

**Center Harbor Board of Selectmen
Board of Selectmen's Meeting
Wednesday, March 23, 2016**

CALL TO ORDER: At 7:00 p.m. Chairman Harry Viens called the Board of Selectmen's meeting to order. Selectmen Richard Hanson and Richard Drenkhahn were present. Police Chief Mark Chase, Master Patrol Officer Donald Welch, Karen Ponton and Selectmen's Administrative Assistant Robin Woodaman were present.

AGENDA REVIEW: Mr. Viens suggested meeting with Ms. Ponton prior to Chief Chase and Officer Welch; Mr. Hanson and Mr. Drenkhahn agreed.

APPROVAL OF MINUTES:

- **March 16, 2016 Board of Selectmen's meeting:** Mr. Hanson motioned to accept the minutes of the March 16, 2016 Board of Selectmen's meeting. Mr. Drenkhahn seconded the motion and the vote was unanimous.

APPOINTMENTS

KAREN PONTON:

- **Center Harbor Historical Society:**
 - **Programs:** Ms. Ponton reported the Historical Society offers monthly programs from April through October; she invited the Selectmen to attend the April 28th Rebecca Rule program at the Schoolhouse. She requested permission to advertise Ms. Rule's program on the Town's reader board ten days prior to the program; the Selectmen approved her request.
 - **Advertising:** Ms. Ponton reported working on additional ways to develop interest in the Museum, especially for families. She reported she has created a Face Book page for the Society. There was discussion regarding possibly placing information in the Center Harbor Inn.
 - **Select Board meetings:** Mr. Hanson mentioned the possibility of using the School House for Select Board meetings perhaps on special occasions or to give publicity to the museum.
 - **Directional signs:** Ms. Ponton reported the Schoolhouse Museum is open on Saturdays during the months of July and August. She requested permission to place directional signs by the Town dock area and Library pointing to the Schoolhouse up the hill. She reported a couple of directional signs may also be placed on private property. The Selectmen approved her request.
 - **Center Harbor Economic Development Association (CHEDA) map:** Mr. Hanson reported the Schoolhouse should be included on the CHEDA map of the village businesses; Mr. Viens and Mr. Drenkhahn agreed.

POLICE CHIEF MARK CHASE:

- **Non-public session:** At 7:09 p.m. Mr. Drenkhahn motioned to go into a non-public session per RSA 91-A:e, II(a) to discuss a personnel matter. Mr. Hanson seconded the motion. Mr. Viens, Mr. Hanson and Mr. Drenkhahn were polled; all were in favor of going into a non-public session. Mr. Viens, Mr. Hanson, Mr. Drenkhahn, Chief Chase, Officer Welch and Ms. Woodaman were present for a discussion regarding medical leave. At 7:30 p.m. Mr. Hanson motioned to end the non-public session. Mr. Viens seconded the motion and the vote was unanimous.

RECONVENE: At 7:30 p.m. Mr. Viens reconvened the Board of Selectmen's meeting.

POLICE DEPARTMENT:

- **Highway Safety Grant:** Chief Chase reported being informed by the State of New Hampshire Department of Safety (NH DOS) that the criteria for highway safety grants changed and the Town was no longer eligible for grants; however; the Town could submit a grant application, and if there was left-over funding, the Town may be awarded funding. Chief Chase submitted a grant application and it was approved with a 25% match from the Town. He explained the Town's match could be such items as fuel usage and administrative time to oversee the grant. Chief Chase reported a dollar amount is usually appropriated for Police Department grants, but due to the understanding that the Town was no longer eligible for grants, \$1 was budgeted. There was discussion regarding being able to spend from the grant line item because \$1 was budgeted; this account will show an over-expenditure, but there will be revenue to offset the unbudgeted expense.

SELECTMEN'S REPORTS:

CONSERVATION COMMISSION (CC):

- **Fogg Hill easement:** Mr. Viens reported the CC met and voted to ask the Town Treasurer to release the funds for the Fogg Hill easement; the Selectmen will also need to vote to release the funds. He reported the check will be secured in the Town Clerk's safe until the easement document is finalized. Mr. Drenkhahn motioned to ask Town Treasurer Jeannie DeGrace to release the Fogg Hill easement funds. Mr. Hanson seconded the motion and the vote was unanimous.

INTERMUNICIPAL AMBULANCE AGREEMENT: Mr. Viens reported he attended the recent Intermunicipal Ambulance Services meeting, substituting for Charley Hanson. He reported the current ambulance contract is for five years, and is automatically renewed if no town requests a review within 120 days. Mr. Viens reported the new contract will include a clause stipulating that there be a mandatory meeting six months prior to the contract's expiration.

Mr. Viens reported Mr. Hanson would like to step down, if possible, from representing the Town and suggested a Selectman be the Town's representative at the 2 – 3 meetings per year. Mr. Hanson questioned why it should be a Selectman when Charley Hanson is not a Selectman and suggested Bill Ricciardi may be interested. It was explained that Charley Hanson was a Selectman when the group was formed; Selectmen have a good understanding of how the ambulance services are provided in the community.

OLD BUSINESS:

CENTER HARBOR VOLUNTEER FIREMEN'S ASSOCIATION: The Selectmen received a copy of an email from Terry Knowles, Assistant Director of the State of New Hampshire Charitable Trusts Unit to Lee Woodworth asking the Center Harbor Volunteer Firemen's Association to make a decision on which course of action they would like to take:

- Dissolve the organization and then notify the Charitable Trusts Unit's office; at that point any remaining cash assets will be turned over to the Town's Trustees of the Trust Funds for the Town of Center Harbor to be used for fire suppression

purposes in the town. Any non-cash assets will be turned over to the Board of Selectmen to be used for fire suppression purposes to the extent possible.

- If the organization wants to reestablish its corporate charter, it will be necessary for a new Board of directors. The new Board will then contact the Secretary of State's Office for purposes or reincorporating the Association; when that has been accomplished the Association will bring its reporting requirements up to date with the Charitable Trusts Unit.

Ms. Knowles asked the Association to make this decision within the next fourteen days (the email was March 21, 2016); failure to do so will result in the Charitable Trusts Unit seeking an order from the Court removing the Board of Directors and dissolving the Association.

MOSQUITO BRIDGE: The Selectmen received a copy of a letter from William Cass, Assistant Director of the State of New Hampshire Department of Transportation (NH DOT) to State Representative Valerie Fraser responding to her February 22, 2016 letter. Mr. Cass reported the degree of repair to Mosquito Bridge has not been determined; they are working through evaluations and will be reviewing alternative treatments with the Towns before any final decisions are made to make sure concerns are being addressed.

HIGHWAY DEPARTMENT TRUCK: The Selectmen were notified that Road Agent Jeff Haines communicated with Tax-Exempt Leasing Corp. regarding the Town's appropriation of \$1,000 in 2016 for the lease/purchase of a new truck. Mark Zaslavsky, President of Tax-Exempt Leasing, approved the Town's financing terms; \$1,000 will be due in 2016 with payments of \$30,738.41 due in 2017 – 2021.

Mr. Viens read the following:

At a duly called meeting of the Governing Body of the Lessee (as defined in the Agreement) held on the following resolution was introduced and adopted:

BE IT RESOLVED by the Governing Body of Lessee as follows:

1. **Determination of Need.** The Governing Body of Lessee has determined that a true and very real need exists for the acquisition of the Equipment described on Exhibit A of Schedule No. 01 to the Master Lease Purchase Agreement dated as of April 1, 2016, between **Town of Center Harbor** (Lessee) and **Tax-Exempt Leasing Corp.** (Lessor).
2. **Approval and Authorization.** The Governing Body of Lessee has determined that the Agreement and Schedule, substantially in the form presented to this meeting, are in the best interests of the Lessee for the acquisition of such Equipment, and the Governing Body hereby approves the entering into of the Agreement and Schedule by the Lessee and hereby designates and authorizes the following person(s) to execute and deliver the Agreement and Schedule on Lessee's behalf with such changes thereto as such person(s) deem(s) appropriate, and any related documents, including any Escrow Agreement, necessary to the consummation of the transaction contemplated by the Agreement and Schedule.

Mr. Drenkhahn motioned to sign the necessary documents pertaining to the lease/purchase of a 2017 Kenworth T470 Equipped Municipal Plow Truck. Mr. Hanson seconded the motion and the vote was unanimous.

FAIRWAY HEIGHTS ROAD: The Selectmen will send a letter to Allan Hale reporting the petitioned warrant article to accept Fairway Heights Road as a Town road passed. Mr. Hale will be asked to have a deed issued to the Town transferring ownership of the road.

MOSSWOOD ROAD: The Selectmen received correspondence from Attorney John McCormack reporting the parties who previously requested their private road be named Mosswood Road would like to amend their request; they would like the road to be named “Woods Neck Road”. The Selectmen received correspondence from Jeannie Cadarette, E-911 Field Representative for the State of New Hampshire Division of Emergency Services and Communications that “Woods Neck Road” is in direct conflict with the already existing “Wood Ridge Road”. Ms. Cadarette submitted a list of all Center Harbor road names to assist property owners when naming roads so that there are no conflicting road names. Mr. Viens reported he will contact Attorney McCormack informing him that “Woods Neck Road” is not available; a list of the current road names will be sent to Attorney McCormack to assist the property owners with their proposal for a new name.

NEW BUSINESS:

TURN UP THE HEAT FUNDRAISER: The Selectmen were notified that the “Turn Up The Heat” fuel raiser committee would like to donate \$8,334 to the Town to assist residents in need of fuel assistance. Per RSA 31:95-b, the Selectmen are required to hold a public hearing prior to accepting donations of over \$5,000; a public hearing will be held on Wednesday, April 20, 2016 at 7:00 p.m. The Selectmen expressed their gratitude for this donation.

LEXIS NEXIS PUBLICATIONS: The Selectmen discussed the cost of purchasing RSA books and updates from Lexis Nexis; staff are not using the books they are going to the State of New Hampshire’s website to look statutes up online. The Selectmen will send a letter to Lexis Nexis cancelling the Town’s automatic delivery of RSA books and updates.

ADDITIONAL BUSINESS

NON-PUBLIC SESSION: At 8:10 p.m. Mr. Viens motioned to go into a non-public session per RSA 91-A:3, II(c) to discuss matters that could affect someone’s reputation if made public. Mr. Drenkhahn seconded the motion. Mr. Viens, Mr. Hanson and Mr. Drenkhahn were polled; all were in favor of going into a non-public session. Mr. Viens, Mr. Hanson, Mr. Drenkhahn and Ms. Woodaman were present for a review of property tax elderly exemption information. At 8:15 p.m. Mr. Drenkhahn motioned to end the non-public session. Mr. Hanson seconded the motion and the vote was unanimous.

RECONVENE: At 8:15 p.m. Mr. Viens reconvened the Board of Selectmen’s meeting.

ELDERLY PROPERTY TAX EXEMPTIONS: Mr. Viens motioned to approve the elderly property tax exemptions as reviewed in the non-public session. Mr. Hanson seconded the motion and the vote was unanimous.

PUBLIC RESTROOMS: Mr. Viens suggested a small sub-committee be formed to research the possibility of installing public restrooms in the Village area as recommended by the Center Harbor Economic Development Association. Mr. Drenkhahn expressed his concern for the Town paying for the restrooms. There was discussion regarding concerns for illegal

activity in restrooms; Chief Chase will be asked for recommendations as to locations which may be better than others. The idea will be explored to see what could be done, and how it might be funded without using taxpayer money.

FIRE DEPARTMENT STATUS: Mr. Viens reported that although the Fire Department changed from being a “volunteer” to an “on-call” department many years ago the change was never put forth on a warrant article for a Town vote. He reported Town Attorney Chris Boldt has explained many towns in New Hampshire have made similar changes, but also have not completed the process by having a Town Meeting vote. It is a “housekeeping” issue only, but should be cleared up.

STATE OF NEW HAMPSHIRE:

- **State of New Hampshire Department of Revenue Administration (NH DRA):**
 - **NH DRA “Current Use Application”:** Mr. Viens motioned to sign the following NH DRA “Application for current Use”:

Notis-McConarty

TML 223-27 and 222-1

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

- **NH DRA MS-232 “Report of Appropriations Actually Voted”:** Mr. Viens motioned to sign the NH DRA MS-232 “Report of Appropriations Actually Voted”. Mr. Drenkhahn seconded the motion and the vote was unanimous.

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

Erving
Poehler

TML 216-3
TML 226-40

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 8:35 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