

**Center Harbor Board of Selectmen
Board of Selectmen's Meeting
Wednesday, April 20, 2016**

CALL TO ORDER: At 7:00 p.m. Chairman Harry Viens called the Board of Selectmen's meeting to order. Selectmen Richard Hanson (via speaker phone) and Richard Drenkhahn were present. Heritage Commissioners Kim Baker and Karen Ponton, Road Agent Jeff Haines and Selectmen's Administrative Assistant Robin Woodaman were present.

PUBLIC HEARING: At 7:00 p.m. Mr. Viens opened the public hearing, per RSA 31:95-b, to accept a gift of unanticipated funds; \$8,334 from the "Turn Up The Heat" fundraiser. There was discussion regarding proposing the creation of a Capital Reserve Fund at the 2017 Town Meeting, which would be funded with proceeds from "Turn Up The Heat" donations. At 7:04 p.m. Mr. Viens closed the public hearing.

RECONVENE: At 7:04 p.m. Mr. Viens reconvened the Board of Selectmen's meeting.

"TURN UP THE HEAT" DONATION: Mr. Drenkhahn motioned to accept the "Turn Up The Heat" donation of \$8,334. Mr. Hanson seconded the motion and the vote was unanimous.

AGENDA REVIEW: No changes were made to the agenda.

APPROVAL OF MINUTES:

- **April 6, 2016 Board of Selectmen's meeting:** Mr. Drenkhahn motioned to accept the minutes of the April 6, 2016 Board of Selectmen's meeting. Mr. Hanson seconded the motion and the vote was unanimous.

APPOINTMENTS

HERITAGE COMMISSIONER KIM BAKER:

- **Moose plate grant application:** Mr. Drenkhahn motioned to sign the moose plate grant application certification. Mr. Hanson seconded the motion and the vote was unanimous.

ROAD AGENT JEFF HAINES:

- **Dog waste station:** Mr. Haines reported a dog waste station for the bandstand property has been ordered and should be delivered in approximately three weeks.
- **Lake Winona boat launch area:** Mr. Haines reported receiving communication from Pat Tarpey, Executive Director of the Lake Winnepesaukee Association, regarding the plans for the Lake Winona boat launch area. Mr. Viens reported the Selectmen had requested Ms. Tarpey submit a final design, which they have not seen. Mr. Haines reported the Highway crew has diverted some of the runoff and the work is holding. He suggested some of the planned conditions be reviewed.
- **Brooks House file cabinet storage:** Mr. Haines submitted a matrix of the file cabinets stored in the Brooks House.
- **Kona Fountain:** Mr. Haines reported doing historical research on the Kona Fountain statue and reported the feather thought to be missing was never there. Mr. Hanson asked where the report of the missing feather originated. Mr. Haines explained the Road Crew reported the missing feather; there is

an area on the surface where it looked like something could have been attached. Mr. Haines reported the statue's patina is in bad shape and has been transported to Woburn, MA for the planned restoration of the feather and patina. He recommended the patina be restored; the estimate is \$2,500, which would be funded through the Highway Department's "Sub-contract" line item. Mr. Drenkhahn motioned to approve the restoration of the statue's patina. Mr. Hanson seconded the motion and the vote was unanimous.

- **Dock and ice cluster damage:** Mr. Haines reported on ice damage to the dock and ice cluster. Mr. Hanson asked if there is more, or less, damage than last year; Mr. Haines reported there is more ice cluster damage and less dock damage. Mr. Haines reported speaking with Parks & Recreation Director Sandy Frost regarding a timeframe for the repairs; a Request for Proposals will be issued with a due date of May 4, 2016. He reported the work should be completed prior to Memorial Day.
- **Disposal of old generator:** Mr. Haines suggested the Selectmen advertise the old generator for sale; the Selectmen agreed with Mr. Haines suggestion.
- **Seasonal Highway Department employee:** Mr. Haines will advertise for the part-time, seasonal Highway Department help. There was discussion regarding the hiring process; Mr. Haines will interview candidates and make his recommendation for hiring an employee to the Selectmen.
- **Bartlett Hill Road ditch issue:** Mr. Haines reported the property owners of 132 Bartlett Hill Road have been filling in the ditch line and culvert inlet, which is in violation of RSA's. Mr. Viens suggested this information be sent to Town Attorney Chris Boldt with the request that Attorney Boldt notify the property owners of these violations and request restoration to a condition that was equal to that which was present before the placement of fill or face the possibility of civil liability as defined in RSA 236:39.

SELECTMEN'S REPORTS:

INTERNET SPEED: Mr. Drenkhahn reported contacting MetroCast regarding the internet speed at the Town's administrative offices, which is very slow when uploading and downloading documents. He reported the internet speed would be increased by upgrading to MetroCast's "Business" service at a cost of \$49.95 per month (this reflects the municipal discount). Mr. Hanson motioned to update the administrative offices internet speed with MetroCast. Mr. Drenkhahn seconded the motion and the vote was unanimous. Mr. Drenkhahn requested Police Chief Mark Chase and Fire Chief Leon Manville be asked if they would like to update their departments internet speed at a cost of \$49.95 per month.

Mr. Drenkhahn reported the Town receive MetroCast's "Expanded Basic TV" service at no charge for the administrative, police and fire areas. He reported MetroCast will start an "Encryption for TV Video" service; each TV will require a standard definition digital adapter – MetroCast would provide 2 at no cost – the cost would be \$1.95 for each additional TV.

UNFINISHED BUSINESS

CENTER HARBOR VOLUNTEER FIREMEN'S ASSOCIATION: Mr. Viens reported the Center Harbor Volunteer Firemen's Association (Association) assets have not turned in to the Town; he reported an email and numerous phone calls to Lee Woodworth have gone unanswered. Mr. Viens reported contacting Terry Knowles, Assistant Director of the State of New Hampshire Charitable Trusts Unit requesting action from her office in resolving this matter.

NEW BUSINESS:

LANDSCAPING PROPOSALS: The Selectmen received, and reviewed, the following proposals for plantings, weeding, mulching and maintenance of the Town dock area, Town dock traffic island, bandstand property, Route 25B whiskey barrels and the Kona Fountain:

- **Stephens Landscaping:**
 - Spring and summer \$5,134.99
 - Spring, summer and fall \$5,834.99

The Selectmen discussed the proposals, noting that the fall proposal includes mum plantings. Mr. Viens motioned to contract with Stephens Landscaping for the spring, summer and fall landscape maintenance. Mr. Hanson seconded the motion and the vote was unanimous.

Mr. Haines reported on other Town garden areas; the Selectmen will consider these gardens in future proposals.

BROOKS HOUSE PARKING AREA: The Selectmen were notified that Chuck Burns suggested the gravel be removed from the Brooks House parking area due to it being washed away. There was discussion regarding this parking area being installed at the request of the Park Committee for parking at Morrill Park. Mr. Haines will look into this and suggested the Park Committee be asked for input.

INSURANCE: Mr. Viens reported on the following proposal from Primex:

- Property and liability \$42,934 (based on a Loss Ratio factor of 1.31)
- Workers' Compensation \$29,013 (based on a Loss Ratio factor of 1.42)
- Unemployment \$ 1,756

Mr. Viens reported the property/liability and workers' comp proposals are for a fiscal year; however, the Town can change the coverage to a calendar basis, like the unemployment coverage, on January 1, 2017.

Mr. Viens motioned to enter into an agreement with Primex for property/liability, workers' compensation and unemployment as of July 1, 2016. Mr. Hanson seconded the motion and the vote was unanimous.

- **Loss Mitigation Agreement:** The Workers' Compensation and Property & Liability contributions as listed in this proposal are subject to the following conditions, effective July 1, 2016:
 - The Town of Center Harbor achieves PRIME (the 10 best risk management practices) by June 30, 2017.
 - The Town of Center Harbor notifies Primex of employee issues/concerns before taking employment action that could lead to termination, to help provide advice and possible legal assistance.
 - The Town of Center Harbor notifies Primex prior to the termination of an employee to allow us to assist in mitigating the impact of the termination.

- The Town of Center Harbor will participate in the Best Doctors partnership by meeting with representatives and utilize occupational health when needed.
 - The Town of Center Harbor will participate in and utilize Temporary Alternate Duty (TAD).
- **Loss Mitigation Agreement Resolution:**
Be it resolved: The Town of Center Harbor, and its Board of Selectmen hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex) in the Workers' Compensation and Property & Liability Programs as outlined in this letter as part of a Loss Mitigation Agreement, and to be contractually bound to all of the terms and conditions of Primex risk management pool membership during the term of this Program.

The Town of Center Harbor agrees to the conditions of the Workers' Compensation and Property & Liability Loss Mitigation Agreement as outlined above and was voted on by its Board of Selectmen on the 20th day of April 2016.

CAMP EAGLE'S CLIFF:

- **2016 camp permit:** Beth LaPointe, Camp Coordinator for Camp Eagle's Cliff, submitted a request to hold a nine-day summer camp for boys ages 9 – 15 beginning June 24, 2016 and ending July 2, 2016. Mr. Viens motioned to approve Camp Eagle's Cliff 2016 summer camp permit pending Fire Chief Leon Manville and Code Enforcement Officer Ken Ballance's inspection and approval. Mr. Drenkhahn seconded the motion and the vote was unanimous.

BASKETBALL COURT: Code Enforcement Officer Ken Ballance reported, via email, that he received two calls from an individual requesting the Town move the basketball court so that he can put a restaurant in that spot. Mr. Ballance had explained this would require a vote at Town Meeting. There was discussion regarding the deed restriction on that property that prohibits commercial use. Mr. Viens reported the Board of Selectmen would never agree to this request and oppose any commercial use of the property; Mr. Hanson and Mr. Drenkhahn agreed.

MUNICIPAL BUILDING HEATING SYSTEM DISCHARGE: Mr. Viens reported being informed by Mr. Ballance that the discharge from the vent for the heating system is corroding the siding on the Municipal Building. He requested Northern Plumbing be asked about possible ways to rectify this issue.

NEW HAMPSHIRE HUMANE SOCIETY: Mr. Viens motioned to enter into an agreement with the New Hampshire Human Society, in the amount of \$2,600, for use of their animal shelter from January 1, 2016 through December 31, 2016. Mr. Drenkhahn seconded the motion and the vote was unanimous.

RIGHT-TO-KNOW WORKSHOP: The Selectmen received notification from the New Hampshire Municipal Association (NHMA) of a Right-to-Know workshop scheduled for Wednesday, May 4, 2016 at the Meredith Community Center. The workshop is free and open to all local officials from NHMA member municipalities.

CURRENT USE: Planning and Zoning Clerk Aimee Manfredi-Sanschagrín submitted information to the Selectmen regarding property owned by Thomas and Lena Aquilla (TML 219-4), which was originally

part of a 200 acre parcel taxed in the current use category. Ms. Manfredi-Sanschagrín reported the original 200 acre parcel has been subdivided numerous times and the Aquilla’s property of 12.15 acres includes 3 acres for the home site and 9.15 acres in current use; the 9.15 acres no longer qualifies because a minimum of 10 acres of undisturbed land is required for current use. The Selectmen will send a letter to the Aquilla’s explaining this matter and removing 9.15 acres from current use. If the property owners feel they have 10 qualifying current use acres, a new application and current use map will have to be submitted to the Selectmen prior to July 1, 2016.

2016 – 2017 HEALTH INSURANCE: Mr. Viens motioned to sign the agreement with HealthTrust for health insurance from July 1, 2016 through June 30, 2017; the agreement reflects a 3.9% overall increase over the current rates. Mr. Drenkhahn seconded the motion and the vote was unanimous.

ADDITIONAL BUSINESS

PARKS & RECREATION DEPARTMENT:

- **Facility Use Applications:** Mr. Viens motioned to approve the following Facility Use Applications:

NH Bass Federation (2 applications: 5/15/16 and 10/23/16)
Lakes Region Cal Ripkin

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

STATE OF NEW HAMPSHIRE:

- **State of New Hampshire Department of Revenue Administration (NH DRA):**
 - **NH DRA “Average Stumpage Value” list:** The Selectmen reviewed NH DRA’s “Average Stumpage Value” list for timber cut between April 1, 2016 and September 30, 2016.
 - **Charitable organizations financial statements:** The Selectmen received, and reviewed, the following State of New Hampshire charitable organizations financial statements:
 - NH Audubon
 - Squam Lakes Conservation Society
 - Lakes Region Conservation Trust
 - **NH DRA “Application for Current Use”:** Mr. Viens motioned to sign the following NH DRA “Application for Current Use”:

Hilltop Partners

TML 209-31

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

- **State of New Hampshire Department of Transportation (NH DOT):** The Selectmen received, and reviewed, NH DOT’s report of the inspection of red listed bridges. The State-owned bridge over the Lake Waukewan inlet (Mosquito Bridge) is still red listed, listed in poor condition and in the program for rehabilitation in 2021 with an estimated cost of \$1,505,000; this is confusing as the Selectmen have received guarantees from the NH DOT that the bridge rehab will be significantly less than the budgeted amount which was previously stated as being the cost of replacement. On June 8, 2016, at 7:00 p.m., the NH DOT will hold a public hearing at the Center Harbor Fire Station to present plans for rehabilitation of the bridge and receive feedback from both New Hampton and Center Harbor residents. Doors will open at 6:30 p.m. and the presentation will start no later than 7:15 p.m.

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

Lefty	TML 226-88
Elbaum	TML 227-2
Tarica	TML 203-8
Jenkins Trust	TML 211-4

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.

NON-PUBLIC SESSION: At 8:34 p.m. Mr. Viens motioned to go into a non-public session per RSA 91-A:3, II(c) to discuss matters that would affect someone's reputation. Mr. Drenkhahn seconded the motion. The Board was polled and all voted in favor to go into a non-public session. Mr. Viens, Mr. Hanson (via speakerphone), Mr. Drenkhahn and Ms. Woodaman were present for a review of elderly exemption's financial information. At 8:39 p.m. Mr. Viens motioned to end the non-public session. Mr. Hanson seconded the motion and the vote was unanimous.

RECONVENE: At 8:39 p.m. Mr. Viens reconvened the Board of Selectmen's meeting.

ADJOURNMENT: At 8:40 p.m. Mr. Drenkhahn motioned to adjourn the Board of Selectmen's meeting. Mr. Viens seconded the motion and the motion passed.

Respectfully submitted,

Robin Woodaman
Selectmen's Administrative Assistant