

**Center Harbor Board of Selectmen
Board of Selectmen's Meeting
Wednesday, November 2, 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 (arrived at 7:05 p.m.) were present. Library Trustee Sarah Heath, Karen Ponton and Selectmen's Administrative Assistant Robin Woodaman were present.

AGENDA REVIEW: No changes were made.

MEETING MINUTES:

● **October 26, 2016 Board of Selectmen's meetings minutes:** Mr. Hanson motioned to accept the minutes of the October 26, 2016 Board of Selectmen's meeting. Mr. Viens seconded the motion and the motion passed.

PUBLIC INPUT:

KAREN PONTON:

- **Picnic tables:** Ms. Ponton referred to a previous Selectmen's discussion regarding the possibility of adding cast concrete picnic tables to Morrill Park and the Library grounds. She asked if that style would fit in with the New England character of the Town and suggested the Selectmen consider a more traditional-looking picnic table. Mr. Viens reported cast concrete tables were considered as an option because they could not be stolen easily.

APPOINTMENTS:

LIBRARY TRUSTEE SARAH HEATH

- **Proposed 2017 Library budget:**
 - **Wages:** \$66,518 proposed for 2017, \$62,816 appropriated in 2016. Ms. Heath reported Glenn Walter attended courses to become a Para Librarian. She reported Mr. Walter is a wonderful addition to the Library and will receive a wage increase based on his qualifications.
 - **Furnishings/equipment:** \$500 proposed for 2017, \$1,000 appropriated in 2016.
 - **Repairs/maintenance:** \$2,500 proposed for 2017, \$3,000 appropriated in 2016.
 - **Supplies:** \$2,500 proposed for 2017, \$2,500 appropriated in 2016.
 - **Telephone:** \$1,500 proposed for 2017, \$1,500 appropriated in 2016.
 - **Travel:** \$200 proposed for 2017, \$300 appropriated in 2016.
 - **Collection development/donations:** \$300 proposed for 2017, \$500 appropriated in 2016.
 - **Books & periodicals:** \$13,000 proposed for 2017, \$13,000 appropriated in 2016.
 - **Landscaping:** \$500 proposed for 2017, \$500 appropriated in 2016.

- **Special projects from gifts:** \$650 proposed for 2017, \$650 appropriated in 2016.
- **Professional development and training:** \$500 proposed for 2017, \$500 appropriated in 2016.
- **Program projects:** \$100 proposed for 2017, \$100 appropriated in 2016.
- **Miscellaneous:** \$100 proposed for 2017, \$100 appropriated in 2016.
- **Computer maintenance contract:** \$595 proposed for 2017, \$595 appropriated in 2016.
- **Copier maintenance contract:** \$125 proposed for 2017, \$125 appropriated in 2016.
- **Legal:** \$1 proposed for 2017, \$1 appropriated in 2016.
 - **Total:** \$89,589 proposed for 2017, \$87,187 appropriated in 2016. Ms. Heath reported the Town will be asked to appropriate \$80,389 of the \$89,589 proposed for 2017; \$8,000 will come from the Nichols Trust and \$1,201 will come from book sales and donations.

SELECTMEN'S REPORTS:

HERITAGE COMMISSION (HC): Mr. Hanson submitted the following HC update he received from Kimberly Baker, Chair of the HC:

- 1.) Another follow up email from Amy Dixon at the NH Division of Cultural Resources identified that the request for a Mooseplate check is "in process." Business office had to assign another vendor code. Amy mentioned that it might be several more weeks before the town sees a check.
- 2.) Painter is finishing up a few smaller projects on the Town House. I am expecting him to be finished in the next week.
- 3.) As discussed previously, the HC and Ken Balance will review the work. Any additional outstanding issues identified, will be written up in a punch list for Target New England to address, before the release of the final payment.
- 4.) Communication re: work to date (midpoint):

"From: Code Enforcement [mailto:chcode@metrocast.net]

Sent: Friday, October 21, 2016 8:59 AM

To: Center Harbor Selectmen <chselectmen@metrocast.net>

Subject: town house

As requested I made a building inspection at the town house with regard to the 1st phase of the paint contract. I found the work to be acceptable and in line with the rfp for the job. Release of the funds for this phase is advised based on performance.

This inspection was done at 230 pm on the 18th of October

Regards ken"

- 5.) Per discussion (and vote) Karen and I will be removing handicap ramp this week – or early next week. Jeff has graciously offered to take away the debris.

- 6.) The HC is working with a scholar from Plymouth State doing additional research for our Commission to enhance his work in preservation. A few topics have been identified of interest to him. Further discussion will take place with our group as he had some feedback on Old Barn Survey and wanted to be able to do more than just a “windshield survey.” I will try and meet up with him in the next week or two.
- 7.) Archeological Survey came back. The ground under the Town House has been determined to be “archeologically sensitive.” Peter Michael, NHDHR is recommending “Two - 1.5ft X 1.5ft test pits through the floor of the Town House to see if there are any artifacts present. “ He believes these two holes through the floor will not damage the historic fabric of the Town House. There are a few dissenting views from the HC. This will be discussed more in depth, in our public meeting in December.
- 8.) Jenna Lapachinski at LCHIP was informed of the NHDHR decision. A cost estimate for the work above was submitted to her as to roll into the LCHIP grant request.
- 9.) Estimate of the proposed pit work is \$1659.00. Lifting floor boards and replacing would be \$650.00. Again, please note that this is a single estimate only to be used for LCHIP grant request, not a bid etc. This will be discussed in December meeting and the group will collectively decide how to move forward.
- 10.) November meeting will be devoted exclusively to stewardship and fundraising for the 2017 calendar year.

While the HC is somewhat discouraged with the “red tape” of the archeological survey, all options, will be discussed very thoroughly in the next few months. Please consider this only a brief update, NOT a final report. This is an ongoing and evolving process.

LAKE WINNIPESAUKEE ASSOCIATION (LWA):

- **Lake Waukewan and Lake Winona Watershed Restoration Plan:** Mr. Viens reported attending an advisory committee meeting to review the Lake Waukewan and Lake Winona Watershed Restoration Plan. Copies of the plan were distributed to the Selectmen for review and discussion at their November 8, 2016 meeting.

UNFINISHED BUSINESS

SALE OF TOWN PROPERTY:

- **Bayliner boat:**
 - **Storage fees:** Packard Seasonal Services, LLC submitted an invoice, in the amount of \$1,929 for three years of boat storage. There was discussion regarding which line item would fund the storage invoice; professional services or miscellaneous were discussed as line item options. Mr. Hanson motioned to pay Packard Seasonal Services, LLC \$1,929 from the miscellaneous expense line item. Mr. Drenkhahn seconded the motion. There was discussion regarding this being charged to the miscellaneous expense line item so that the expenditure would stand out. The vote was unanimous.
 - **Sale of boat:** Mr. Viens requested Lance Packard be asked if he sells boats in addition to storing them; if so, Mr. Packard will be asked to sell the Bayliner.

If Mr. Packard does not sell boats, the Selectmen would like the boat to be stored at Packard Seasonal Services, LLC this winter and it will be advertised for sale in the spring.

PROPOSED 2017 BUDGET: There was no additional work on the proposed 2017 budget this evening.

NEW BUSINESS

ALTRUSA CLUB’S FESTIVAL OF TREES RAFFLE PERMIT: Mr. Viens motioned to approve the Altrusa Club’s request for permission to have two raffles; one for decorated trees and the other for raffle baskets, at the Festival of Trees, December 1, 2016 through December 4, 2016. Mr. Hanson seconded the motion and the vote was unanimous.

JOINT MEETING WITH THE MOULTONBOROUGH BOARD OF SELECTMEN AND OTHER AREA COMMUNITY REPRESENTATIVES: Walter Johnson, Town Administrator for the Town of Moultonborough, reported a tentative date of November 22, 2016 at 6:00 p.m. for the first meeting of representatives from other area communities. The Selectmen will not be able to attend that meeting; Mr. Johnson will be asked if another meeting date is available.

SCHOOL HOUSE CHIMNEY REPAIRS: In August, the Selectmen discussed repairing the School House building’s chimney and replacing the roof as part of the proposed 2017 budget. Ms. Ponton reported she feels the condition of the chimney is worse than the roof and would be less costly to repair; she asked if it would be possible to repair the chimney this year. The Selectmen reviewed the Municipal Buildings Repairs and Maintenance Expendable Trust Fund (ETF), which reflects an available balance of approximately \$6,100. Mr. Viens requested Code Enforcement Officer Ken Ballance be asked to look at the chimney, estimate the cost of repairs and determine if the repairs could be properly made with the temperatures getting colder. Mr. Viens suggested the possibility of wrapping the chimney if repairs could not be made prior to winter.

CAPITAL RESERVE FUNDS (CRF) AND EXPENDABLE TRUST FUNDS (ETF): Mr. Viens motioned to transfer the following from the general fund to the CRF’s and ETF’s as appropriated at Town Meeting:

CAPITAL RESERVE FUNDS	2016 APPROPRIATION
Computer Equipment CRF	\$ 10,000
Revaluation of Property CRF	\$ 20,000
Highway Dept. Truck/Equipment CRF	\$ 1
Police Cruiser CRF	\$ 15,000
Public Safety Facility CRF	\$ 20,000
Fire Dept. Engine/Rescue Vehicle CRF	\$ 50,000
Fire Dept. S.C.B.A. CRF	\$ 5,000
TOTAL CRF	\$ 120,001

EXPENDABLE TRUST FUNDS	
Town Buildings Maintenance/Repairs EFT	\$ 28,000
Energy Conservation EFT	\$ 1
Town Roads Maintenance/Repairs EFT	\$100,000
Town Vehicles Maintenance/Repairs EFT	\$ 1,000
Town Beautification EFT	\$ 1,000
TOTAL ETF	\$ 130,001

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

CAPITAL RESERVE FUNDS (CRF) AND EXPENDABLE TRUST FUNDS (ETF)

TRANSFER TO GENERAL FUND: The Selectmen reviewed invoices paid through the general fund for items relative to CRF's and ETF's. Mr. Viens motioned to request the Trustees of the Trust Funds withdraw the following and submit the amounts to Town Treasurer Jeannie DeGrace:

Highway Department Equipment CRF	\$ 5,995.00
Revaluation of Property CRF	\$18,900.00
Public Safety Facility CRF	\$ 5,000.00
Computer Equipment CRF	\$15,670.00
Town Beautification ETF	\$ 649.14
Energy Projects ETF	\$ 6,700.40
Town Buildings Repairs/Maintenance ETF	\$13,000.00
Town Roads Repairs/Maintenance ETF	\$ 9,409.96

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

INTER-LAKES SCHOOL DISTRICT ENROLLMENT: Mr. Viens noted that the Inter-Lakes School District's enrollment list for Center Harbor was reviewed by Ms. Woodaman. He reported Ms. Woodaman questioned the residency of eight students; seven students who were listed as Center Harbor residents live in other towns. Ms. Woodaman reported four of the students live on Follett Road in Meredith; 88 Follett Road is the first Center Harbor house on that road. Mr. Hanson, Chairman of the Inter-Lakes School Board, also brought this to the administration's attention. There was discussion regarding the potential extra costs to the Town if these errors were not found; at approximately \$24,000 per student there would have been an additional \$168,000 added to the school bill.

PUBLIC INPUT: None

ADDITIONAL BUSINESS

PARKS & RECREATION:

- **2017 band concert:** Mr. Viens motioned to sign a contract, pending Town Meeting approval, with '60s Invasion, in the amount of \$925, for an August 18, 2017 concert. Mr. Hanson seconded the motion and the vote was unanimous.

STATE OF NEW HAMPSHIRE:

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

- **NH DRA Land Use Change Tax:** Mr. Viens motioned to sign the following NH DRA Land Use Change Tax:

Tall

TML 215-10.6

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

CONSTRUCTION PERMIT APPLICATIONS: The Selectmen reviewed the following approved construction permit applications:

Woof Woof Real Estate LLC

TML 212-8

Beal

TML 205-10

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 7:55 p.m. Mr. Drenkhahn motioned to adjourn the Board of Selectmen's meeting. Mr. Viens seconded the motion and the vote was unanimous.

Respectfully submitted,

Robin Woodaman
Selectmen's Administrative Assistant