

**Center Harbor Board of Selectmen
Board of Selectmen's Meeting
Wednesday, June 29, 2016**

CALL TO ORDER: At 7:02 p.m. Chairman Harry Viens called the Board of Selectmen's meeting to order. Selectmen Richard Hanson and Richard Drenkhahn were present. Fire Chief Leon Manville, Heritage Commissioner Karen Ponton and Selectmen's Administrative Assistant Robin Woodaman were present.

AGENDA REVIEW: Mr. Viens reported Road Agent Jeff Haines submitted information regarding the roads plan via email; it is not necessary for Mr. Haines to attend this evening's meeting. Mr. Viens reported a non-public session with Chief Manville will be necessary and suggested the Selectmen conduct the non-public session at the beginning of the meeting; Mr. Hanson and Mr. Drenkhahn agreed.

NON-PUBLIC SESSION: At 7:03 p.m. Mr. Viens motioned to go into a non-public session per RSA 91-A:3, II(a) to discuss a personnel matter. Mr. Drenkhahn seconded the motion. A roll call vote was taken; Mr. Viens, Mr. Hanson and Mr. Drenkhahn all voted "yes" to enter into the non-public session. Mr. Viens, Mr. Hanson, Mr. Drenkhahn, Chief Manville and Ms. Woodaman were present for a discussion of a complaint by a member of the Fire Department against another member. At 7:35 p.m. Mr. Drenkhahn motioned to end the non-public session. Mr. Hanson seconded the motion and the vote was unanimous.

RECONVENE: At 7:35 p.m. Mr. Viens reconvened the Board of Selectmen's meeting.

PERSONNEL MATTER: Mr. Viens reported the Selectmen will proceed with a personnel investigation based on his meeting with an employee.

PUBLIC INPUT:

• **Karen Ponton:**

- **School House painting Request for Proposals (RFP):** Ms. Ponton asked the status of the RFP for painting the School House building. Mr. Viens reported Historical Society President Roland Garland will be asked to submit the project specifications to the Selectmen.
- **School House lease:** Mr. Viens reported the Selectmen have received two draft codicils to amend the lease between the Historical Society and the Town. The Historical Society will be asked to review the draft codicils and then have Mr. Garland meet with the Selectmen to discuss the lease.

MEETING MINUTES:

- **June 15, 2016 Board of Selectmen's meeting minute's clarification:** Mr. Viens noted that Chief Manville clarified Kim Baker's discussion regarding the restroom access; Ms. Baker met with Chief Manville after requesting a meeting with the Selectmen; protocol is for the employee to discuss issues with the Department Head prior to meeting with the Selectmen.

- **June 15, 2016 Board of Selectmen's meeting minutes:** Mr. Viens motioned to accept the June 15, 2016 Board of Selectmen's meeting minutes as presented. Mr. Hanson seconded the motion and the vote was unanimous.

APPOINTMENTS: None

SELECTMEN'S REPORTS:

PLANNING BOARD (PB):

- **Site visit:** Mr. Viens reported the PB conducted a site visit to a Bartlett Hill Road property which has the zoning district line going through the middle of the property. He reported the property owner would like to have a landscaping business on the commercial side and a residential house on the other side.

UNFINISHED BUSINESS

ROADS PLAN: Road Agent Jeff Haines reported, via email, that he has begun working with Quantum Construction Consultants Representative Jim Bouchard to review the Town's road needs and to formulate a plan for road work. Mr. Haines reported on a recent culvert fail on Follett Road; he and Mr. Bouchard have reviewed the size of several culverts on Follett Road and reported a concern that they may not be properly sized. Mr. Haines and Mr. Bouchard will begin to prioritize the most crucial culvert needs the week of July 11, 2016. The Selectmen would like to meet with Mr. Haines and Mr. Bouchard on July 20, 2016 to discuss the roads plan.

KONA FOUNTAIN: The Kona Fountain has had the patina restored and is back in place. The Selectmen reviewed a Laconia Citizen article about the fountain; Mr. Viens requested the article, which includes the history of the fountain, be kept in the Town Offices. Ms. Ponton suggested the Town's stewardship program begin with the Kona Fountain.

DOCKS AND BOAT RAMP MAINTENANCE AND REPAIRS: The Selectmen reviewed a Request for Proposals for the maintenance and repairs of the docks and boat ramp.

FAIRWAY HEIGHTS ROAD DEED: The Selectmen reviewed a draft of the deed transferring ownership of Fairway Heights Road to the Town of Center Harbor. Mr. Drenkhahn motioned to authorize Town Attorney Chris Boldt to perform a title search. Mr. Hanson seconded the motion and the vote was unanimous.

DEPARTMENT CREDIT AND GAS CARDS: The application for a Meredith Village Savings Bank credit card is in process. Road Agent Jeff Haines reported the Highway Department had Irving gas cards; the Selectmen would like Mr. Haines to pursue Irving gas cards for the Police and Fire Departments as well as the Highway Department.

VRBO PROPERTY RENTAL: The Selectmen will send a letter to the owners of 22 Lakeview Landing regarding the commercial use of their property, which is located in a residential section of Town.

FISCAL YEAR: The Selectmen reviewed information regarding the pros and cons of changing to a fiscal year; one of the biggest impacts would be budgeting for 18 months. There was discussion regarding various ways of funding an 18 month budget; an increase in the tax rate to cover 18 months of appropriations, bonding and creating a Capital Reserve Fund are some options. The Selectmen decided not to proceed with changing to a fiscal year.

NEW BUSINESS:

MOWING THE BANDSTAND PROPERTY: Stephens Landscaping reported they would charge no more than \$105 each time they mowed the bandstand property. Mr. Viens reported having Stephens Landscape mow the property would allow time for the Highway Department to work on other projects. Mr. Viens motioned to contract with Stephens Landscaping for the mowing of the bandstand property. Mr. Hanson seconded the motion and the vote was unanimous.

CENTER HARBOR/MEREDITH JOINT MEETING: The Selectmen discussed some items they would like to discuss with the Meredith Board of Selectmen at the July 25th meeting:

- Transfer Station decals
- Joint services:
 - Landscaping
 - Street sweeping
 - Heating oil
 - On-call police coverage
 - Fire Department shift coverage

ZONING BOARD OF ADJUSTMENT (ZBA) MEMBERS: Planning/Zoning Clerk Aimee Manfredi-Sanschagrin submitted some possible alternate ZBA member's names. The Selectmen will send letters requesting these residents consider becoming alternate ZBA members.

ADDITIONAL BUSINESS

PARKS & RECREATION:

- **Boat launch incidents:** Parks & Recreation Director Sandy Frost reported on two incidents at the boat launch.
- **July 4th activities:** Ms. Frost submitted information on the July 4th activities.

STATE OF NEW HAMPSHIRE:

- **State of New Hampshire Department of Revenue Administration (NH DRA):**
 - **NH DRA PA-28 "Inventory of Taxable Property" form:** Mr. Viens motioned to not use the NH DRA PA-28 "Inventory of Taxable Property" for 2017. Mr. Drenkhahn seconded the motion and the vote was unanimous.

CONSTRUCTION PERMIT APPLICATION: The Selectmen reviewed the following approved construction permit application:

Griffith

TML 223-2

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:

KAREN PONTON:

- **Town House:**
 - **Electrical wire:** There was discussion regarding the condition of the electrical wire going to the Town House. Ms. Ponton requested the New Hampshire Electric Cooperative (NHEC) be contacted to upgrade the wire. Mr. Viens questioned if the wire was live; he thought the power was disconnected at the pole. Mr. Viens expressed his concern about upgrading the service to the building when the interior wiring is old. He reported it will cost approximately \$400 per year for the meter fee. Ms. Ponton reported the current interior wiring should be OK for how the building is currently used; if meetings are held in the building, it will need to be upgraded. She reported the Heritage Commission's plans to restore the front porch; power will be needed for the tools. Mr. Viens reported generators could be used if the power is not on. Mr. Viens requested Code Enforcement Officer Ken Ballance meet with the Selectmen to discuss the building's wiring.
 - **Window:** Ms. Ponton requested a broken window be repaired; Road Agent Jeff Haines will be asked to repair the window.
- **Alternate Heritage Commissioner:** Ms. Ponton requested the Selectmen appoint Nancy Sapack as an alternate Heritage Commissioner. Mr. Hanson motioned to appoint Nancy Sapack as an alternate Heritage Commissioner. Mr. Drenkhahn seconded the motion and the vote was unanimous.

ADJOURNMENT: At 8:51 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