

**Center Harbor Board of Selectmen
Board of Selectmen's Meeting
Wednesday, December 7, 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. Karen Ponton, Fire Chief Leon Manville and Selectmen's Administrative Assistant Robin Woodaman were present.

AGENDA REVIEW:

- **Department Heads evaluations:** Mr. Viens reported a discussion regarding scheduling Department Heads evaluations will be included in the "New Business" section of the meeting.

MEETING MINUTES:

- **November 30, 2016 Board of Selectmen's meetings minutes:** Mr. Drenkhahn motioned to accept the minutes of the November 30, 2016 Board of Selectmen's meeting as presented. Mr. Hanson seconded the motion and the vote was unanimous.

PUBLIC INPUT:

KAREN PONTON:

- **Town House and School House chimney repairs:** Ms. Ponton noted that the Town House and School House chimneys should be repaired in line with the recommended preservation standards, they will not be replaced.

SELECTMEN'S REPORTS:

- **Energy Committee (EC):** Mr. Drenkhahn reported on the EC's December 1, 2016 meeting:
 - **Library lighting project:**
 - **Project award notifications:** Letters will be sent to the contractors who submitted proposals for the materials and installation either awarding them the project or informing them they did not receive the award; the Selectmen will sign these letters at this evening's meeting.
 - **New Hampshire Electric Cooperative (NHEC) rebate:** Mr. Drenkhahn reported part of the project will qualify for a NHEC rebate; the Selectmen will sign the necessary documents at this evening's meeting.
 - **Highway Garage:** Mr. Drenkhahn reported insulating testing is proceeding at the Highway Garage. The EC will meet on Thursday, December 22nd to discuss the testing results.
 - **Proposed 2017 budget:** Mr. Drenkhahn reported the EC requests \$10,000 be proposed for the Energy Conservation Expendable Trust Fund. He reported the EC is concerned that the proposed Highway Garage insulation project may cost more than is currently in the fund.
- **Planning Board (PB):** Mr. Viens reported on the PB's December 6, 2016 meeting:

- **Proposed 2017 budget:** Mr. Viens reported the PB requested level funding as part of the proposed 2017 budget; \$6,500, of which \$6,000 is in the “professional services” line item. He reported the PB has expended \$3,640 to date, but requested level funding in the event more circuit rider planner professional fees are incurred in 2017 than in 2016.
- **Accessory dwelling units:** Mr. Viens reported the PB is in the process of drafting an update to the accessory dwelling unit ordinance. He reported the current ordinance allows an accessory dwelling unit by Zoning Board of Adjustment (ZBA) special exception; the update would permit an accessory dwelling unit if certain criteria is met – in these cases, a ZBA special exception would not be required.

APPOINTMENTS: None

UNFINISHED BUSINESS

PROPOSED 2017 BUDGET:

- **Inter-Lakes Day Care:** \$4,848 requested for 2017, \$4,848 appropriated in 2016.
- **Lakes Region Visiting Nurses Association (LRVNA):** \$20,000 requested for 2017, \$14,468 appropriated in 2016. Mr. Viens, a LRVNA Board member, recused himself. The LRVNA reported \$47,915 of free care was provided to Center Harbor residents in FY 2016; the requested funding covers a portion of the actual cost of services. This request will be in the warrant article with the other outside agencies requests. Mr. Drenkhahn reported he does not have a problem with the LRVNA request; the Selectmen do not need to recommend, or not recommend, the warrant article – the voters can discuss and vote on this request.
- **Town website:** Mr. Viens would like the ability to fill in forms on the Town’s website; Virtual Towns & Schools will be asked the cost for inclusion in the 2017 budget.
- **Selectmen’s Executive section:**
 - **Wages-Selectmen:** \$18,000 proposed for 2017, \$18,000 appropriated in 2016.
 - **Wages-Administrative Assistant:** \$44,360 proposed for 2017, \$44,360 appropriated in 2016.
 - **Wages-Clerical:** \$20,000 proposed for 2017, \$20,000 appropriated in 2016.
 - **Telephone:** \$2,200 proposed for 2017, \$3,200 appropriated in 2016.
 - **Professional Services:** \$5,000 proposed for 2017, \$5,000 appropriated in 2016.
 - **Equipment maintenance:** \$3,000 proposed for 2017, \$3,000 appropriated in 2016.
 - **Computer support and service:** \$15,000 proposed for 2017, \$13,000 appropriated in 2016.
 - **Printing and advertising:** \$6,000 proposed for 2017, \$6,000 appropriated in 2016.
 - **Dues and memberships:** \$4,500 proposed for 2017, \$4,500 appropriated in 2016.
 - **Conferences and meetings:** \$500 proposed for 2017, \$750 appropriated in 2016.

- **Postage and supplies**: \$6,000 proposed for 2017, \$7,000 appropriated in 2016.
- **Miscellaneous**: \$500 proposed for 2017, \$500 appropriated in 2016.
- **Gift baskets and donations**: \$500 proposed for 2017, \$500 appropriated in 2016.
- **Bank fees and chargebacks**: \$1 proposed for 2017, \$1 appropriated in 2016.
- **Office equipment and software**: \$1,000 proposed for 2017, \$1,000 appropriated in 2016.
- **Employee background checks**: \$750 proposed for 2017, \$750 appropriated in 2016.
- **Joint Loss Management Committee**: \$150 proposed for 2017, \$150 appropriated in 2016.
- **Employee wellness program**: \$1 proposed for 2017, \$1 appropriated in 2016.
 - **Total**: \$127,462 proposed for 2017, \$127,712 appropriated in 2016.

PUBLIC RESTROOMS: Code Enforcement Officer Ken Balance submitted copies of the codes referencing the requirement for businesses to have public restrooms. This information will be forwarded to the Center Harbor Community Development Association for reference.

ZONING ORDINANCES

- **2:13 Bridges**: The Selectmen previously received an email from Bernie Volz reporting Zoning Ordinance 2:13 “Bridges” states that the weight limits for the High Haith Bridge and the Hawkins Pond Bridge in the Town of Center Harbor shall be twelve (12) tons. Mr. Volz asked if the High Haith Bridge weight limit still applies given that the bridge was rebuilt. Road Agent Jeff Haines reported, via email, that the High Haith Bridge was constructed to a HL-93 load rating, which means that it can handle all legal loads and subsequently is not required to have any postings at the site; the mention of the High Haith Bridge in ordinance 2:13 can be removed; this reference will be removed. Mr. Haines reported the bridge crossing at Hawkins Pond Dam is scheduled to have its load rating determined in 2017 by the Town’s engineering firm; recommendations on how to proceed will follow the engineering review and be passed along for consideration to update the ordinance.
- **Noise ordinance**: Mr. Viens requested Police Chief Mark Chase be asked about the status of the proposed noise ordinance.

LIBRARY LIGHTING PROJECT

- **New Hampshire Electric Cooperative (NHEC) rebate application**: Mr. Drenkhahn motioned to sign the application and terms & conditions for a NHEC lighting rebate. Mr. Viens seconded the motion and the vote was unanimous.

MOSQUITO BRIDGE: Fire Chief Leon Manville reported he and New Hampton Fire Chief Landry are requesting a dry hydrant be installed on Mosquito Bridge during the State of New Hampshire Department of Transportation (NH DOT) bridge repairs. The Selectmen will send a letter to NH DOT Assistant Commissioner William Cass requesting this.

NEW BUSINESS

DEPARTMENT HEAD'S REVIEWS: The Selectmen would like to schedule the Department Head's reviews for December 14th and 21st from 6:00 p.m. to 7:00 p.m.

SCHOOL HOUSE HISTORIC STRUCTURES CONDITIONS ASSESSMENT: The Selectmen received, and reviewed, a proposal from Architect Chris Williams for a Historic Structures Conditions Assessment for the Center Harbor Village School House; the fee will not exceed \$14,750. Mr. Williams, who performed the assessment on the Town House building, reporting this project will cost more because the building is larger and more complex. He explained there is also a modest increase in his firm's rates and reported their efforts on the Town House project exceeded the allowed fee.

Mr. Viens reported the Town's purchasing policies requires a formal bid process for projects over \$10,000. Ms. Ponton reported the Town House building's architectural assessment was partly funded with a grant and suggested there may be grant assistance for this assessment. Mr. Hanson reported the building will continue to be used as a museum. Mr. Viens expressed his concern for the 2017 budget; after discussion, the Selectmen decided to solicit proposals in November/December of 2017 in preparation for the 2018 budget.

BELKNAP COUNTY COMMISSIONER'S RECOMMENDED 2017 BUDGET: The Selectmen received, and reviewed, the Belknap County Commissioner's recommended 2017 budget. A meeting to present a more detailed analysis of the budget is scheduled for Monday, December 12, 2016 at 6:00 p.m., at 34 County Drive, Laconia. Mr. Viens expressed his concern for the 6.1% increase in the budget; he will send a letter to Representative Valerie Fraser regarding the excessive budget increase.

2016 PROPERTY TAXES:

- **Property tax abatements:** Mr. Viens motioned to abate the following 2016 property tax; taxes were assessed on tax exempt properties:

Town of Center Harbor	TML 105-19	\$ 67.68
Town of Center Harbor	TML 211-30	\$ 12.96
Lakes Region Conservation Trust	TML 224-4	\$ 106.15
Lakes Region Conservation Trust	TML 225-12	\$1,257.57

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

SOLID WASTE GRANT: The Selectmen received an email from Dave Jeffers, Regional Planner for the Lakes Region Planning Commission (LRPC), reporting they have begun work, under their USDA Solid Waste grant, organizing a series of presentations and discussions for Solid Waste Operators and municipal officials. Topics will include Universal Waste, Regional Waste Disposal and Recycling. Mr. Jeffers reported the LRPC

will apply for the grant again this year and requested the Town of Center Harbor write a letter of support. The Selectmen will write a letter of support for LRPC.

RIGHT-OF-WAY OFF ANTHON ROAD: The Selectmen were notified of construction planned on a property that is accessed from a right-of-way off of Anthon Road; at the present time the right-of-way does not have a name. The Selectmen will send letters to the following property owners requesting three (3) proposed road names be submitted to the Selectmen's Office by January 15, 2017 in order for the road name to be in place by April 1, 2017:

LeClair	TML 208-52
Sullivan	TML 208-53
Liberty Hill, Inc.	TML 208-54
O'Leary	TML 208-55
Ambrose Brothers, Inc.	TML 208-56
Ambrose Logging Co.	TML 208-57

PUBLIC INPUT: None

ADDITIONAL BUSINESS

CONSTRUCTION PERMIT APPLICATION: The Selectmen reviewed the following approved construction permit application:

Nefores	TML 101-31
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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 7:45 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