home on Kelsea Ave. be removed. The Selectmen requested letters be sent to the abutters of these two street lights informing them they may be moved or turned off and requesting their input. The Selectmen will review this next week.

THE MUG RESTAURANT MOTORCYCLE WEEK PERMIT: Mr. Viens motioned to approve The Mug Restaurant's request for a temporary "Garden Dining Area" beginning June 9, 2017 through June 18, 2017 pending Fire Chief Leon Manville and Code Enforcement Officer Ken Ballance's inspections with the following conditions:

- The total capacity will be 53 persons, excluding employees, per Fire Chief Leon Manville's "Permit to Operate a Place of Assembly".
- Outside music will be allowed.
- Proper fencing will be required.
- Proper staffing will be required.

Mr. Drenkhahn seconded the motion and the vote was unanimous.

LAKES REGION PLANNING COMMISSION (LRPC) REPRESENTATIVE: Mr. Drenkhahn motioned to appoint Mark Hildebrand as the Town's representative to the LRPC. Mr. Hanson seconded the motion and the vote was unanimous.

PUBLIC INPUT:

ADDITIONAL BUSINESS

COPIER SERVICE AGREEMENTS: Mr. Viens motioned to contract with Twin Rivers Office Machines, Inc. for service on two copiers in the amount of \$1,080 each. Mr. Hanson seconded the motion and the vote was unanimous.

CONSERVATION EASEMENT MONITORING: Mr. Viens reported on the following matters, which may be funded through the Town's Properties Stewardship Expendable Trust Fund:

- **Kimball Island:** Mr. Viens reported the Squam Lakes Association (SLA) and the Town have conservation easements on Kimball Island. He reported SLA has been monitoring the easement with no charge to the Town; they may ask the Town for a small contribution to the insurance policy premium they pay.
- **Fogg Hill:** Mr. Viens reported a baseline report on the Fogg Hill conservation easement is needed before the Town does any monitoring. He reported Rick van der Poll will submit a cost proposal.

GENERAL JOURNAL ENTRIES: The Selectmen reviewed, and approved, the general journal entries as presented.

CURRENT BILLS PAYABLE: The Selectmen reviewed, and approved, the payroll and accounts payable manifests as presented.

ADJOURNMENT: At 8:15 p.m. Mr. Drenkhahn motioned to adjourn the Board of Selectmen's meeting. Mr. Hanson seconded the motion and the vote was unanimous.

Respectfully submitted,

Robin Woodaman
Selectmen's Administrative Assistant