

**Center Harbor Board of Selectmen
Board of Selectmen's Meeting
Town Meeting Day
Tuesday, March 08, 2016**

CALL TO ORDER: At 8:02 a.m. Chairman Harry Viens called the Board of Selectmen's meeting to order. Selectmen Richard Hanson and Richard Drenkhahn were present, Heritage Commissioner Karen Ponton, Library Trustee Helen Heiner, Emergency Management Director David Hughes and Selectmen's Administrative Assistant Robin Woodaman were present.

AGENDA REVIEW: Mr. Viens reported Heritage Commissioner Karen Ponton requested meeting with the Selectmen to discuss the Town's heritage and cultural resources inventory.

APPROVAL OF MINUTES:

- **March 2, 2016 Board of Selectmen's meeting:** Mr. Drenkhahn motioned to accept the minutes of the March 2, 2016 Board of Selectmen's meeting. Mr. Viens seconded the motion and the vote was unanimous.

APPOINTMENTS

HERITAGE COMMISSIONER KAREN PONTON:

- **Town's cultural assets and resources inventory:** Ms. Ponton reported part of the Heritage Commission's (HC) charge is to develop and maintain an inventory of the Town's cultural assets and resources. She submitted a working draft, which included the inventory per the Town's Master Plan and a list of suggested additions. Ms. Ponton asked when the Town's Master Plan would be revised; Mr. Viens reported it was revised in 2012 and should be revised every ten years – 2022 will be the revision year.

Ms. Ponton asked what the Selectmen envision the inventory to look like. There was discussion regarding including tax map and lot numbers, street addresses and photographs of the various buildings, places, roads cultural resources, etc.

- **Tax relief incentives:**
 - **RSA 79-D "Discretionary Preservation Easements":** Ms. Woodaman reported there had been three properties receiving the discretionary preservation easement, being taxed at 25% of the assessed value, but only one had re-applied after the ten-year approval had expired. Ms. Ponton reported if more property owners were aware of this, it may be an incentive for property owners to maintain old barns instead of tearing them down.
 - **RSA 79-E "Community Revitalization Tax Relief Incentive",** which provides tax relief for the rehabilitation of many underutilized structures: Ms. Woodaman reported there are no properties receiving this incentive. There was discussion regarding whether or not this would have to be adopted by a vote at Town Meeting; this will be researched.

- **State historic designation:** Ms. Ponton reported the HC voted to recommend the Selectmen consider pursuing State of New Hampshire historic designation for the Canoe House and School House. There was discussion regarding contracting Mae Williams to compile data, as she had during the process for the Town House historical designation.

LIBRARY TRUSTEE HELEN HEINER:

- **Library Trustees:** Ms. Heiner reported Sarah Heath and Josephine Morse are Trustees appointed by the Selectmen; their terms are expiring. Ms. Heiner requested they be re-appointed. Mr. Viens motioned to appoint Sarah Heath and Josephine Library Trustees for a term of three (3) years. Mr. Drenkhahn seconded the motion and the vote was unanimous.
- **Library lighting project:** Mr. Viens reported speaking with Energy Committee member Annette Nichols regarding the proposed lighting project, which is coming along.

EMERGENCY MANAGEMENT DIRECTOR DAVID HUGHES:

- **Fundraiser:** Mr. Hughes reported the Fire Department membership requests permission to put a boot at the business session of Town Meeting to raise funds for an ill Hampton, NH firefighter. Mr. Drenkhahn reported Mr. Hughes should ask permission from Moderator Charley Hanson. The Selectmen have no objection to Mr. Hughes' request.

FIRE CHIEF LEON MANVILLE:

- **State of New Hampshire's forestry truck:** Chief Manville reported the State of New Hampshire's forestry truck, which has been housed in Center Harbor, will be transferred to the Town of Sandwich. He reported the Town of Sandwich has requested the Town of Center Harbor loan the Center Harbor-owned tank and hose for the truck until they either dispose of the truck or return it to the State of New Hampshire. Mr. Hanson motioned to loan the tank and hose to the Town of Sandwich. Mr. Drenkhahn seconded the motion and the vote was unanimous. A letter of agreement will be sent to the Town of Sandwich.

PARKS & RECREATION DIRECTOR SANDY FROST:

- **Portable toilets:** Ms. Frost reported Maple Ridge Septic Service was bought by United. She reported being informed that the Meredith Rotary Club was charged an amount for two portable toilets for the fishing derby that they are usually charged for six. Ms. Frost will research this matter. Ms. Frost reported back to the Selectmen that she spoke with a United representative; based on her conversation and a previous letter she received from them, the proposed budget amount should be fine.

OLD BUSINESS:

FIRE STATION INSULATION PROJECT:

- **Quality Insulation:** Mr. Viens reported Quality Insulation was scheduled to complete the project on Monday, March 7, 2016. The Selectmen will approve their invoice when they receive confirmation that the project has been completed.
- **Kozlowski Electric:** Mr. Viens reported Kozlowski Electric had one item to complete. He recommended their invoice be approved for payment; Mr. Hanson and Mr. Drenkhahn agreed.

TOWN WARRANT: The Selectmen reviewed the warrant.

NEW BUSINESS:

AMBROSE BROTHERS IRREVOCABLE STANDBY LETTER OF CREDIT: Brian Chalmers, Vice-President of Commercial Lending at Meredith Village Savings Bank (MVSBS) reported Ambrose Brothers' Irrevocable Standby Letter of Credit, in the amount of \$33,000, to the Town expired on February 28, 2016. This Irrevocable Standby Letter of Credit is in place to complete the reclamation, as required, of the Sand and Gravel Pit located at TML 220 – 24 and 25. Mr. Viens motioned to re-date the current Irrevocable Standby Letter of Credit with Ambrose Brothers in the amount of \$33,000. Mr. Hanson seconded the motion and the vote was unanimous.

SELECTMEN'S PROJECTS: Mr. Viens suggested reviewing the Selectmen's meeting minutes for the past year for unfinished projects.

NON-PUBLIC SESSION: At 2:45 p.m. Mr. Viens motioned to go into a non-public session per RSA 91-A:3, II(d) to review information submitted by the Town's Attorney regarding real estate. Mr. Hanson seconded the motion. The Selectmen were polled and all voted in favor. The motion passed unanimously. At 2:50 p.m. Mr. Viens motioned to end the non-public session. Mr. Hanson seconded the motion and the vote was unanimous.

ADDITIONAL BUSINESS

STATE OF NEW HAMPSHIRE:

- **State of New Hampshire Department of Revenue Administration (NH DRA):**
 - **NH DRA "Permanent Application for Property Tax Credit/Exemptions":**
Mr. Viens motioned to sign the following NH DRA "Permanent Application for Property Tax Credit/Exemptions" for a veteran's exemption:

Busby

TML 103-37

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

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

ADJOURNMENT: At 7:00 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

