

**Center Harbor Board of Selectmen  
Board of Selectmen's Meeting  
Wednesday, October 26, 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. Parks & Recreation Director Sandy Frost, Energy Committee member Annette Nichols, Karen Ponton and Selectmen's Administrative Assistant Robin Woodaman were present.

**AGENDA REVIEW:** No changes were made

**MEETING MINUTES:**

● **October 19, 2016 and October 22, 2016 Board of Selectmen's public hearings and meetings minutes:** Mr. Hanson motioned to accept the minutes of the October 19, 2016 and October 22, 2016 Board of Selectmen's public hearings and meetings. Mr. Drenkhahn seconded the motion and the vote was unanimous.

**PUBLIC INPUT:** None

**APPOINTMENTS:**

**PARKS & RECREATION DIRECTOR SANDY FROST:**

- **Proposed 2017 Parks & Recreation budget:**
  - **Director's Wages:** \$13,750 proposed for 2017, \$13,000 appropriated in 2016. Ms. Frost reported she is proposing the increase for additional time she spends on activities such as Skate Fest and additional meetings.
  - **Lifeguard wages:** \$11,000 proposed for 2017, \$11,500 appropriated in 2016.
  - **Boat launch wages:** \$7,000 proposed for 2017, \$8,750 appropriated in 2016. Ms. Frost reported in 2017, there will be a new launch attendant 5 days per week and this new employee will be compensated at the lower end of the pay scale.
  - **Concert detail wages:** \$1 proposed for 2017, \$1 appropriated in 2016. After discussion regarding including compensation for a firefighter to cover three concerts, this line item proposal was raised to \$135.
  - **Telephone:** \$1,700 proposed for 2017, \$1,700 appropriated in 2016.
  - **Band concerts:** \$2,825 proposed for 2017, \$2,800 appropriated in 2016.
    - **Annie & The Orphans:** Mr. Viens motioned to sign the contract with Annie & The Orphans for a concert August 11, 2017, in the amount of \$1,300. Mr. Drenkhahn seconded the motion and the vote was unanimous.
  - **Portables:** \$3,000 proposed for 2017, \$3,000 appropriated in 2016. Ms. Frost reported on many billing issues with the Town's current vendor for portable toilets, United Site Services; a new company will be contracted for 2017.
  - **Printing & advertising:** \$1,500 proposed for 2017, \$1,500 appropriated in 2016.
  - **Bath house maintenance:** \$500 proposed for 2017, \$500 appropriated in 2016.

- **Tennis & field maintenance**: \$1,100 proposed for 2017, \$1,100 appropriated in 2016.
- **Beach park maintenance**: \$1,000 proposed for 2017, \$1,000 appropriated in 2016.
- **General supplies**: \$2,000 proposed for 2017, \$2,000 appropriated in 2016.
- **Equipment**: \$250 proposed for 2017, \$250 appropriated in 2016.
- **Basketball court**: \$1 proposed for 2017, \$1 appropriated in 2016.
- **Playground improvements**: \$1 proposed for 2017, \$1 appropriated in 2016.
- **Miscellaneous**: \$400 proposed for 2017, \$400 appropriated in 2016.
  - **Total**: \$46,163 proposed for 2017, \$47,504 appropriated in 2016.
  
- **Proposed 2017 Patriotic Purchases budget**:
  - **Special detail**: \$3,600 proposed for 2017, \$3,800 appropriated in 2016.
  - **General supplies**: \$800 proposed for 2017, \$800 appropriated in 2016.
  - **Footrace director**: \$0 proposed for 2017, \$500 appropriated in 2016. Ms. Frost reported she is the Footrace Director; in the past, members of the Inter-Lakes Nordic Team filled this position to raise funds for their team.
  - **Footrace**: \$7,700 proposed for 2017, \$8,699 appropriated in 2016. Ms. Frost reported past organizer, Lynn Stanford, is no longer organizing the event. Ms. Frost is organizing the event and expressed her appreciation to all the volunteers, including members of the Center Harbor Congregational Church.
    - **Children's races**: Mr. Viens reported the Center Harbor Community Development Association (CHCDA) would like to donate cast concrete picnic tables, two of which may be located in the area of the children's races on the Library property. There was discussion regarding moving the children's races back to the bandstand property; Ms. Frost will look at this area in the spring. Mr. Hanson reported the current children's races location should be find for 2017.
  - **Fireworks**: \$17,500 proposed for 2017, \$12,500 appropriated in 2016.
    - **Total**: \$29,600 proposed for 2017, \$26,299 appropriated in 2016.
  
- **Parks & Recreation Revolving Fund**:
  - **Transfer to General Fund**: Mr. Viens motioned to request Town Treasurer Jeannie DeGrace transfer \$25,616 from the Parks & Recreation Revolving Fund to the Town's General Fund for expenditures made to date this year. Mr. Hanson seconded the motion and the vote was unanimous.
  
- **Tennis Courts**: Ms. Frost reported she and Road Agent Jeff Haines marked trees that need to be removed from around the tennis courts. She reported it may cost approximately \$9,000 to remove the trees; funding will be through the Parks & Recreation Revolving Fund.
  
- **Bandstand**: Ms. Frost reported on needed repairs to the bandstand, which are estimated to cost approximately \$6,000, funded through the Parks & Recreation Revolving Fund. Mr. Viens reported Code Compliance Officer Ken Ballance will be included in the compilation of the Request for Proposals. There was discussion regarding having this work completed prior to the beginning of the 2017 band season.

- **Picnic table's donation:** There was further discussion regarding the location of cast concrete picnic tables, which CHCDA would like to donate. Ms. Frost suggested placing a couple of tables near Main Street so that people could picnic during the band concerts.
- **Brooks House restroom facilities:** Mr. Viens reported on previous discussions regarding the possibility of installing restroom facilities at the Brooks House.
- **Main Street culverts:** Mr. Viens reported on Mr. Haines' plan to replace the Main Street culverts. He reported Mr. Haines discussed running tubing in the culverts during this project so that electrical wires and a water hose may be run to the other side of the street.

**ENERGY COMMITTEE (EC) MEMBER ANNETTE NICHOLS:**

- **Library lighting upgrade:** Ms. Nichols reported one proposal for the Library lighting upgrade (materials) was received, but the proposal did not follow the instructions stipulated in the Request for Proposal (RFP). She reported there is another interested bidder, but he did not receive pricing information in time to submit a sealed proposal to the Selectmen's office. This RFP will be re-bid with a due date of Monday, November 28, 2016, the same date the project's installation proposals are due.

**SELECTMEN'S REPORTS:**

**LIBRARY TREE LIGHTS:** Mr. Hanson reported speaking with John Stephens, of Stephens Landscaping, regarding his (Mr. Hanson's) concern that the current tree lights, which were purchased last year, may work if a few of the bulbs are replaced. Mr. Stephens reported they will test the current lights to see if they will work before replacing them with new strands.

**LAKE WINNIPESAUKEE ASSOCIATION (LWA):**

- **Lake Waukewan and Lake Winona Watershed Restoration Plan:** Mr. Viens suggested the Selectmen review LWA's "Lake Waukewan and Lake Winona Watershed Restoration Plan" during their meeting Election Day, November 8, 2016.

**UNFINISHED BUSINESS**

**ROAD SURFACE MANAGEMENT PROGRAM (RSMP):**

- **RSMP public hearings:** The Selectmen discussed two public hearings being held to receive input on the proposed plans; approximately twelve residents attended.
- **Warrant articles:** Mr. Hanson suggested the Selectmen present two warrant articles; one in the amount of \$450,000 and the other in the amount of \$228,000; Mr. Viens and Mr. Drenkhahn agreed. Mr. Viens reported there will be four options for the voters at Town Meeting: the \$450,000 program, the \$228,000 program, amending one of those amounts, or voting them both down and doing nothing on the roads.
- **Consulting fees:** Chris Johnson submitted an inquiry, via email, asking about Quantum Construction Consultants, LLC (QCC) consulting fees and if they are included in the proposed \$450,000 per year cost of the RSMP. Road Agent Jeff Haines replied to Mr. Johnson, via email, reporting \$23,430 has been spent to date with QCC

in developing the RSMP including surveying the roads, collecting data relating to pavement conditions and drainage as well as formulating strategies for road repair and preservation. Mr. Haines reported this work developed the aggressive and typical approaches presented at the public hearings. He reported the \$450,000 or \$228,000 appropriation would be in addition to the \$100,000 appropriated annually for the Road Repairs and Maintenance Expendable Trust Fund (ETF); the ETF covers the cost for engineering, maintenance and repairs of drainage, gravel road maintenance and asphalt patching. Mr. Haines reported he is working with QCC for the design and permitting for replacement of six culverts in Town; four on Main Street, one on Follett Road and one on McCrillis Hill Road.

#### **PROPOSED 2017 BUDGET:**

- **Interlakes Community Caregivers:** \$1,200 requested for 2017, \$1,000 appropriated in 2016.
- **Lakes Region Planning Commission dues:** \$1,748 requested for 2017, \$1,766 appropriated in 2016.
- **Health insurance:** The Selectmen received notification from HealthTrust that the guaranteed maximum rate increase for July 1, 2017 will be 12.6%.

**PURCHASE ORDER SOFTWARE:** Mr. Viens asked the status of the purchase order software, which was not working the way it was intended to work; Ms. Woodaman will contact B.M.S.I. for assistance.

#### **NEW BUSINESS**

**2016 PROPERTY TAX WARRANT:** Mr. Viens motioned to sign the second half 2016 property tax warrant in the amount of \$2,758,780.50. Mr. Hanson seconded the motion and the vote was unanimous.

**HERITAGE FUND:** Mr. Viens motioned to request Town Treasurer Jeannie DeGrace transfer \$7,190 from the Town's Heritage Fund to the Town's general fund for the general fund's expenditure of \$7,070 to Target New England and \$120 to Kozlowski Electric for work performed on the old Town House building. Mr. Hanson seconded the motion and the vote was unanimous.

#### **SALE OF TOWN PROPERTY:**

- **Bayliner boat:** Mr. Viens reported the Bayliner boat that was donated to the Center Harbor Fireman's Volunteer Association has been stored at Packard Seasonal Services, LLC for three years; the cost for three years of storage is \$1,929. The Selectmen will advertise this boat for sale; Mr. Drenkhahn will research the value of the boat.

#### **PUBLIC INPUT:**

#### **KAREN PONTON:**

- **Roads Surface Management Program (RSMP) and Town Roads Repairs & Maintenance Expendable Trust Fund (ETF):** Ms. Ponton asked if the Town would continue to fund the Town Roads Repairs & Maintenance ETF with \$100,000 if the

RSMP is approved. Funding for the Town Roads Repairs & Maintenance ETF (\$100,000) will be in addition to the RSMP; the ETF will fund consulting, permitting, culvert repairs and maintenance and dirt road repairs.

**ADDITIONAL BUSINESS**

**STATE OF NEW HAMPSHIRE:**

• **State of New Hampshire Department of Revenue Administration (NH DRA):**

- **NH DRA “Certification of Yield Taxes Assessed”**: Mr. Hanson motioned to sign the following NH DRA “Certification of Yield Taxes Assessed”:

Hanson

TML 211-4.1

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

**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.

**ADJOURNMENT**: At 8:22 p.m. Mr. Drenkhahn motioned to adjourn the Board of Selectmen’s meeting. Mr. Hanson seconded the motion and the vote was unanimous.

Respectfully submitted,

Robin Woodaman  
Selectmen’s Administrative Assistant