

**Center Harbor Board of Selectmen
Board of Selectmen's Meeting
Wednesday, August 3, 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. Center Harbor Historical Society President Roland Garland, Code Enforcement Officer Ken Balance, Center Harbor Provisions, LLC Representative Betty Ann Salchli and Selectmen's Administrative Assistant Robin Woodaman were present.

AGENDA REVIEW: No changes were made.

PUBLIC INPUT: None.

PUBLIC HEARING: At 7:02 p.m. Mr. Viens called the public hearing, per RSA 31:95-b, regarding the acceptance of unanticipated funds, per RSA 31:95-b, to order. Mr. Viens reported the Town of Moultonborough donated \$6,250 towards the cost of the July 4, 2016 fireworks display. There was no public input. At 7:03 p.m. Mr. Viens closed the public hearing.

RECONVENE: At 7:03 p.m. Mr. Viens reconvened the Board of Selectmen's meeting.

DONATION ACCEPTANCE: Mr. Hanson motioned to gratefully accept the Town of Moultonborough's donation of \$6,250 towards the cost of the July 4, 2016 fireworks display. Mr. Drenkhahn seconded the motion and the vote was unanimous.

MEETING MINUTES:

- **July 20, 2016 Board of Selectmen's meeting minutes:** Mr. Viens motioned to accept the July 20, 2016 Board of Selectmen's meeting minutes correcting the Center Harbor Economic Development Association to the Center Harbor Community Development Association. Mr. Drenkhahn seconded the motion and the vote was unanimous.
- **July 25, 2016 Board of Selectmen's meeting minutes:** Mr. Viens motioned to accept the July 25, 2016 Board of Selectmen's meeting minutes as presented. Mr. Hanson seconded the motion. Mr. Drenkhahn, who was absent with notification from the meeting, abstained from voting. The motion passed.

APPOINTMENTS:

CENTER HARBOR HISTORICAL SOCIETY PRESIDENT ROLAND GARLAND:

- **School House building:** Mr. Garland showed the Selectmen pieces of wood from the School House building which have evidence of a carpenter ant infestation. He requested an inspection of the building. Mr. Ballance will submit his assessment, and estimated repair costs, on this matter. Mr. Viens requested Mr. Ballance's opinion on the continued public use of the building.

NEW BUSINESS

CENTER HARBOR PROVISIONS, LLC LIQUOR LICENSE APPLICATION: The

Selectmen received notification from the State of New Hampshire Liquor Commission that Center Harbor Provisions, LLC has applied for a combination beverage and wine liquor license under the provisions of RSA 178:18. Ms. Salchli, owner of Center Harbor Provisions, reported no open alcohol will be allowed on the property; the store would like to sell beer and bottles of wine for customers to take home with the food they purchase – all beer and wine sales will be carry-out sales. The Selectmen agreed to send a letter reporting they have approve Center Harbor Provisions application to the State Liquor Commission.

SELECTMEN’S REPORTS:

- **Center Harbor & Meredith Selectmen’s meeting:** Mr. Veins reported the joint Center Harbor and Meredith Selectmen’s meeting was very productive with discussions about areas the two towns could work together.

UNFINISHED BUSINESS

TOWN HOUSE:

- **Electrical wiring:** Mr. Ballance reported the electrical wiring from the pole to the Town House cannot be used any more. He recommended not changing the location of the electrical meter; and suggested installing a 4-position panel which would allow for wires to be run to the building when it is under construction. Mr. Ballance reported he would not allow the building to be used in its current state. He reported he will contact three local electricians for cost estimates; this information will be submitted to the Heritage Commission for their budgetary consideration. Mr. Viens requested the Heritage Commissioners follow Mr. Ballance’s recommendations.
- **Handicap ramp:** Mr. Ballance reported on the requirement for a handicap ramp.

SOCIAL MEDIA POLICY: The Selectmen reviewed the latest draft of the social media policy. Attorney Justin Pasay, of Donahue, Tucker & Diancella, PLLC, recommended the relevant section of the Town’s personnel policies be referenced for violations to this policy. Mr. Viens will follow up with Attorney Pasay’s recommendation.

COMPLAINT PROCEDURE: Mr. Ballance recommended the Selectmen adopt the draft complaint procedure. Mr. Viens motioned to adopt the “Request for Information” form, which will be completed by anyone filing a complaint against the Town, property owner or resident. Mr. Drenkhahn seconded the motion and the vote was unanimous.

FAIRWAY HEIGHTS ROAD DEED: Mr. Viens reported speaking with Allan Hale regarding the Town’s position of receiving either a clear title or \$100,000 title insurance for Fairway Heights Road.

Belle Vest LLC: Mr. Viens reported the property owner of 22 Lakeview Landing submitted information regarding her residency in Center Harbor; no further information is required. He reported the reference to “events” has been removed from the property rental advertisement.

WAUKEWAN ROAD/ROUTE 3 INTERSECTION: Police Chief Mark Chase reported the Town and State have worked together to make some minor improvements to this intersection; however it is a dangerous intersection. He reported the only way to effectively address this issue is to straighten that section of Route 3 which would require moving the Town House building further back on the property; this is no longer possible due to the building’s new historical designation. The Selectmen would like the State asked to consider installing flashing lights and additional signage.

ROAD SIGNAGE AND SPEED LIMITS: Mr. Hanson requested an update from Chief Chase on the signage and speed limits that had previously been discussed.

JOB DESCRIPTIONS:

- **Deputy Fire Chief:** Mr. Viens motioned to adopt the Deputy Fire Chief job description as presented. Mr. Drenkhahn seconded the motion and the vote was unanimous.

TREE LIGHTS: Road Agent Jeff Haines reported, via email, that he does not know of more durable, or longer lasting, lights than what are on the tree. He reported being informed that tree lights are a constant maintenance issue and the Town does not have the ability to access the tree without renting equipment or hiring a contractor due to the height of the tree. The Selectmen requested Stephens Landscaping be asked if they offer this service.

BROOKS HOUSE PAINTING: Ms. Woodaman will contact the individual who had previously discussed donating his painting services for this project.

GENERATOR GRANT: Ms. Woodaman reported Fire Chief Leon Manville will pursue the generator grant.

MUNICIPAL BUILDING GROUNDS: Road Agent Jeff Haines reported, via email, that it would be helpful if Stephens Landscaping could be contacted regarding the lawn maintenance on the Municipal Building and Library grounds.

NEW BUSINESS:

ACCEPTANCE, PER RSA 31:95-b, OF THE FOLLOWING DONATIONS TOWARDS

THE JULY 4, 2016 FOOTRACE: Mr. Viens motioned to accept the following donations towards the July 4, 2016 footrace:

- Bootleggers \$750
- E.M. Heath’s, Inc. \$250, 20 cases of water and 20 bags of ice
- The Edge \$250
- Jackie’s Boutique \$250
- Meredith Village Savings Bank \$250

- Dewey’s Ice Cream Parlor Mini ice cream cones for children’s races

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

ANTHON ROAD LOT: Mr. Ballance reported on a January 2016 septic design for a lot; the buffer per the new wetlands map goes through the lot. There was discussion regarding the septic design being submitted in January 2016 prior to the Town’s adoption of the new wetlands map in March 2016.

PRIMEX BUILDING INSPECTIONS: The Selectmen received, and reviewed, Primex’s report of the July 19, 2016 building inspections. Road Agent Jeff Haines reported most of the smaller issues will be addressed within the next few weeks. One of the recommendations is to install a Plymovent exhaust removal system in the Highway Garage/Fire Station 2; the Selectmen will consider funding this system as part of the 2017 budget. Another recommendation was for a section of the floor in the School House building be inspected; this was discussed previously this evening and Mr. Ballance will inspect the floor and submit a report to the Selectmen.

ADDITIONAL BUSINESS

PARKS & RECREATION DEPARTMENT:

- **Incident report:** Parks & Recreation Director Sandy Frost submitted an incident report involving inappropriate behavior at the Town Beach. The Town Beach sign board states: “Inappropriate behavior and language will result in loss of beach and park privileges.”

POLICE DEPARTMENT:

- **Letter of appreciation:** The Selectmen received a copy of a letter of appreciation thanking Police Chief Mark Chase for his assistance with a family when their car broke down.

FIRE DEPARTMENT:

- **Employment:** Mr. Viens motioned to hire Seth Butler as a member of the Center Harbor Fire Department pending a successful background check. Mr. Drenkhahn seconded the motion and the vote was unanimous.

STATE OF NEW HAMPSHIRE:

- **State of New Hampshire Department of Revenue Administration (NH DRA):**
 - **NH DRA form “MS-535, Financial Report of the Town”:** Mr. Viens motioned to sign the NH DRA form “MS-535, Financial Report of the Town”. Mr. Hanson seconded the motion and the vote was unanimous.
- **State of New Hampshire Department of Environmental Services (NH DES)**
 - **NH DES “Request to Provide Stormwater Inspection & Maintenance Records”:** NH DES requested inspection and maintenance records from

- Kay Mulcahy and Shirley Smith TML 216-4

○ **NH DES “Wetland Permit Applications”:**

- Gordon TML 208-1
- Ramsey TML 205-19
- Center Harbor Associates, LLC TML 102-72

CURRENT BILLS PAYABLE: The Selectmen reviewed, and approved, the payroll and accounts payable manifests as presented.

PUBLIC INPUT: None

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