

**Center Harbor Board of Selectmen
Board of Selectmen's Meeting
Wednesday, March 30, 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 (arrived at 7:05 p.m.) were present. Historical Society members Roland Garland (President) Wilma Garland, Brendan Laffey (Treasurer) and Karen Ponton and Selectmen's Administrative Assistant Robin Woodaman were present.

AGENDA REVIEW: Mr. Viens reported the Selectmen should discuss the specifications for the landscaping proposals.

APPROVAL OF MINUTES:

- **March 23, 2016 Board of Selectmen's meeting:** Mr. Hanson motioned to accept the minutes of the March 23, 2016 Board of Selectmen's meeting. Mr. Viens seconded the motion and the motion passed.

APPOINTMENTS

CENTER HARBOR HISTORICAL SOCIETY:

- **Lease of School House building:** Mr. Viens reported speaking with Town Attorney Chris Boldt regarding the Center Harbor Historical Society's (Society) lease of the School House building; Attorney Boldt asked what the Society was concerned about in the lease and what they were asking to have written out. Mr. Laffey explained the Society met approximately six weeks and voted to get out of the lease completely. He reported at the last meeting the Society had with the Selectmen, the Society explained they don't want the building and want to walk away from it. He reported the main problem is the maintenance of the outside of the building and expressed his concern for a tree falling onto the building. Mr. Laffey reported, if the Town takes responsibility of the outside of the building, the Society may be able to work with the Town. Mr. Garland reported the Society is not against a small lease fee. Mr. Drenkhahn reported speaking with Bob Beem, who was a Selectman when the lease was written; Mr. Beem doesn't recall why there was a lease. There was discussion regarding the thought being that it was just another building, and if the Society wanted to use it, they could maintain it; now people are understanding it's historical. Mr. Drenkhahn reported it is not good to shut down a building. There was discussion regarding the Town maintaining the outside of the building and the Society maintaining the inside. Mr. Viens will discuss this matter with Attorney Boldt and report to Mr. Garland. There was discussion regarding the necessity for the Society to maintain insurance even though the building is covered by the Town's policy.
- **New Hampshire State Register of Historical Places:** The Selectmen received, and reviewed, a proposal from Mae Williams to perform research on the School House building and submit a nomination to the New Hampshire State Register of Historical Places. Ms. Williams estimated a cost of \$852.04, which includes background research, fieldwork, photographic processing (must be professionally printed with archival inks) and writing the nomination. Mr. Garland reported the Society has wanted to pursue this; there was discussion regarding the grant opportunities when buildings have the historical

designation. The Selectmen discussed the Town funding Ms. Williams' fee. Later in the meeting Mr. Viens motioned to contract with Ms. Williams for her services to nominate the Center Harbor School House building to the New Hampshire State Register of Historical Places. Mr. Hanson seconded the motion and the vote was unanimous.

- **Outside building repairs:** There was discussion regarding the outside building repairs; \$13,000 was appropriated to the Town Buildings Repairs & Maintenance Expendable Trust Fund for this project. Mr. Viens reported there may be a volunteer to paint the building; this will be confirmed. There was discussion regarding the process of awarding the contract; because the cost is over \$10,000, the formal bid process is required – Request for Proposals (RFP) will be advertised, sealed bids will be submitted to the Selectmen, the Selectmen will ask the Society to review the proposals and make a contracting recommendation to the Selectmen and the Selectmen will vote to award the contract. Mr. Drenkhahn reported the contract may, or may not, be awarded to the lowest bidder; the Selectmen prefer to hire local contractors and their location is taken into consideration. Mr. Garland will submit the project specifications to the Selectmen's office to begin the RFP process. Ms. Ponton asked who will be responsible for overseeing the work; Mr. Hanson reported the Town will oversee the project, it is a Town building.
- **Museum attendance:** Mr. Garland reported the Society is trying to draw more attendance to the museum and programs. Mr. Viens reported speaking with Center Harbor Economic Development Association Representative Bill Ricciardi regarding including the School House on the visitor's map; it will be shown more prominently on the next revised map.

SELECTMEN'S REPORTS:

CONSERVATION COMMISSION (CC):

- **Conservation easement:** Mr. Viens, acting Chairman of the CC, submitted a copy of a letter from the CC to Town Treasurer Jeannie DeGrace reporting on the CC's process to acquire an easement on the Sharon Hopkins property purchased by the Lakes Region Conservation Trust (LRCT) on December 2, 2013. The CC held a public hearing to propose a partnership with LRCT for the purpose of acquiring approximately 192 acres from Ms. Hopkins; LRCT purchased the property and the CC voted unanimously to approve the purchase of a conservation easement on behalf of the Town. The CC requests Ms. DeGrace prepare a check in the amount of \$40,000, withdrawn from the Center Harbor Conservation Fund, made payable to the LRCT. Mr. Viens reported the check will be held at the Town Offices and released upon delivery of the approved, and fully executed, conservation easement document.

OLD BUSINESS:

LIBRARY LIGHTING PROJECT: The Selectmen received, and reviewed, a draft Request for Proposals (RFP) prepared by Energy Committee member Annette Nichols. Ms. Nichols submitted the RFP to the Library Trustees for their review.

CENTER HARBOR VOLUNTEER FIREMEN'S ASSOCIATION: Mr. Viens reported the Center Harbor Volunteer Firemen's Association's assets have not been turned over to the Town. Per Terry Knowles, Assistant Director of the State of New Hampshire Charitable Trusts Unit correspondence to Lee Woodworth, the Association has until April 4, 2016 to either dissolve the organization and turn all remaining assets to the Town or reestablish its corporate charger.

TOWN HOUSE CLEAN UP: Heritage Commissioner Kim Baker confirmed, via email, that she will be photographing the Town House this weekend as part of the grant application documents. She also confirmed that the building will be cleaned out, per the Heritage Commission's request, for the grant photos; she reported there are still lots of miscellaneous town paraphernalia inside. Mr. Viens will contact Road Agent Jeff Haines regarding the status of cleaning out the building.

DOGGIE WASTE BAG STATION: The Selectmen requested a doggie waste bag station be installed on the Town's bandstand property with a sign informing people that they must carry the bags out, there will not be a disposal container.

NEW BUSINESS:

TAX ANTICIPATION NOTE (TAN): The Selectmen reviewed information submitted by Meredith Village Savings Bank (MVSF) regarding the 2016 TAN. Mr. Viens motioned to enter into an agreement with Meredith Village Savings Bank for a 2016 Tax Anticipation Note in the amount of \$1,250,000, with a fixed interest rate of 1.46%. Mr. Hanson seconded the motion. Discussion: the TAN can be drawn as a single lump sum or in incremental disbursements as needed; there will be no prepayment penalty and there are no bank fees. The vote was unanimous in favor of entering into the TAN agreement with MVSF.

INTERNET SPEED: Planning and Zoning Clerk Aimee Manfredi-Sanschagrini, who has assumed duties as the Town's website administrator, reported on difficulty uploading files to the website. Ms. Manfredi-Sanschagrini contacted the Town's IT provider, Dave Beaudry from Certified Computer Solutions, who reported the upload speed is .55mgps, which is too slow to be productive when administering an external website, especially when uploading files. Ms. Manfredi-Sanschagrini contacted MetroCast, which supplies free internet service to the Town; the Town can upgrade to a 40x4 service, which would be sufficient, at a cost of \$49.95 per month plus taxes. Mr. Drenkhahn asked if the speed on all the Town computers was checked; there may be an issue with Ms. Manfredi-Sanschagrini's computer. Mr. Drenkhahn requested Mr. Beaudry contact him so they can discuss this further.

READER BOARD: There was discussion regarding reader board messages during slow times. Ms. Ponton suggested messages informing people of the Town's new website and welcoming visitors in the summer; the Selectmen agreed with Ms. Ponton's suggestions.

