

**Center Harbor Board of Selectmen  
Board of Selectmen's Meeting  
Wednesday, June 15, 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, Firefighter Kim Baker, Craig Baker, David Reilly, Police Chief Mark Chase and Selectmen's Administrative Assistant Robin Woodaman were present.

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

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

**June 1, 2016 MEETING MINUTES:** Mr. Hanson motioned to accept the June 1, 2016 Board of Selectmen's meeting minutes as presented. Mr. Drenkhahn seconded the motion and the vote was unanimous.

**APPOINTMENTS**

**HERITAGE COMMISSIONER KAREN PONTON:**

- **Town House:**
  - **Land & Community Heritage Investment Program (LCHIP) grant:**
    - **Application acknowledgement form:** Mr. Viens motioned to authorize Ms. Ponton to represent the Town in applying for the LCHIP grant. Mr. Drenkhahn seconded the motion and the vote was unanimous. Mr. Viens, as Chairman of the Board of Selectmen, also signed the application.
    - **Excavation project:** Ms. Ponton reported the estimate for the excavation project at the Town House was approximately \$40,000 (the Heritage Commission anticipated the cost would be approximately \$30,000); LCHIP requires a 50% match. She reported the Town would have two years to use the LCHIP grant funds and reported on possible grants and donations to meet the Town's match. Ms. Ponton reported on the amount of time spent on the LCHIP grant application; approximately \$900 of her time could also be used towards the match.
    - **Administrative assistance:** Ms. Ponton thanked the Town's administrative staff for their assistance in the grant process.
  - **Donations:** Ms. Ponton reported speaking to Mark Hildebrand regarding a possible lumber donation; he does not have the type of lumber needed. Mr. Hanson suggested Ms. Ponton contact Lowe's and local lumberyards. There was discussion regarding the possibility of a donation from the Meredith Rotary Club.

**FIREFIGHTER KIM BAKER**

- **Restroom access:** Ms. Baker reported, due to personnel changes in the Fire Department, they have to be creative about restroom use; she is unhappy there is no lock on the restroom

doors. Ms. Baker reported there are times, after returning from a call, she has to change clothes in the restroom; she reported the first time a man comes in she will consider it harassment. Mr. Drenkhahn asked if Ms. Baker has discussed this with Fire Chief Leon Manville; Ms. Baker reported she did.

There was discussion regarding the Fire Department offering male and female housing. Mr. Viens reported, due to the shower being located in the men's restroom, plans are to install a deadbolt inside the men's restroom door to ensure no one entered the men's restroom while individuals are showering. He explained men will have to use the ladies room while the female is showering. Ms. Baker asked if a deadbolt could also be installed on the ladies room door; the Selectmen agreed to her request. Female firefighters will also be given codes to access the administrative area of the Municipal Building so that they may use the ladies room located in that area of the building. Ms. Baker asked if these changes could be implemented immediately; yes, they will be.

Police Chief Mark Chase reported the Police Department has a unisex locker room and a unisex bathroom. He reported Police Department staff lock the doors when using the facilities and there have not been any issues.

### **SELECTMEN'S REPORTS:**

**HERITAGE COMMISSION (HC):** Mr. Hanson reported the HC will meet Thursday, June 16<sup>th</sup> at the Historical Society Building.

### **UNFINISHED BUSINESS**

#### **MOSQUITO BRIDGE:**

- **State of New Hampshire Department of Transportation (NH DOT) public hearing:** Mr. Reilly provided an update on the NH DOT's June 8<sup>th</sup> public hearing, which was attended by approximately 115 – 120 people. He reported the overwhelming number of people in attendance want the bridge to remain as is.
- **Mosquito Bridge Committee:** Mr. Viens reported plans for NH DOT representatives, State Representative Valerie Fraser, a New Hampton Selectman and resident and a Center Harbor Selectman and resident to meet with the mission to come up with a plan that is acceptable to the residents. Mr. Viens and Mr. Reilly will represent Center Harbor. Mr. Viens reported on possible meeting dates; the meetings will be posted and open to the public.

**HALLWAY LIGHTING:** Mr. Viens reported Jack Kozlowski, of Kozlowski Electric, proposed replacing the two hallway lights at a cost of approximately \$580 (\$90 per light fixture and \$400 in labor). Mr. Viens motioned to contract with Kozlowski Electric for the replacement of two hallway lights. Mr. Hanson seconded the motion and the vote was unanimous.

**SOCIAL MEDIA POLICY:** The Selectmen received, and reviewed, information received from Attorney Justin Pasay regarding the adoption of a social medial policy. The Selectmen would like an estimate from Attorney Pasay on the cost for him to draft the policy. Mr. Hanson suggested the New Hampshire Municipal Association be contacted for a sample policy.

**HISTORICAL SOCIETY BUILDING LEASE:** Mr. Viens suggested Town Attorney Chris Boldt be asked to draft a codicil to the lease with the Historical Society relieving them of repairs and maintenance to the building; Mr. Hanson and Mr. Drenkhahn agreed.

**NEW BUSINESS:**

**2017 TAX MAPS MAINTENANCE:** The Selectmen received, and reviewed, CAI Technologies 2017 tax maps maintenance proposal. Mr. Hanson motioned to contract with CAI Technologies for 2017 tax maps maintenance pending Town Meeting approval. Mr. Drenkhahn seconded the motion and the vote was unanimous.

**CENTER HARBOR/MEREDITH JOINT MEETING:** Phillip Warren, Meredith Town Manager, invited the Selectmen to a joint meeting with the Meredith Selectmen Meredith on Monday, July 25<sup>th</sup> at 4:30. The Selectmen will attend.

**VRBO PROPERTY RENTAL:** The Selectmen were notified that 22 Lakeview Landing is being advertised on VRBO; the ad states it sleeps 20, events are allowed and a 9% Rooms and Meals tax is collected. Mr. Viens reported two scenarios:

- If the property owner claims residency at the property, renting is an accessory use is permitted. The renter would be able to hire a tent and caterer for their own private party.
- If the property owner is not a resident, no accessory use is permitted. This would be a commercial property in a residential zone and would need a variance from the Zoning Board of Adjustment to operate. Events are not allowed in the residential zone and a variance for events would also be needed.

Bay Sewer District Commissioner Ron Ulm submitted information on the Sewer District's usage fee schedule for events, which was adopted by the Sewer Commission at their April 2016 Annual Meeting. Mr. Ulm reported a usage fee of \$150 would be charged for each event with up to 100 guests.

Mr. Hanson reported he would like the definition of "event". This information will be forwarded to Town Attorney Chris Boldt. Mr. Viens reported no complaints have been received.

**DEPARTMENT CREDIT CARDS:** Police Chief Mark Chase recommended each department be issued a credit card, not to be used for regular purchases, but in times of emergency and for other specific purposes in compliance with the Town's purchasing policy. There was discussion regarding applying for credit cards for Administration, Police, Fire, Highway, Library and the Parks & Recreation Department. Mr. Viens

motioned to authorize Ms. Woodaman to apply for department credit cards. Mr. Drenkhahn seconded the motion and the vote was unanimous.

Mr. Viens reported he would still like to pursue Irving gas cards. Chief Chase reported an option for back-up fuel would be to use the State of New Hampshire pump located in Moultonborough; Chief Chase will research this.

**MOULTONBORO BOY SCOUT POPCORN SALES:** Mr. Drenkhahn motioned to approve Moultonboro Boy Scout Troop 142's request to sell popcorn in front of the Municipal Building on July 4, 2016 as in previous years. Mr. Hanson seconded the motion and the vote was unanimous.

### **ADDITIONAL BUSINESS**

#### **TAX COLLECTOR:**

- **Property deed letters:** Tax Collector Mary Richardson reported tax deeding letters have been sent to four property owners; the deeding date is August 8, 2016.

#### **PARKS & RECREATION DEPARTMENT:**

- **Summer employees:** Mr. Viens motioned to hire the following as Parks & Recreation Department 2016 summer employees per Parks & Recreation Director Sandy Frost's recommendation:

Kyrsten Brunt	Boat Launch Attendant
George Frost	Boar Launch Attendant
Liz Dalzell	WSI/Lifeguard
Michael Dalzell	Lifeguard
Micah Little	Lifeguard
Jenna Gorman	Lifeguard

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

- **July 4<sup>th</sup>:**
  - **Winnepesaukee Flagship Corporation indemnification:** Mr. Viens motioned to sign the indemnification letter to the Winnepesaukee Flagship Corporation pertaining to the July 4<sup>th</sup> fireworks event. Mr. Drenkhahn seconded the motion and the vote was unanimous.

**FISCAL YEAR:** Mr. Viens requested the Selectmen discuss the possibility and procedure for the Town to go from a calendar year (January to December) to a fiscal year (July to June) per Mr. Hanson's request. This will be an agenda item for the next 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:**

**OLD READER BOARD:** Ms. Baker requested permission to have Road Agent Jeff Haines dispose of the old reader board. Mr. Viens motioned to dispose of the old reader board. Mr. Hanson seconded the motion and the vote was unanimous.

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

Kemery	TML 214-24
Fair Point Communications	TML 102-22
Markarian	TML 213-8

Mr. Viens requested a “landscaping” category be added to the construction permit applications. He also requested the construction permit applications be re-formatted to a word document which will make it easier for property owners to complete the online application.

**ADJOURNMENT:** At 8:25 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