

**Center Harbor Board of Selectmen
Board of Selectmen's Meeting
Wednesday, August 31, 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 and Selectmen's Administrative Assistant Robin Woodaman were present.

AGENDA REVIEW: No changes were made.

PUBLIC INPUT: none

MEETING MINUTES:

- **August 17, 2016 Board of Selectmen's meeting minutes:** Mr. Hanson motioned to accept the August 17, 2016 Board of Selectmen's meeting minutes. Mr. Drenkhahn seconded the motion and the vote was unanimous.

APPOINTMENTS:

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

- **Roads surface management program:**
 - **Roads surface management programs:** Mr. Bouchard presented a proposed road surface management program plan, at a cost of \$228,000 per year for ten years. The plan Mr. Bouchard presented on August 17, 2016 would cost \$450,000 per year for ten years. Mr. Bouchard explained the \$450,000 per year program would give the roads a life up to 45 years; the \$228,000 per year program would give the roads a 5 – 45 year life cycle – this program would defer some major road construction. Mr. Bouchard reported the \$228,000 per year program would have an estimated tax impact of \$.50, approximately a \$100 increase on a property assessed at \$200,000; the \$450,000 per year program would have an estimated tax impact of \$1.00, approximately a \$200 increase on a property assessed at \$200,000. He explained this appropriation would be in addition to the \$100,000 currently appropriated to the Roads Repairs & Maintenance Expendable Trust Fund (ETF); the ETF would be used for items such as engineering and permitting fees.
 - **Roads tour:** The Selectmen, Mr. Haines and Mr. Bouchard will tour the Town roads on Monday, September 19, 2016 at 9:00 a.m.
 - **Town's master plan:** Mr. Viens referred to the Town's master plan, which recommends the establishment of a roads surface management program and funding source. He noted that given the expense involved it was imperative that the Select Board get guidance from the residents before taking any action of any kind. The Board agreed unanimously.
 - **Public hearing:** The Selectmen scheduled public hearings to receive input on the proposed roads surface management program for Wednesday, October 19, 2016 at 7:00 p.m. and Saturday, October 22, 2016 at 9:00 a.m. Mr. Bouchard will prepare a presentation of the programs, including the anticipated impact on the tax rate.

SELECTMEN'S REPORTS

- **Energy Committee (EC)**: Mr. Drenkhahn reported the EC will meet Thursday, September 01, 2016.
- **Planning Board (PB)**: Mr. Viens reported the PB will meet Tuesday, September 6, 2016.

UNFINISHED BUSINESS

SCHOOL HOUSE

- **Painting**: The Selectmen previously received a proposal from Target New England to paint the school house building in the amount of \$14,636; \$13,000 was appropriated at the 2016 Town Meeting. Karen Ponton contacted Target New England and negotiated the cost of the project to \$13,000. Mr. Drenkhahn motioned to contract with Target New England, in the amount of \$13,000, for painting the school house building. Mr. Hanson seconded the motion and the vote was unanimous.
- **Repairs**: Ms. Ponton reported being informed that the school house building's chimney need to be tuck-pointed and the roof will need to be replaced soon. The Selectmen will consider these repairs as part of the 2017 budget process.
- **Shrubs and trees**: Ms. Ponton requested some of the shrubs and trees be pruned in order to increase visibility for vehicles pulling out of the driveway and to make the building more visible from the road. This will be forwarded to Road Agent Jeff Haines.

TOWN HOUSE:

- **Branches and saplings**: Ms. Ponton reported many branches and saplings are hanging over the Town House building and requested these be cut back; this will be forwarded to Mr. Haines.

HEATING FUELS: The Selectmen previously requested asking the Town of Meredith if Center Harbor could become part of their heating fuel pool for the 2016 - 2017 heating season; the Town of Meredith issues their Request for Proposals in the spring and the contract has already been awarded for this coming heating season. The Town of Meredith will be contacted in the spring of 2017.

PROPOSED 2017 BUDGET:

- **CASA**: \$500 requested for 2017, \$500 appropriated in 2016.

MUNICIPAL BUILDING COMPRESSOR: Barry Salta, Bonnette, Page & Stone (BPS) representative reported, via email, that a Daikin technician will be here on either September 6th or 7th. Mr. Viens noted that BPS has been bearing the cost of troubleshooting and apparently will cover the costs to repair the system.

LAKE WINONA BOAT LAUNCH: The Selectmen received, and reviewed, an email from James Houle, UNH Stormwater Center, to Pat Tarpey, Executive Director of the Lake Winnepesaukee Association (LWA) reporting he spoke with Road Agent Jeff Haines, and they both agree the proposed project concept no longer fits the needs of the Town.

NEW BUSINESS

CAPITAL IMPROVEMENTS PROGRAM (CIP): The Selectmen reviewed RSA's pertaining to CIP's; the Town had a CIP in the 1990's. Mr. Hanson reported he feels the Town doesn't need a CIP; there are numerous Capital Reserve and Expendable Trust Funds in place for funding equipment, vehicles, building maintenance, etc. Mr. Viens and Mr. Drenkhahn agreed with Mr. Hanson

MUNICIPAL GROUNDS MAINTENANCE: The Selectmen reviewed a proposal submitted by Mark Stephens, Vice President of Stephens Landscaping, for the care of the Town Beach, Bandstand and Municipal Building grounds. The Selectmen would like to speak with Mr. Stephens regarding the proposal.

NATIONAL PARK SERVICE (NPS) AND NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES (NHDHR) GRANT: Heritage Commissioner Karen Ponton submitted information, via email, on NPS grant monies awarded to the NHDHR to create a model survey process for identifying areas of historical and cultural resources useful for Town planning purposes and to engage the community in order to increase awareness of historical resources. Mr. Viens reported Center Harbor has been selected as a case study community; the Heritage Commission has reiterated its willingness to participate in this project; Ms. Ponton has agreed to be the point-of-contact person. The Selectmen would like to discuss this with Ms. Ponton at their next meeting.

FEDERAL EMERGENCY MANAGEMENT AGENCY'S (FEMA) RISK MAPPING, ASSESSMENT AND PLANNING: The Selectmen were notified of FEMA's Risk Mapping, Assessment and Planning Discovery Meeting for the Winnepesaukee Watershed scheduled for Tuesday, September 27, 2016 at 10:30 a.m. at the Gilford Town Hall. The Selectmen requested either Code Compliance Officer Ken Ballance or Emergency Management Director David Hughes attend the meeting.

PURPLE LOOSESTRIFE: Jan Hooper reported, via email, that purple loosestrife is growing in the low areas between Bean Road and the back entrances to Heath's Supermarket – also next to the culvert pipe at the adjacent property. She expressed her concern for it spreading. This information will be forwarded to Road Agent Jeff Haines.

PRIMEX WORKSHOP:

- **Managing Public Meetings and Electronic Communications:** Mr. Hanson will attend Primex's "Managing Public Meetings and Electronic Communications" workshop scheduled for September 22, 2016.

TOWN-OWNED PROPERTY:

- **Camp Road:** The Selectmen were informed that Code Enforcement Officer Ken Ballance will be clearing brush from around the building on the Camp Road Town-owned property. Mr. Ballance will also make sure the building is secured and protected from the elements.

ADDITIONAL BUSINESS

STATE OF NEW HAMPSHIRE:

- **State of New Hampshire Department of Revenue Administration (NH DRA):** Mr. Viens motioned to sign the NH DRA form MS-1 “Summary Inventory of Valuation”. Mr. Hanson seconded the motion and the vote was unanimous.
- **State of NH Department of Transportation (NH DOT):** The Selectmen were notified of the NH DOT’s estimated State Highway Block Grant Aid; \$39,169.48 is estimated to be available to the Town from July 2016 through June 2017. This is an increase of about \$1000 (?) over the previous grant.

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

Halsey	TML 230-9
Xavier	TML 214-2

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

PUBLIC INPUT: None

NON-PUBLIC SESSION: At 8:29 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 was made; Mr. Viens – yes, Mr. Hanson – yes, Mr. Drenkhahn – yes. Mr. Viens, Mr. Hanson and Mr. Drenkhahn were present to review Mr. Viens’ report of findings regarding a personnel matter. At 8:51 p.m. Mr. Viens motioned to end the non-public session. Mr. Drenkhahn seconded the motion and the vote was unanimous.

RECONVENE: At 8:52 Mr. Viens reconvened the Board of Selectmen’s meeting.

PERSONNEL MATTER: The Board instructed Mr. Viens to draft letters to the parties involved outlining the Selectmen’s findings and recommendations. These drafts will be reviewed and edited by the Board as appropriate before they are distributed.

ADJOURNMENT: At 8:55 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

