

**Center Harbor Board of Selectmen
Board of Selectmen's Meeting
Wednesday, December 28, 2016**

CALL TO ORDER: At 6:00 p.m. Chairman Harry Viens called the Board of Selectmen's meeting to order. Selectmen Richard Hanson (via speakerphone) and Richard Drenkhahn were present. Karen Ponton, Peggy Smith, Town Clerk/Tax Collector Mary Richardson and Selectmen's Administrative Assistant Robin Woodaman were present.

NON PUBLIC SESSION: At 6:01 p.m. Mr. Hanson motioned to go into a non-public session per RSA 91-A:3, II(a) for the purpose of employee reviews. Mr. Drenkhahn seconded the motion. The members were polled and voted: Mr. Viens – yes, Mr. Hanson – yes. Mr. Drenkhahn - yes. The Selectmen met with Selectmen's Administrative Assistant Robin Woodaman for the purpose of conducting a Department Head evaluation. At 6:30 p.m. Mr. Viens motioned to end the non-public session. Mr. Hanson seconded the motion and the vote was unanimous.

RECONVENE: At 6:30 p.m. Mr. Viens reconvened the Board of Selectmen's meeting.

MEETING MINUTES:

- **December 21, 2016 Board of Selectmen's meetings minutes:** Mr. Hanson motioned to accept the minutes of the December 21, 2016 Board of Selectmen's meeting as presented. Mr. Drenkhahn seconded the motion and the vote was unanimous.

NON-PUBLIC SESSION: At 6:31 p.m. Mr. Hanson motioned to go into a non-public session per RSA 91-A:3, II(a) for the purpose of employee reviews. Mr. Drenkhahn seconded the motion. The members were polled and voted: Mr. Viens – yes, Mr. Hanson – yes. Mr. Drenkhahn – yes. Mr. Viens, Mr. Hanson and Mr. Drenkhahn reviewed the Department Head's wages for 2015 and 2016 and discussed their proposed 2017 wages. At 6:40 p.m. Mr. Viens motioned to end the non-public session. Mr. Drenkhahn seconded the motion and the vote was unanimous.

RECONVENE: At 6:40 p.m. Mr. Viens reconvened the Board of Selectmen's meeting.

PERSONNEL:

- **Proposed 2017 wages:** Mr. Viens motioned to propose the following hourly wage increases for 2017 based on successful evaluations:
 - Road Agent Jeff Haines 2%
 - Fire Chief Leon Manville 3%
 - Parks & Recreation Director Sandy Frost 3%
 - Administrative Assistant Robin Woodaman 3%

Mr. Drenkhahn seconded the motion. Mr. Viens reported the proposed wages are competitive with surrounding communities. He requested a spreadsheet be compiled using the surrounding communities wage information. The vote was unanimous.

APPOINTMENTS: None

AGENDA REVIEW: No changes were made

PUBLIC INPUT: None

SELECTMEN'S REPORTS:

ENERGY COMMITTEE (EC): Mr. Drenkhahn reported the EC's December 22, 2016 meeting was cancelled.

UNFINISHED BUSINESS

SCHOOL HOUSE BUILDING ARCHITECTURAL ASSESSMENT: The Selectmen received, and reviewed, a proposal submitted by Alba Architects, LLP to perform an architectural assessment of the School House building at a cost of approximately \$9,600; Chris Williams Architect previously submitted a proposal in the amount of \$14,750. Ms. Ponton reported the architectural assessment of the Town House building did not include existing conditions, but suggested it may be helpful to have an existing conditions report done on the School House due to the various nooks and crannies that have been added over the years; Alba's proposal does not include an existing conditions report. Ms. Ponton offered to write a grant application, which, if approved, would cover \$4,500 of the cost. This will be discussed further next week.

BELKNAP COUNTY COMMISSION BUDGET: Mr. Viens reported contacting State Representative Valerie Fraser regarding the Belknap County Commission's 6% budget increase for next year; Ms. Fraser reported she will express the Selectmen's concerns to the Commissioners. She requested a report of the increase in taxes for the local school, state school and county in comparison to last year; this information will be submitted to Ms. Fraser.

SNOW FENCE ON CENTER HARBOR NECK ROAD: Mr. Viens reported Town Attorney Chris Boldt will be contacting the McClaskie's attorney regarding their snow fence on Center Harbor Neck Road; there is no update as of today. Ms. Smith expressed her concern for vehicles and pedestrians in that area of the road.

TOWN REPORT COVER: The Selectmen reviewed a second possible collage for the 2016 Town Report cover and decided the collage approved last week will be the cover.

PROPOSED 2017 BUDGET:

- **Assessing:** Mr. Viens motioned to sign the contract with Commerford, Nieder, Perkins, LLC for the 2017 data verification and update. Mr. Drenkhahn seconded the motion. This contract includes the completion of the remaining 25% of data verification and updating the values; \$43,000. The agreement for the conversion of the Town's assessing data from Vision to Summit is also included; \$3,000. The vote was unanimous.

- **Code Enforcement:** Code Enforcement Officer Ken Ballance submitted the following information on 2016 revenue and explained code enforcement activity is expected to increase in 2017, due to large scale structure inspections and clarifying wetland issues per the Town's Zoning Ordinance section 10. He recommended the Selectmen increase his time and mileage line items.
 - **2016 revenue:**
 - **Building permits:** 71 building permits issued to date, \$11,575 in building permit fees collected.
 - **Trade permits:** 50 trade permits issued to date, \$1,750 in trade permits fees collected.
 - **Septic permits:** 24 septic inspections conducted to date, \$1,200 in septic permit fees collected.
 - **Total revenue:** \$14,525 in revenue generated to date; the year-to-date expenditures for Code Enforcement is \$18,422.
 - **2017 proposed budget:**
 - **Wages:** Mr. Viens reported Mr. Ballance has not received an increase in his hourly wage for many years. Mr. Viens motioned to increase Mr. Ballance's hourly wage by 5%. Mr. Hanson seconded the motion and the vote was unanimous.
- **Town/Tax Collector Clerk:** Ms. Richardson presented the following:
 - **Moderator:** \$150 proposed for 2017, \$600 appropriated in 2016 (note: there will be one election in 2017, there were four elections in 2016).
 - **Election wages:** \$600 proposed for 2017, \$2,735 appropriated in 2016 (note: there will be one election in 2017, there were four elections in 2016).
 - **Town Clerk/Tax Collector:** \$52,000 proposed for 2017, \$52,000 appropriated in 2016. Ms. Richardson reported she is an elected official, but requested the Selectmen consider an increase in her salary if other employee wages increases are proposed. The Selectmen suggested Ms. Richardson increase her proposed salary by 3%; \$53,560 will be proposed.
 - **Deputy Town Clerk:** \$13,000 proposed for 2017, \$13,000 appropriated in 2016.
 - **Advertising and printing:** \$480 proposed for 2017, \$480 appropriated in 2016.
 - **Election meals:** \$120 proposed for 2017, \$525 appropriated in 2016 (note: there will be one election in 2017, there were four elections in 2016).
 - **Office equipment and software:** \$1,935 proposed for 2017, \$500 appropriated in 2016. Ms. Richardson would like to upgrade to Clerk Plus software and install a motor vehicle registration computer and printer in the back office.
 - **Future budgetary consideration:**
 - **Avitar software:** Mr. Richardson requested the Selectmen consider the purchase of Avitar software for Clerk, Tax Collector and Assessing in 2018. She reported this software is cleaner and easier to use than BMSI; there is an online kiosk where people can see the breakout on property taxes and tax cards. The cost for the purchase of Avitar is \$17,155 and the 2018 support fee would be \$2,975.

NEW BUSINESS

ACCEPTANCE OF GIFTS PER RSA 31:95: Mr. Hanson motioned to accept a \$25 donation to assist the Town's needy during this holiday season. Mr. Drenkhahn seconded the motion and the vote was unanimous.

PUBLIC INPUT: None

ADDITIONAL BUSINESS

TOWN OF PITTSBURG: The Selectmen received correspondence from the Chairman of the Town of Pittsburg Board of Selectmen regarding local control of municipal roads.

GENERAL JOURNAL ENTRIES: The Selectmen reviewed, and approved, the general journal entries as presented.

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

ADJOURNMENT: At 7:27 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