

**Center Harbor Board of Selectmen
Board of Selectmen's Meeting
Wednesday, December 21, 2016**

CALL TO ORDER: At 6:00 p.m. Chairman Harry Viens called the Board of Selectmen's meeting to order. Selectmen Richard Hanson and Richard Drenkhahn (arrived at 6:45 p.m.) were present. Fire Chief Leon Manville, Police Chief Mark Chase and Selectmen's Administrative Assistant Robin Woodaman were present.

NON PUBLIC SESSION: At 6:00 p.m. Mr. Viens motioned to go into a non-public session per RSA 91-A:3, II(a) for the purpose of employee reviews. Mr. Hanson seconded the motion. The members were polled and voted: Mr. Viens – yes, Mr. Hanson – yes. Mr. Drenkhahn arrived at 6:45 p.m. The Selectmen met with Fire Chief Leon Manville and Police Chief Mark Chase individually for the purpose of conducting Department Head evaluations. At 7:16 p.m. Mr. Viens motioned to end the non-public session. Mr. Hanson seconded the motion and the vote was unanimous.

RECONVENE: At 7:16 p.m. Mr. Viens reconvened the Board of Selectmen's meeting.

PERSONNEL:

- **Police Chief's wages:** Mr. Viens reported on a successful evaluation with Police Chief Mark Chase and motioned to increase Chief Chase's hourly rate by 5% in 2017. Mr. Drenkhahn seconded the motion and the vote was unanimous.

APPOINTMENTS

POLICE CHIEF MARK CHASE

- **Ordinance revisions:**
 - **Disorderly Actions ordinance:** Chief Chase submitted a draft "Disorderly Actions" ordinance for the Selectmen's review. He recommended the misuse of airbrakes or "jake brakes" not be included as there are safety issues with trucks travelling down Route 25B; the Selectmen agreed. The Selectmen have scheduled a Public Hearing for Wednesday, February 1, 2017 at 7:00 to receive input on the proposed ordinance.
- **Copier purchase:** Chief Chase submitted three proposals for the purchase of a Toshiba copier for the Police Department; he requested the Selectmen authorize the purchase from Twin Rivers, the Town's current vendor, in the amount of \$4,569 plus the service contract in the amount of \$432. Mr. Drenkhahn motioned to authorize the purchase of a Toshiba copier for the Police Department from Twin Rivers at a cost of \$4,569. Mr. Hanson seconded the motion and the vote was unanimous.
- **Ammunition purchase:** Chief Chase requested the Selectmen authorize a purchase order for \$1,980.83 for an ammunition purchase. Mr. Viens motioned to authorize the purchase of ammunition at a cost of \$1,980.83. Mr. Hanson seconded the motion and the vote was unanimous.
 - **Copier and ammunition purchases:** Chief Chase reported the copier and ammunition purchases will exceed the budgeted line items, but the Police Department's bottom line expenditures will not exceed the approved budget.

AGENDA REVIEW: No changes were made.

MEETING MINUTES:

- **December 14, 2016 Board of Selectmen's meetings minutes:** Mr. Hanson motioned to accept the minutes of the December 14, 2016 Board of Selectmen's meeting as presented. Mr. Viens seconded the motion and the vote was unanimous.

PUBLIC INPUT:

- **Karen Ponton:**
 - **School House architectural assessment:** Ms. Ponton reported the other agency she contacted regarding an architectural assessment of the School House building will submit their proposal next week for the Selectmen's review.

SELECTMEN'S REPORTS:

PLANNING BOARD (PB): Mr. Viens reported on the PB's December 20, 2016 meeting:

- **Accessory Dwelling Unit ordinance:** Mr. Viens reported the final draft of the proposed Accessory Dwelling Unit ordinance is ready for the January 3, 2017 Public Hearing. He reported, in the past, a property owner would have to apply to the Zoning Board of Adjustment (ZBA) for a special exception to have an accessory dwelling unit; the proposed ordinance includes criteria that if met, would eliminate the need to apply to the ZBA.

ENERGY COMMITTEE (EC): Mr. Drenkhahn reported the EC will meet Thursday, December 22, 2016.

PARK COMMITTEE (PC): Mr. Hanson reported the PC did not meet in 2016; they will not be included in the Town Report's listing of officials.

UNFINISHED BUSINESS

PROPOSED 2017 BUDGET:

- **Stewardship Expendable Trust Fund (ETF):** The Selectmen discussed the possibility of proposing the creation of a Stewardship ETF with funding from Land Use Change Tax (LUCT) fund; \$8,000 was collected in November from a LUCT. Use of LUCT funds collected during the year may be voted on at the next year's Town Meeting; if there is no vote to use the LUCT funds, the funds revert to the Town's General Fund. Mr. Drenkhahn reported the funds could also be used to offset the property taxes. Mr. Viens reported the \$8,000 could be split between the ETF and reducing taxes. This will be discussed further at a future Selectmen's meeting.
- **Big Belly trash system:** Mr. Viens reported the contract for the Big Belly trash system should be submitted by the end of the week.

2016 TOWN REPORT COVER: The Selectmen reviewed a draft 2016 Town Report cover, which is a collage of Fire Department photographs designed by Firefighter Student Kayleigh Eastman. Mr. Hanson motioned to approve the 2016 Town Report cover as submitted by Ms. Eastman. Mr. Viens seconded the motion and the vote was unanimous.

ONLINE FILLABLE FORMS: Mr. Viens reported he, Ms. Woodaman and Planning/Zoning Clerk Aimee Manfredi-Sanschagrín participated in a conference call with a SeamlessDocs representative regarding adding online fillable forms to the Town's website; it would cost approximately \$5,000 per year with Seamless Docs. He reported Ms. Manfredi-

Sanschagrinn researched the cost for Adobe Acrobat; it would cost approximately \$500 to purchase a one-user set up. Mr. Viens motioned to approve the expenditure of \$500 to purchase Adobe Acrobat. Mr. Hanson seconded the motion and the vote was unanimous.

LIBRARY LIGHTING PROJECT:

- **New Hampshire Electric Cooperative (NHEC) rebate:** The Selectmen received notification that the LED fixtures which were chosen for the Library lighting project are not DLC certified, which is a requirement for the incentive program. One of the fixtures (S104) does have a version which is DLC certified, but it is only the down-light version, not the up-light version which is being installed in the Library. Unfortunately, the project does not qualify for any incentives because the fixtures do not meet the certification requirement.

RIGHT-OF-WAY OFF ANTHON ROAD: The Selectmen had previously sent letters to the property owners abutting the right-of-way off Anthon Road requesting they submit possible road names for the right-of-way. Vicki LeClair submitted the following:

1. Colton Land or Road: Ms. Le Clair reported Ward Colton Sturtevant lived in Center Harbor (1798 – 1879) and farmed a large tract of land and helped form the first church in Town.
2. Sturtevant Lane or Road
3. Asquam Lane or Road

The Selectmen discussed E-911's requirement that road names not be similar; Sturtevant and Asquam may be too similar to other road names. The other abutting property owners have until January 15, 2017 to submit their list of possible road names.

NEW BUSINESS

TRANSFER OF FUNDS:

- **Land Use Change Tax (LUCT) to Conservation Fund:** Mr. Viens motioned to request Town Treasurer transfer \$8,000 from the LUCT fund to the Conservation Fund; this represents 50% of the LUCT collected in November, and per the 2015 Town Meeting 50% of LUCT collected shall be deposited into the Town's Conservation Fund. Mr. Drenkhahn seconded the motion and the vote was unanimous.
- **Town Roads Repairs & Maintenance Expendable Trust Fund (ETF):** Mr. Drenkhahn motioned to request the Trustees of the Trust Funds transfer \$5,164.88 from the Town Roads Repairs & Maintenance ETF to the Town's General Fund for invoices paid through the General Fund. Mr. Hanson seconded the motion and the vote was unanimous.

CENTER HARBOR NECK ROAD SNOW FENCE: The Selectmen received an email from Peggy and Kenny Smith requesting the Selectmen address the snow fence erected in front of the McClaskie property on Center Harbor Neck Road. The Selectmen reviewed their minutes from December 2015 meetings when there was discussion regarding the erection of a snow fence within the Town's right-of-way on the McClaskie property; the snow fence was removed prior to the Selectmen's December 30, 2015 meeting. Mr. Viens reported he will photograph the snow fence and forward the pictures to Town Attorney Chris Boldt who will contact the McClaskie's attorney.

SOCIETY FOR THE PROTECTION OF NEW HAMPSHIRE FORESTS:

- **Forest monitoring report:** The Selectmen received, and reviewed, the Society for the Protection of New Hampshire Forests monitoring report for the Twombly property; no issues were observed.

READER BOARD: The Selectmen thanked Ms. Ponton for maintaining the reader board with up to date information.

PUBLIC INPUT: None

ADDITIONAL BUSINESS

STATE OF NEW HAMPSHIRE:

- **State of New Hampshire Department of Revenue Administration (NH DRA):**
 - **NH DRA 2016 Equalization Data certificate:** Mr. Viens motioned to sign the NH DRA 2016 Equalization Data certificate. Mr. Drenkhahn seconded the motion and the vote was unanimous.

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

Arsenault	TML 215-37
Spot Pond Development	TML 226-17

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 8:15 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