

**Center Harbor Board of Selectmen  
Board of Selectmen's Meeting  
Wednesday, June 1, 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. Heritage Commissioner Karen Ponton, David Reilly, Bernie Volz and Selectmen's Administrative Assistant Robin Woodaman were present.

**AGENDA REVIEW:** No changes were made.

**PUBLIC INPUT:** None at this time.

**MAY 25, 2016 MEETING MINUTES:**

- **Approval of May 25, 2016 Board of Selectmen's meeting minutes:** Mr. Drenkhahn motioned to accept the minutes of the May 25, 2016 Board of Selectmen's meeting with the addition that the Town would buy back the cemetery plot for \$250, which is what the Adams' paid for it. Mr. Viens seconded the motion and the vote was unanimous.
- **Additional discussion of May 25, 2016 Board of Selectmen's meeting minutes:**
  - **Summer Selectmen's meetings:** Mr. Hanson suggested the meeting minutes should have included the dates the Selectmen are not meeting. The following is the planned meeting schedule:

<b><u>Date</u></b>	<b><u>Meeting</u></b>	<b><u>No meeting</u></b>
June 1, 2016	x	
June 8, 2016	x (the Selectmen will be in session during the State of New Hampshire Department of Transportation's public hearing regarding the Snake River Bridge).	
June 15, 2016	x	
June 22, 2016		x
June 29, 2016	x	
July 6, 2016	x	
July 13, 2016		x
July 20, 2016	x	
July 27, 2016		x
August 3, 2016	x	
August 10, 2016		x
August 17, 2016	x	
August 24, 2016		x
August 31, 2016	x	

- **Library tree lights:** Mr. Viens reported the Town may be able to return the unused Library tree lights to Heath's Hardware for credit.
- **State of New Hampshire Department of Environmental Services (NH DES) permits:** In reference to Mr. Viens suggestion that a standard operating procedure should be to send correspondence to all NH DES applicants advising

the a Town construction permit will be needed, Mr. Hanson reported a permit would be needed if the value of the work was \$1,500 or more and suggested people be advised a permit may be needed, not will be needed. Mr. Viens and Mr. Drenkhahn agreed. Mr. Viens reported reference to the Town's Water Resource Ordinance will be included in the letters. Mr. Volz suggested the Selectmen also include a reference to Chapter 11, which includes information of fertilizer use.

- **Harassment trainings:** Mr. Viens noted that the Primex harassment trainings will be at no cost to the Town.

## **APPOINTMENTS**

### **HERITAGE COMMISSIONER KAREN PONTON:**

- **Historical Society presentations:** Ms. Ponton thanked the Selectmen for advertising recent Historical Society presentations on the Town's reader board and website. She reported over 40 people attended the last presentation.
- **Land & Community Heritage Investment Program (LCHIP) grant:** Ms. Ponton reported plans to have the first draft of the LCHIP grant, which is due June 20<sup>th</sup>, ready for review by the end of next week.
  - **Town endorsement:** There was discussion regarding the Town endorsing the Town House project by the formation of the Heritage Commission and funding appropriations.
  - **What will happen if the grant is not approved:** There was discussion regarding the continuation of fundraising and the Selectmen's consideration of a 2017 warrant article if the grant is not approved.
  - **Stewardship:** Mr. Viens reported the Town has to plan for stewardship of the Town House and conservation easements. There was discussion regarding proposing stewardship funding at the 2017 Town Meeting.
  - **Violation policies:** There was discussion regarding the need for a violation policy in the event the building is rented out and damage is done. Mr. Viens will contact Town Attorney Chris Boldt regarding this being a Selectmen's ordinance and imposing fines for willful damage to Town property.
  - **Public access to Town House:** Mr. Viens reported, once the Town House meets all public safety requirements, it will be made available for public use.
  - **Future use of Town House:** There was discussion regarding returning the Town House to use as a public building offering Town services on a limited basis. Ms. Ponton explained part of the State granting process is to include information on how the public will use the building. Mr. Drenkhahn reported he does not see Town services being offered at the Town House. Mr. Viens reported it could be used for public hearings, where the Boards receive input from residents.
  - **Town House capacity:** Ms. Ponton reported with one door, 40 people would be allowed in the Town House. She explained a second entrance is envisioned in the final product; the capacity would be 91 people.

## **BERNIE VOLZ:**

- **Henden (TML 223-31) State of New Hampshire Department of Environmental Services (NH DES) permit:** Mr. Viens reported Town Attorney Chris Boldt reviewed the Henden's NH DES permit. He reported the NH DES permit was properly filed in January 2016, the abutters were notified but did not submit any comments and most of the work is to repair or replace existing structures. Mr. Viens reported NH law allows repairs/replacements if the work is done within five years; NH DES has to issue a permit and Town ordinances or applications to the Planning and/or Zoning Board do not apply. Mr. Viens reported on the "reasonable" test; if a stone wall tumbled the property owner could build a 3 – 4 foot stone wall, but would not be able to build a 10 foot stone wall. Mr. Viens reported everyone did what they were supposed to do.
- **Construction permits:**
  - **Construction permit applications:** There was discussion regarding the possibility of updating the construction permit applications to include landscaping as a category and NH DES permit information.
  - **Construction permit fees:** There was discussion regarding amending the construction permit fee structure for landscaping. Mr. Viens suggested other town's fee structures be researched and then the Selectmen and Compliance Officer Ken Ballance have a work session to review construction permits.
- **Documents:**
  - **Town ordinances:** There was discussion regarding having the current and changed Town ordinances on the Town's website.
  - **Headers and footers:** There was discussion regarding including headers and footers on Town documents.
- **Confidentiality:** Mr. Volz asked if there could be a procedure where an issue could be reported to the Chair and other Board members would receive redacted copies of complaint. Mr. Viens reported that cannot be done under the Right-to-Know law; documents submitted to the Town are public knowledge and can only be redacted if it's a criminal matter. Later in the meeting, the Selectmen discussed the Town of Meredith's complaint form.
- **Website:** Mr. Volz suggested the Selectmen view surrounding town's websites contents. Mr. Drenkhahn explained the Selectmen did that as part of the process in developing the Center Harbor's new website.

## **SELECTMEN'S REPORTS:**

**ENERGY COMMITTEE:** Mr. Drenkhahn reported the June 2, 2016 Energy Committee meeting has been cancelled.

## **UNFINISHED BUSINESS**

**SOCIAL MEDIA POLICY:** Mr. Viens reported Town Attorney Chris Boldt's office is in the process of reviewing a social media policy.

**SELECTMEN’S “TO-DO” LIST:** Mr. Viens reported a good amount of the “to-do” list has been completed. The Selectmen will continue to review, and work on, the items that need to be addressed. Mr. Viens reported the Departments need documented procedures for tasks.

**SALE OF OLD GENERATOR:** The Selectmen received notification that the Town’s old generator was sold at the State of New Hampshire surplus auction for \$900; a three-percent yard fee was deducted – the Town received a check for \$873.

**NEW BUSINESS:**

**ACCEPTANCE OF DONATION PER RSA 31:95:** Mr. Viens motioned to accept Meredith Village Savings Bank’s (MVSB) \$500 donation in support of the Center Harbor Business Development Association. Mr. Hanson seconded the motion and the vote was unanimous.

**‘REQUEST FOR INFORMATION’ FORM:** The Selectmen reviewed the Town of Meredith’s “Request for Information” form, which is completed for all filings of complaints with the Town of Meredith. Mr. Hanson asked if other towns use forms similar to this; Mr. Drenkhahn suggested research be conducted. The Town of Meredith will be asked if Center Harbor can use their form pending the Selectmen’s research of other towns. Mr. Hanson pointed out that the form would go directly to the Compliance Officer.

**SAVOIE’S LODGING MOTORCYCLE WEEK PERMIT:** Mr. Drenkhahn motioned to approve Savoie’s Lodging Motorcycle Week permit as in previous years. Mr. Hanson seconded the motion and the vote was unanimous.

**ADDITIONAL BUSINESS**

**RIGHT-TO-KNOW INFORMATION:** Mr. Viens requested copies of the New Hampshire Municipal Association’s information on the Right-to-Know law be distributed to all Town departments and boards/committees/commissions.

**STATE OF NEW HAMPSHIRE:**

- **State of New Hampshire Department of Revenue Administration (NH DRA):**
  - **NH DRA “Charitable Organization Financial Statements”:** The Selectmen received, and reviewed, the following NH DRA “Charitable Organization Financial Statements”

Lakes Region Conservation Trust  
Center Harbor Congregational Church

**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:**

**DAVID REILLY:**

- **Mosquito Bridge:** There was discussion regarding the June 8, 2016 State of New Hampshire Department of Transportation (NH DOT) public hearing to receive input on the NH DOT's plans for the Mosquito Bridge. Mr. Reilly reported, at the NH DOT fall public hearing in New Hampton, it was clear the overwhelming majority want the bridge repaired the way it is. He reported the NH DOT would like to widen the lanes and install different guardrails. Mr. Drenkhahn reported the NH DOT wanted to install different guardrails as part of the High Haith Bridge repairs, but the Selectmen would not agree to that; the new guardrails on that bridge are wooden. Mr. Viens reported the bridge project should be kept simple, replaced in kind, and the Selectmen will speak to that at the NH DOT's public hearing.

**NON-PUBLIC SESSION:** At 8:34 p.m. Mr. Viens motioned to go into a non-public session per RSA 91-A:3, II (d) to discuss a possible real estate transaction. Mr. Drenkhahn seconded the motion and the vote was unanimous. Roll call: Mr. Viens, Mr. Hanson and Mr. Drenkhahn voted "yes" to go into a non-public session. Mr. Viens, Mr. Hanson, Mr. Drenkhahn and Ms. Woodaman were present for Mr. Viens report of a possible real estate transaction. No decisions were made and no votes were taken. At 8:42 p.m. Mr. Hanson motioned to end the non-public session. Mr. Drenkhahn seconded the motion and the vote was unanimous.

**RECONVENE:** At 8:42 p.m. Mr. Viens reconvened the Board of Selectmen's meeting.

**ADJOURNMENT:** At 8:43 p.m. Mr. Drenkhahn motioned to adjourn the Board of Selectmen's meeting. Mr. Hanson seconded the motion and the motion passed.

Respectfully submitted,

Robin Woodaman  
Selectmen's Administrative Assistant