

**Center Harbor Board of Selectmen
Board of Selectmen's Meeting
Wednesday, August 17, 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. Quantum Construction Consultants, LLC Representative Jim Bouchard, Road Agent Jeff Haines, Hunter Taylor, Karen Ponton, David Reilly, Maureen Criasia, Craig Baker, Kim Baker, Town Band Director Carlos Martinez, Town Clerk/Tax Collector Mary Richardson and Selectmen's Administrative Assistant Robin Woodaman were present.

AGENDA REVIEW: Mr. Viens reported Town Clerk/Tax Collector Mary Richardson would like to meet with the Selectmen in a non-public session and Heritage Commissioner Kim Baker would like to report on the receipt of the Moose Plate grant.

PUBLIC INPUT: None

MEETING MINUTES:

- **August 3, 2016 Board of Selectmen's meeting minutes:** Mr. Drenkhahn motioned to accept the August 3, 2016 Board of Selectmen's meeting minutes. Mr. Hanson seconded the motion and the vote was unanimous.

APPOINTMENTS:

QUANTUM CONSTRUCTION CONSULTANTS, LLC REPRESENTATIVE JIM BOUCHARD AND ROAD AGENT JEFF HAINES:

- **Roads maintenance plan:** Mr. Bouchard presented a proposed ten-year Town roads maintenance plan; all the work would be done in nine years and the program would be reviewed in the tenth year. He explained this Capital Improvement Program (C.I.P.) would cost approximately \$400,000 per year for ten years; this yearly appropriation would be in addition to the \$100,000 currently appropriated to the Town Roads Maintenance Capital Reserve Fund. The Selectmen had previously discussed holding a public hearing on August 31, 2016 to receive public input on a Town roads maintenance plan. Mr. Viens suggested the Selectmen, Mr. Bouchard and Mr. Haines meet that evening for a work session; Mr. Bouchard will prepare additional maintenance options. Mr. Viens requested bond rates be researched.

HUNTER TAYLOR: Mr. Taylor, a Belknap County Commissioner candidate, reported on his qualifications.

TOWN BAND DIRECTOR CARLOS MARTINEZ:

- **2016 Town Band:** The Selectmen thanked Mr. Martinez for a great season. Mr. Martinez thanked the Selectmen and the town for their support; this was his tenth year as Director.
- **Equipment purchase:** Mr. Martinez reported a surplus of \$927 in the Town Band Members Fess line item due to members being absent. He proposed purchasing 10 padded, folding metal chairs and 12 music stands to replace chairs and stands that are in disrepair:

the cost is \$874. Mr. Viens motioned to authorize the purchase of chairs and music stands at a cost of \$874. Mr. Drenkhahn seconded the motion and the vote was unanimous.

- **Proposed 2017 budget:** Mr. Martinez submitted the following proposed, level-funded 2017 budget:
 - **Band Director Stipend:** \$3,750 proposed for 2017, \$3,750 appropriated in 2016.
 - **Special Details:** \$500 proposed for 2017, \$500 appropriated in 2016.
 - **Town Band Members Fees:** \$9,700 proposed for 2017, \$9,700 appropriated in 2016.
 - **Music Purchase & Materials:** \$600 proposed for 2017, \$600 appropriated in 2016.
 - **Supplies, Postage & Copies:** \$500 proposed for 2017, \$500 appropriated in 2016.
 - **Music Library Upkeep:** \$250 proposed for 2017, \$250 appropriated in 2016.
 - **Total:** \$15,300 proposed for 2017, \$15,300 appropriated in 2016.
- **Bandstand:** Mr. Martinez reported there is no lighting in the bandstand's extension area and requested lights be installed in that area. He also requested the installation of a pulley system on the front of the bandstand for pulling up the Town Band sign. Mr. Viens requested Mr. Martinez submit cost estimates for these two items for the Selectmen's consideration.

SELECTMEN'S REPORTS

HERITAGE COMMISSION (HC):

- **Moose Plate Grant:** Heritage Commissioner Kim Baker reported that the State of New Hampshire Department of Cultural Resources awarded the HC \$10,000 from the Conservation License Plate Grant. Ms. Baker was thanked for her efforts. Mr. Drenkhahn motioned to sign the grant documents. Mr. Hanson seconded the motion and the vote was unanimous.
 - **Resolution:** **RESOLVED:** That this municipality shall enter into a contract with the State of New Hampshire, acting by and through the Department of Cultural Resources providing for the performance by this Municipality of certain services as documented within the foregoing grant application, and that the official listed, Harry Viens (Chairman, Board of Selectmen) on behalf of this Municipality, is authorized and directed to enter into the said grant agreement with the State of New Hampshire, and that they are to take any and all such actions that may be deemed necessary, desirable or appropriate in order to execute, seal, acknowledge and deliver any and all documents, agreements and other instruments on behalf of this Municipality in order to accomplish the same.

RESOLVED: That the signature of the above authorized party or parties of this Municipality, when affixed to any instrument of document described in, or contemplated by, these resolution, shall be conclusive evidence of the authority of said parties to bind this Municipality, thereby:

1. The foregoing resolutions have not been revoked, annulled, or amended in any manner what so ever, and remain in full force and effect as of the date hereof;
2. The following person or persons have been duly elected to, and now occupy, the Office or Offices indicated:
Municipality Mayor: N/A
Municipality Clerk: Town Clerk/Tax Collector Mary Richardson

Municipality Treasurer: Jeannie DeGrace

- **Certificate of insurance:** Primex will be asked to submit a certificate of insurance.
- **Press release:** The HC will issue a press release announcing the award of the grant; Ms. Baker reported on the required verbage.
- **Town House Open house:** The HC will hold an open house at the Town House on Sunday, August 28, 2016 from 2:00 p.m. to 4:00 p.m. Mr. Hanson asked if wine could be served; Mr. Viens reported the Selectmen could waive the Town's alcohol ban. Mr. Hanson motioned to waive the Town's ban on alcohol on Town property and allow wine to be served at the open house. Mr. Viens seconded the motion and the vote was unanimous. Ms. Baker reported she and Ms. Ponton will be cleaning the Town House next week in preparation for the open house; volunteers would be welcome for cleaning and mopping.

UNFINISHED BUSINESS

LAKE WINONA BOAT LAUNCH AREA: The Selectmen received an email from Pat Tarpey, Executive Director of the Lake Winnepesaukee Association (LWA) reporting on last week's site visit to the boat launch area, including a discussion on changes to the design developed by the UNH Stormwater Center. She reported the LWA is not in a position to pay out more funds for a new design. Mr. Haines reported the Town's road crew re-graded the area, is happy with the stabilized area and recommended the installation of a better surface for the ramp, which will require a State of New Hampshire Department of Environmental Services (NH DES) permit. Mr. Haines will research the cost of a new concrete ramp.

Ms. Criasia showed pictures to the Selectmen of the current well-rooted vegetative area, which has no evidence of run-off. She reported the other area has a problem, needs stabilization and asked why it would be proposed to de-stabilize a well-rooted area. Mr. Reilly also asked why anyone would want to remove the vegetation. There was discussion regarding re-grading the parking area with ¾" stone; Ms. Criasia expressed her concern for the water environment if the area was resurfaced with recycled asphalt which would run into the water. Ms. Criasia suggested Mr. Haines work with Jamie Houle, UNH Stormwater Center, on the final stormwater plan.

Ms. Criasia referred to the Selectmen's February 9, 2016 meeting minutes where they agreed to self-fund the project in its entirety. She reported the Selectmen's February 17, 2016 letter to Ms. Tarpey may need clarification; a letter will be sent to Ms. Tarpey.

NON-PUBLIC SESSION: At 8:15 p.m. Mr. Viens motioned to go into a non-public session per RSA 91-A:3, II (c) to discuss matters that could affect someone's reputation if made public. Mr. Drenkhahn seconded the motion. Mr. Viens, Mr. Hanson and Mr. Drenkhahn were polled and all voted "yes" to go into a non-public session. Mr. Viens, Mr. Hanson, Mr. Drenkhahn, Town Clerk/Tax Collector Mary Richardson and Ms. Woodaman were present for a discussion regarding three proposed property tax deed waivers. At 8:25 p.m. Mr. Hanson motioned to end the non-public session. Mr. Viens seconded the motion and the vote was unanimous.

RECONVENE: At 8:25 p.m. Mr. Viens reconvened the Board of Selectmen's meeting.

PROPERTY TAX DEED WAIVERS: Mr. Hanson motioned to sign the three property tax deed waivers submitted by Ms. Richardson. Mr. Viens seconded the motion and the vote was unanimous.

PROPOSED 2017 BUDGET:

- **July 4th fireworks:** The Selectmen received, and reviewed, three proposals from Atlas PyroVision; \$12,500, \$15,000 and \$17,500. The Selectmen discussed the 2016 fireworks display, which was a \$17,500 display due to the \$5,000 donation from the Center Harbor Community Development Association – the Town of Moultonborough has contributed 50% of the \$12,500 display for many years. The Selectmen will send a letter to the Town of Moultonborough Board of Selectmen thanking them for their many years of fireworks donation and asking them to consider an additional donation for the 2017 display.
- **Genesis:** \$1,500 requested for 2017, \$1,500 appropriated in 2016.

TOWN HOUSE:

- **Electrical service:** Ms. Ponton reported Code Enforcement Officer Ken Ballance estimated it would cost approximately \$800 for the electrical panel and re-attachment of the electrical wires to the Town House. Mr. Viens explained the New Hampshire Electric Cooperative (NHEC) will charge their \$29 monthly fee as soon as the wire was connected. Ms. Ponton will discuss this with the Heritage Commission at their August 18, 2016 meeting.

SOCIAL MEDIA POLICY: Mr. Viens motioned to adopt the Social Media policy with the inclusion of the disciplinary action. Mr. Drenkhahn seconded the motion and the vote was unanimous.

JOB DESCRIPTIONS:

- **Fire Captain:** Mr. Viens motioned to adopt the Fire Captain’s job description as presented. Mr. Hanson seconded the motion and the vote was unanimous.

ROAD SIGNAGE: Police Chief Mark Chase reported, via email, that the State of New Hampshire Department of Transportation (NH DOT) is currently updating many road signs in the area; this is not coordinated with him and is part of their normal maintenance. He reported additional signage, including arrows for the corner and a caution sign with a reduce speed limit has been added to the intersection of Waukewan Road and Route 3. Chief Chase reported a sign was also added by the golf course on Waukewan Road. He reported he believes that this addresses the concern for that area and recommended the Selectmen take a look to formulate their own opinion.

Chief Chase reported on the importance about placement and proper signage; sometimes, if there are too many signs, people do not see the important signs like speed limit or crosswalk signs.

Chief Chase reported he has not heard back from the NH DOT regarding his request for additional speed limit signs; the NH DOT had promised to contact him, Chief Chase will

contact them again. He reported a crosswalk sign is needed at Lake Street and Route 25 heading west.

Chief Chase reported the Selectmen should hold a public hearing this fall to make the 25 mph zones enforceable; a resident has also requested Hawkins Pond Road be reduced to 25 mph – he agrees with this request. Chief Chase reported Coe Hill Road, Kelsea Ave., the southern end of College Road and Hawkins Pond Road would be the roads with the 25 mph zones.

The Selectmen would like to discuss this with Chief Chase.

MUNICIPAL BUILDING COMPRESSOR: Mr. Viens reported Barry Salta, of Bonnette, Page & Stone (BPS), informed him that BPS is working on the compressor issue and will follow it to a successful conclusion. Mr. Salta reported BPS recently paid Daikin another \$5,000 and he will inform the Town when another Daikin technician will be coming to the Municipal Building; at that time, BPS will hire a contractor for the necessary and correct repairs based on Daikin’s recommendations.

MOSQUITO BRIDGE: The Selectmen reviewed a letter drafted by Mr. Viens to William Cass, Assistant Commissioner and Chief Engineer of the State of New Hampshire Department of Transportation (NH DOT) referencing their review of the July 26, 2016 plans developed by Bob Landry and the HEB engineering team. The Selectmen are pleased with the ongoing process and expressed their appreciation in Mr. Cass’s assistance in addressing the concerns of Center Harbor, New Hampton and its residents. The Selectmen requested a few details be added to the plan in order to clarify and prevent any potential misunderstanding or confusion when the plan is presented at the upcoming meeting. They also requested a few concerns be addressed. Copies of the letter will be sent to NH DOT officials, local state representatives and the New Hampton Board of Selectmen.

NEW BUSINESS

REQUEST FOR PROPOSALS (RFP) SCHOOLHOUSE PAINTING: The Selectmen opened, and reviewed, the following proposal:

- Target New England \$14,636

Ms. Ponton had reported, via email, that the RFP calls for pressure washing the building; she explained this is never a recommended treatment for historic buildings as it can damage old wood. Ms. Ponton reported cleaning the surface of the building with a garden hose would be the recommended treatment. Mr. Viens reported \$13,000 was appropriated for this project. Mr. Viens asked Ms. Ponton if she would contact Target New England and inform him of the change in the washing of the building requirements and negotiate the cost of the project; Ms. Ponton agreed to Mr. Viens request.

REQUEST FOR PROPOSALS (RFP) HEATING FUELS: The Selectmen reviewed a RFP for heating fuel for the 2016 – 2017 heating season. Proposals are due by September 21, 2016.

The Selectmen would like the Town of Meredith contacted regarding the possibility of being included in their RFP process.

SAM REGISTRATION: The Selectmen received notification that the Town's SAM registration will expire in October 2016. Mr. Viens motioned to renew the SAM registration for one year. Mr. Hanson seconded the motion and the vote was unanimous.

UNREGISTERED VEHICLE COMPLAINT: Police Chief Mark Chase submitted information on a complaint made by Lee Woodworth regarding the unregistered vehicles on John Walsh's property (15 Chase Circle). The Selectmen reviewed information received from the New Hampshire Municipal Association (NHMA) reporting on the definition of what constitutes a "junkyard", which requires a junkyard license from the Selectmen. NHMA reported the definition does not depend upon whether the vehicles stored are unregistered; rather, what matters is whether the vehicles "are no longer intended or in condition for legal use according to their original purpose including motor vehicles purchased for the purpose of dismantling the vehicles for parts or for use of the metal for scrap."

TOWN WEBSITE:

- **Community events calendar:** The Selectmen were informed that there is a new community events calendar on the Town's website; businesses that have their business listed on the website are able to submit event information, which will then be reviewed, and posted, by the Site Administrator.

OLD TOWN LANDFILL: The Selectmen received, and reviewed, T.R. Selling Engineering P.C.'s groundwater monitoring summary report for the former Town landfill on Keyser Road.

ADDITIONAL BUSINESS

PLANNING BOARD (PB):

- **Gravel pit:** The Selectmen received, and reviewed, a copy of a letter from PB Chairman Charley Hanson to Ambrose Brothers, Inc. reporting some of the statutory obligations per RSA 155-E, including Town monitoring requirements, may not have been met during the gravel pit excavation operation to date.

PARKS & RECREATION:

- **Beach park rules:** Parks & Recreation Director Sandy Frost submitted the beach park rules, which was adopted by the Selectmen in July 2003.
- **Boat launch:** The Selectmen reviewed an August 15, 2001 letter from the Selectmen to the Meredith Town Manager regarding the use of the Center Harbor boat launch. A couple of years prior to 2001, Center Harbor and Meredith had a reciprocal agreement for use of each town's boat launches. Center Harbor Selectmen found that few Center Harbor residents went to the Meredith boat launch, but many Meredith residents used the Center Harbor boat launch, which put a strain on the facilities; this agreement was not renewed in 2000.

TOWN BAND:

- **Compliment:** The Selectmen received, and reviewed, an email from Vincent Martino informing them how much he enjoys Friday evenings listening to the Town Band.

STATE OF NEW HAMPSHIRE:

- **State of New Hampshire Department of Safety (NH DOS):**
 - **No wake zone in Jenness Cove on Lake Waukewan:** The Selectmen received information from the NH DOS regarding the April 21, 2016 petition submitted requesting the NH DOS establish a no wake zone in Jenness Cove, Lake Waukewan. NH DOS held a public hearing on June 16, 2016 and reported there is insufficient proof to allow a no wake zone; the petition was respectfully denied.
- **NH Division of Public Health Services:** The Selectmen received, and reviewed, the analytical results for Hawkins Pond water samples which indicate the samples are within the acceptable range.

CONSTRUCTION PERMITS: The Selectmen reviewed the following approved construction permit applications:

Hale	TML 102-13
Picard	TML 223-35

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: None

ADJOURNMENT: At 9:00 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