

**Center Harbor Board of Selectmen
Board of Selectmen's Meeting
Wednesday, March 16, 2016**

CALL TO ORDER: At 7:00 p.m. Selectman Harry Viens called the Board of Selectmen's meeting to order. Selectmen Richard Hanson and Richard Drenkhahn were present. Heritage Commissioner Karen Ponton, Road Agent Jeff Haines and Selectmen's Administrative Assistant Robin Woodaman were present.

BOARD STRUCTURE FOR 2016 – 2017:

- **Chairman of the Selectmen:** There was discussion regarding the Chairman position of the Board of Selectmen; the Selectman in the third year of his term typically is elected Chairman. Mr. Hanson respectfully declined the Chairman position. Mr. Drenkhahn nominated Mr. Viens; Mr. Hanson seconded the nomination and Mr. Viens was elected Chairman.
- **Board/committee/commission representation:** After discussion, the Selectmen decided the board/committee/commission representation for 2016 – 2017 would be the same as 2015 – 2016:
 - Planning Board: Mr. Viens
 - Energy Committee: Mr. Drenkhahn
 - Conservation Commission: Mr. Viens
 - Heritage Commission: Mr. Hanson
 - Park Committee: Mr. Hanson

AGENDA REVIEW: Mr. Viens reported he requested Road Agent Jeff Haines meet with the Selectmen to discuss a few matters.

APPROVAL OF MINUTES:

- **March 8, 2016 Board of Selectmen's meeting:** Mr. Drenkhahn motioned to accept the minutes of the March 8, 2016 Board of Selectmen's meeting. Mr. Viens seconded the motion and the vote was unanimous.

APPOINTMENTS

ROAD AGENT JEFF HAINES:

- **Tree near the Historical Society building:** Mr. Viens reported on concerns about a tree near the Historical Society building. Mr. Haines reported all the dead limbs were removed last year; he explained it is a very large, healthy tree which would be very expensive to remove. He recommended monitoring the tree and stressed that the tree is healthy. Mr. Haines reported a dead tree was removed from the property last year. Mr. Hanson requested Mr. Haines meet with Historical Society President Roland Garland at the tree so that Mr. Garland can be assured of the tree's health.
- **Town beach detention basin:** Mr. Viens asked if the rain garden (detention basin) at the Town beach can be moved. Mr. Haines reported the detention basin was constructed with State of New Hampshire Department of Environmental Services (NH DES) grant funds and it was designed so that all the drainage goes into it.

- **Crosswalk painting:** Mr. Haines reported the crosswalks will be painted as soon as Lakes Region Striping can do it.
- **Route 25B grass plantings:** Mr. Hanson asked the status on the Route 25B grass plantings which was approved by the State of New Hampshire Department of Transportation (NH DOT). Mr. Haines reported he and the NH DOT coordinate spring cleaning of Route 25B from the Historical Society building down into the village; the grass will then be planted.
- **Library tree:** Mr. Haines reported there is no easy way to access the lights on the Library tree to determine which lights are out. There was discussion regarding adding an additional string of lights in the areas where the lights are out. Mr. Viens reported he feels the tree makes the village festive.
- **Ice clusters and dock damage:** Mr. Haines reported on ice cluster and dock damage caused by the shifting ice.
- **Brooks House:** Mr. Haines reported cleaning out part of the Brooks House; file cabinets have been moved from the Town House to the Brooks House. He reported the boxes of files will be moved tomorrow. Mr. Viens requested the kitchen cabinets and heating system be removed to allow for more storage area.
- **Town Band stage extensions:** Mr. Haines reported the Town Band's stage extensions, which are currently stored in the Town House, will be moved to the Highway Garage.
- **Road maintenance plan:** Mr. Haines reported plans to meet with Quantum Consulting representatives to review the roads when the frost heaves are up. He reported there are large culverts that need to be replaced. Mr. Viens asked for a target date for the road maintenance plan; Mr. Haines reported it will be June 1st.
- **New truck:** Mr. Haines reported, in order to lock in the interest rate, the leasing company is requiring the Town to submit the credit application and first payment of \$30,000, which will be held in escrow until the truck is ready in approximately fourteen weeks. The Selectmen reported their understanding that the old truck would be traded in with a trade-in value of \$30,000 and \$1,000 would be the amount spent this year; this was reflected in the warrant article, which raised \$1,000 from taxation in 2016. Mr. Haines will discuss possible options with the leasing company.

Ms. Ponton asked about utilizing funds from the Highway Department Truck or Equipment Capital Reserve Fund (CRF). Ms. Woodaman explained CRF's are not allowed to be used for lease/purchases; CRF's are used to buy equipment or vehicles outright. Mr. Haines recommended funding be secured prior to ordering a truck in the future.

- **Non-public session:** At 7:37 p.m. Mr. Viens motioned to go into a non-public session per RSA 91-A:3, II(a) to discuss a personnel matter. Mr. Drenkhahn seconded the motion. The Board members were polled and all were in favor. Mr. Viens, Mr. Hanson, Mr. Drenkhahn and Mr. Haines were present for a Highway Department personnel matter discussion. At 7:52 p.m. Mr. Viens motioned to end the non-public session. Mr. Drenkhahn seconded the motion and the vote was unanimous.

RECONVENE: At 7:52 p.m. Mr. Viens reconvened the Board of Selectmen's meeting.

SELECTMEN'S REPORTS:

- **Zoning Board of Adjustment (ZBA):** Mr. Viens reported the ZBA met on Monday, March 14, 2016 and voted on the Center Harbor Inn's request to withdraw their

applications for a Special Exception and Variance; the ZBA voted unanimously in favor of accepting the withdrawal. Mr. Viens reported the Center Harbor Inn has been sold.

OLD BUSINESS:

FIRE STATION INSULATION PROJECT: Mr. Viens reported Energy Committee member Chris Williams is satisfied with the completion of the Fire Station insulation project; Mr. Williams requested Quality Insulation leave a roll of seam tape in the event the seams need to be repaired. Mr. Viens motioned to sign the New Hampshire Electric Cooperative 2016 Commercial Weatherization and Fossil Fuel Savings Incentive Completion Form. Mr. Hanson seconded the motion and the vote was unanimous.

CENTER HARBOR VOLUNTEER FIREMEN'S ASSOCIATION: The Selectmen sent a letter (March 2, 2016) to Lee Woodworth, including a copy of a letter to Mr. Woodworth from Terry Knowles, Assistant Director of the State of New Hampshire Charitable Trust Units, requesting Mr. Woodworth submit the Center Harbor Volunteer Firemen's Association's assets to the Center Harbor Trustees of the Trust Funds. The Association was dissolved on February 15, 2011. On February 27, 2015, Ms. Knowles sent a letter to Mr. Woodworth recommending the Association either elect a new Board of Directors and reinstate its corporate charter or formally dissolve and turn its assets over to the Town to be held by the Trustees of the Trust Funds for the benefit of the Center Harbor Fire Department. Mr. Woodworth has not submitted the assets as of this date. Mr. Viens will contact Mr. Woodworth regarding this matter.

AMBROSE BROTHERS IRREVOCABLE STANDBY LETTER OF CREDIT: The Selectmen received Ambrose Brothers, Inc. Irrevocable Standby Letter of Credit, in the amount of \$33,000, which has been extended to February 26, 2019.

CENTER HARBOR HISTORICAL SOCIETY LEASE: Mr. Viens reported the lease agreement between the Town and the Center Harbor Historical Society is still in effect. He reported the lease stipulates that the Historical Society do the maintenance on the building, but they do not have the funds. There was discussion regarding releasing them from the lease and giving them tenancy at will status. Mr. Drenkhahn reported there should be a binding agreement in place. He reported he would like to review the Selectmen's minutes from when the lease began. Mr. Viens will discuss the lease agreement with Town Attorney Chris Boldt and suggested Historical Society President Roland Garland meet with the Selectmen to discuss this matter.

MUNICIPAL BUILDING COMPRESSOR: Mr. Viens reported Bonnette, Page & Stone (BPS) representative Barry Salta will be getting the compressor data from Daiken. Mr. Viens informed Mr. Salta that the Town wants compensation for all the bills relating to NPI troubleshooting the problem and servicing/replacing the compressors that failed.

TAX CARD AVAILABILITY ON TOWN'S WEBSITE: Currently, limited tax card information is available on the Town's website. CAI, who manages the online GIS data,

had previously reported a one-time cost of \$1,000 for a utility which can convert the tax cards to a PDF format; this will be researched.

2015 AUDIT: There was discussion regarding the compilation of data in preparation for the 2015 audit. The Selectmen signed various confirmations which will be sent out as part of the audit.

CENTER HARBOR COMMUNITY DEVELOPMENT ASSOCIATION (CHCDA): Bill Ricciardi, Acting Chairman of the CHCDA, submitted a check in the amount of \$5,000 designated for the Center Harbor Fire Department's Centennial Celebration planned for July 4, 2016. Per the provisions of RSA 31:95-b, the Selectmen are required to hold a public hearing prior to accepting any gift of \$5,000 or more; the Selectmen held the public hearing on September 2, 2015. The Selectmen greatly appreciate CHCDA's donation.

NEW BUSINESS:

POLICIES:

- **Election Day outside agency tables:** Deputy Town Clerk Sheila Mohan suggested to Mr. Viens that a policy on the number of "guest" tables allowed in the entryway/corridor during elections should be reviewed. She reported if one or two tables are allowed, and a third request is denied, it is potentially a free speech issue; it was recommended a policy be established limiting the number of tables due to public safety. Mr. Drenkhahn reported this would be a Moderator's policy and is subject to the Moderator's approval.
- **Policy work session:** The Selectmen will schedule a policy work session after meeting with a Primex representative next week.

ORDINANCES:

- **Ordinance work session:** The Selectmen will schedule an ordinance work session with Police Chief Mark Chase.

APRIL 13, 2016 BOARD OF SELECTMEN'S MEETING: Due to scheduling conflicts, Mr. Viens and Mr. Hanson will not be able to attend the April 13, 2016 Selectmen's meeting. Mr. Viens motioned to cancel the April 13, 2016 meeting due to the unavailability of two Board members. Mr. Hanson seconded the motion and the vote was unanimous.

ADDITIONAL BUSINESS

PARKS & RECREATION:

- **Facility Use Application:** Mr. Viens motioned to approve the Lakes Region Cal Ripken League's "Facility Use Application" for use of the Town's ballfield. Mr. Hanson seconded the motion and the vote was unanimous.

STATE OF NEW HAMPSHIRE:

- **State of New Hampshire Department of Administrative Services:** The Selectmen received notification that the Town's agreement with the Federal Surplus Property Program is expiring. Mr. Viens motioned to renew the Town's agreement for participation in the

Federal Surplus Property Program. Mr. Drenkhahn seconded the motion and the vote was unanimous.

- **State of New Hampshire Department of Environmental Services (NH DES):** The Selectmen reviewed the following NH DES “Shoreland Impact Permit”:

Henden

TML 223-31

- **State of New Hampshire Department of Transportation (NH DOT):**
 - **NH DOT parade permit:** Mr. Viens motioned to sign the NH DOT parade permit for the Memorial Day parade. Mr. Drenkhahn seconded the motion and the vote was unanimous.

CONSTRUCTION PERMIT APPLICATIONS: The Selectmen reviewed the following approved construction permit applications:

Royea

TML 215-5

Tarica

TML 203-8

NON-PUBLIC SESSION: At 8:36 p.m. Mr. Viens motioned to go into a non-public session per 91-A:e, II(c) to discuss matters that could affect someone’s reputation if made public. Mr. Drenkhahn seconded the motion. The members were polled and all were in favor. Mr. Viens, Mr. Hanson, Mr. Drenkhahn and Ms. Woodaman reviewed financial information submitted relating to a resident’s elderly tax exemption. At 8:38 p.m. Mr. Drenkhahn motioned to end the non-public session. Mr. Viens seconded the motion and the vote was unanimous.

RECONVENE: At 8:38 p.m. Mr. Viens reconvened the Board of Selectmen’s meeting.

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.

PUBLIC INPUT:

- **Karen Ponton:**
 - **Historical Society lease:** Ms. Ponton reported Historical Society President Roland Garland is not clear on the lease status and requested the Selectmen clarify it with Mr. Garland. She suggested, in exchange for use of the building, the Historical Society be required to be open certain hours and present a certain number of programs; this would be tangible evidence of use of the building. Mr. Viens reported there are issues on indemnification that need to be addressed.

TOWN HOUSE: At the Town Meeting a resident asked if a survey had been taken of the townspeople asking what they would like to see at the Town House. The Selectmen discussed sending a survey; Mr. Hanson will discuss this with the Heritage Commission and Mr. Viens will assist Mr. Hanson in developing a draft survey for review by the Commission and the Select Board.

COOPERATIVE PURCHASING: Mr. Viens reported he would like to meet with Phil Warren, the Meredith Town Manager, regarding the possibility of cooperatively purchasing items to reduce costs.

ADJOURNMENT: At 8:54 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