

**Center Harbor Board of Selectmen  
Meeting Minutes  
Wednesday, December 2, 2020**

**CALL TO ORDER:** At 7:00 p.m. Chairman Richard Drenkhahn called the Board of Selectmen's meeting to order. Selectmen Harry Viens and Richard Hanson were present. Nichols Memorial Library Trustees Sarah Heath, Annette Nichols and Karen Ponton and Selectmen's Administrative Assistant Robin Woodaman were also in attendance.

**AGENDA REVIEW:** No changes were made to the agenda.

**PUBLIC HEARING:** At 7:00 p.m. Mr. Drenkhahn opened the public hearing, per RSA 31:95-b II, to accept unanticipated funds over \$10,000; \$15,068.81 from the State of New Hampshire Governor's Office for Emergency Relief and Recovery. A portion of police and firefighter's wages, payroll taxes and retirement system (police) from September 4, 2020 through October 9, 2020 was eligible for this funding.

**CLOSE PUBLIC HEARING:** At 7:03 p.m. Mr. Drenkhahn closed the public hearing.

**RECONVENE:** At 7:03 p.m. Mr. Drenkhahn reconvened the Board of Selectmen's meeting.

**ACCEPTANCE OF FUNDS PER RSA 31:95-b II:**

- **State of New Hampshire Governor's Office for Emergency Relief and Recovery (over \$10,000):** Mr. Drenkhahn motioned to accept \$15,068.81 from the State of New Hampshire Governor's Office for Emergency Relief and Recovery. Mr. Viens seconded the motion and the vote was unanimous.
- **Health Trust return of surplus (less than \$10,000):** Mr. Drenkhahn motioned to accept \$9,120.73 from Health Trust's return of surplus. Mr. Hanson seconded the motion and the vote was unanimous.
- **Tom Scribner:** Mr. Drenkhahn motioned to accept \$500 from Tom Scribner for a bench in honor of Tup Goodhue. Mr. Viens seconded the motion and the vote was unanimous.

**MEETING MINUTES:**

- **November 18, 2020 Board of Selectmen's meeting minutes:** Mr. Hanson motioned to approve the minutes of the November 18, 2020 Board of Selectmen's meeting as presented electronically. Mr. Drenkhahn seconded the motion and the vote was unanimous.

**APPOINTMENTS:**

**NICHOLS MEMORIAL LIBRARY TRUSTEE SARAH HEATH:**

- **Proposed 2021 Library budget with Town funding:**
  - **Wages:** \$50,250 proposed for 2021, \$70,539 appropriated in 2020. Ms. Heath reported, due to COVID-19, the Librarian is estimated to work half time for the first six months of the year; maybe after that the time could be increased.
  - **Furnishing/equipment:** \$1 proposed for 2021, \$1 appropriated in 2020.
  - **Repairs/maintenance:** \$1 proposed for 2021, \$1 appropriated in 2020.

- **Supplies**: \$1,011 proposed for 2021, \$1 appropriated in 2020.
- **Telephone**: \$1,500 proposed for 2021, \$1 appropriated in 2020.
- **Collection development/book sales**: \$1 proposed for 2021, \$1 appropriated in 2020.
- **Books & periodicals**: \$12,000 proposed for 2021, \$14,000 appropriated in 2020.
- **Special projects from gifts**: \$1 proposed for 2021, \$1 appropriated in 2020.
- **Landscaping**: \$0 proposed for 2021, \$1 appropriated in 2020.
- **Professional development & training**: \$1 proposed for 2021, \$1 appropriated in 2020.
- **Program projects**: \$1 proposed for 2021, \$1 appropriated in 2020.
- **Miscellaneous**: \$1 proposed for 2021, \$1 appropriated in 2020.
- **Computer maintenance contract**: \$1,406 proposed for 2021, \$1 appropriated in 2020.
- **Copier maintenance contract**: \$1 proposed for 2021, \$1 appropriated in 2020.
  - **Total**: \$66,176 proposed for 2021, \$84,552 appropriated in 2020. Ms. Heath submitted additional information on \$6,201 proposed expenditures with funding from the Nichols Trust (\$6,000), book sales (\$1), gifts (\$100) and copier fees (\$100). Ms. Nichols reported the proposed budget is  $\frac{3}{4}$  of a normal year.

**PUBLIC INPUT**: None

## **SELECTMEN'S REPORTS:**

### **MR. VIENS:**

- **Education funding**: Mr. Viens reported attending a virtual meeting regarding reorganizing the Coalition Communities for education funding. He reported there could be an immediate impact on the amount of education funding sent to the State. The Town used to contribute \$500 per year to the Coalition Communities; Mr. Viens reported the Town may have to contribute \$1,000 to this cause. He reported he will attend the December 7<sup>th</sup> meeting (at 11:00 a.m.).
- **Meredith Planning Board Hearing on a site plan application to utilize property as a seasonal wedding venue**: Mr. Viens reported he attended the Meredith Planning Board's public hearing on November 24, 2020 at 4:00 p.m. for a site plan application submitted by Carol & Ralph Bickford proposing utilizing property at 51 Smith Farm Road, Meredith as a seasonal wedding venue; this property is adjacent to Center Harbor and would be accessed through Smith Farm Lane (a private road) in Center Harbor. He reported a Meredith Planning Board member asked why this use would be allowed when it's a prohibited use per the zoning ordinances; the Meredith Zoning Board of Adjustment granted a waiver. Mr. Viens reported the proposal is for the venue to be used fifteen weekends per year; busses would transport people from their hotels to the venue. He reported Fire Chief Leon Manville reported fire equipment can get up Smith Farm Lane; however, there would be issues if people parked vehicles on the road. Mr. Viens reported the next meeting is December 22<sup>nd</sup>. He reported being informed that the Town of Center Harbor had been sent certified notices of the previous hearings, but they weren't received.

## **UNFINISHED BUSINESS:**

**PROPOSED 2021 BUDGET:** The Selectmen reviewed, and discussed, the proposed budget. Ms. Woodaman will work on administrative line items for review at the next Selectmen's meeting.

- **Inter-Lakes Day Care Center:** \$4,848 requested for 2021, \$4,848 appropriated in 2020.
- **2021 Budget Hearings:** The 2021 Budget Hearings will be held on:

Saturday, January 23, 2021 at 9:00 a.m.

Wednesday, February 3, 2020 at 7:00 p.m.

**LANDSCAPING AT THE VILLAGE SCHOOL:** This item was tabled to a future meeting.

**2020 PROPERTY TAXES:** Tax Collector Mary Richardson reported 90% of the 2020 property taxes have been paid.

## **NEW BUSINESS:**

**GUNFIRE AT CAMP EAGLE'S CLIFF PROPERTY:** Mr. Viens submitted an email he received on November 21, 2020 from Sharon O'Donnell reporting several of her neighbors called her to let her know of intense shooting at the Camp Eagle's Cliff property. The Selectmen reviewed the police report. Mr. Drenkhahn referred to the Selectmen's meeting minutes of September 16, 2020 where Father John reported firearms are not allowed on the property and shooting is not covered by their insurance company. There was discussion regarding whether or not there was an event the weekend of November 21<sup>st</sup>; per the 2001 site plan approval, they are allowed ten (10) weekend events with no more than twenty-five (25) in attendance; these need to be permitted by the Selectmen – no request for a permit was received by the Selectmen. Mr. Drenkhahn requested L.C. Center Harbor Representative John Gilson be asked to meet with the Selectmen to discuss this matter.

**TAX MAP 105, LOT 4, IS IT A SINGLE LOT OR TWO SEPARATE LOTS:** The Selectmen received correspondence from Attorney Thomas Walker asking if Tax Map 105, Lot 4, which has two houses (469 Waukegan Road and 471 Waukegan Road), and is taxed as a single lot are two separate lots. Mr. Viens requested this correspondence be forwarded to the Planning Board. Mr. Drenkhahn motioned to authorize Town Attorney Chris Boldt to research this matter. Mr. Viens seconded the motion and the vote was unanimous.

**BELKNAP COUNTY REGISTRY OF DEEDS SOFTWARE SERVICE:** The Selectmen were notified that on January 1, 2021, the Belknap County Registry of Deeds will be utilizing a software service called Monarch, which will change the way the Town receives transfer documents from the County at no cost to the Town. Mr. Viens motioned to accept the services of Monarch with Aimee Manfredi-Sanschagrin the Town's primary contact. Mr. Hanson seconded the motion and the vote was unanimous.

**DOCK ROAD:** The Selectmen received an email, which was sent to Planning/Zoning Clerk Aimee Manfredi-Sanschagrin, from David Krumsiek, an owner of the Winn Harbor LLC property at 328 Whittier Highway. Mr. Krumsiek previously requested an address change to Dock Road;

however E-911 would not allow that because Dock Road is not a through road from Lake Street and there were concerns that, in an emergency, if emergency vehicles tried to access Dock Road from Lake Street they would not be able to get to the property due to the blockage of the road by the Winnepesaukee Flagship's winch house. Mr. Krumsiek reported his understanding that the Town does not currently plow Dock Road, which is how they access their driveway. He reported intentions to use the house during the winter and requested, instead of asking the Town to plow the road, maybe the Town would consider conveying the road to Winn Harbor LLC making it a private road. Mr. Drenkhahn motioned to keep Dock Road as a Town road, plowed by the Highway Department. Mr. Hanson seconded the motion and the vote was unanimous.

**DEPARTMENT HEADS MONTHLY REPORTS:** The Selectmen received, and reviewed, the Fire, Police, Highway and Parks & Recreation Departments monthly reports for November. Mr. Hanson reported he appreciates looking at the monthly reports; Mr. Drenkhahn and Mr. Viens agreed. Mr. Hanson reported he would like to set up times when he can "shadow" the departments for a day to observe their operations.

**BELKNAP COUNTY DELEGATION:** The Selectmen received notification that the Belknap County Delegation will have a public hearing on December 8, 2020 at 6:00 p.m. for the presentation of the Commissioners recommended budget and a review of the Gunstock timber plan agreement. The Commissioners recommended budget reflects a 12% increase over the 2020 budget; the Commissioners reported they continue to do more with less; significant costs set by the State and Federal government continue to rise and are transferred to the local property taxpayer through the County.

**DEAD TREES ON HIGH HAITH ROAD:** The Selectmen were notified that Christine Buhrman left a message about dead trees on High Haith Road and expressed her concern that someone could get hurt. Road Agent Jeff Haines reported, via email, that he will speak with the property owner and see if the Highway Department can remove the trees; he will contact Ms. Buhrman when the trees are removed. Mr. Viens reported the trees have been removed.

**PROPERTY TAX ABATEMENT:** Mr. Drenkhahn motioned to abate the following property tax, which was billed in error:

Squam Lakes Association

TML 215-14

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

**TRANSFER FROM HERITAGE FUND:** Mr. Drenkhahn motioned to request Town Treasurer Jeannie DeGrace transfer \$16,103.72 from the Heritage Fund to the Town's General Fund for expenses paid from the General Fund for the School House roof and Town House interior painting project. Mr. Viens seconded the motion and the vote was unanimous.

**ADDITIONAL BUSINESS:**

**CEMETERY HEDGE:** The Selectmen discussed the status of the Memorial Park Cemetery hedge. Mr. Viens reported his understanding that if it was trimmed, there would not be any greenery left, it would just be wood. Turnkey Construction will be asked to look at the hedge.

**FIRE DEPARTMENT:**

- **Mini-split heating/air conditioning unit:** Fire Chief Leon Manville reported, via email, that there will be funds in the 2020 Fire Department's budget to purchase a 2-head mini-split heating/air conditioning unit; one head will go in the Fire Chief's office and the other head will go in the Firefighters day room/kitchen area. Chief Manville requested the Town fund the installation costs. Mr. Viens requested Chief Manville submit cost estimates

**HOLIDAY OFFICE HOURS:**

- The Town Offices will close at 12:00 p.m. (noon) on Wednesday, December 23<sup>rd</sup> and reopen at 9:00 a.m. on Monday, December 28<sup>th</sup>.
- The Town Offices will close as 12:00 p.m. (noon) on Wednesday, December 30<sup>th</sup> (there will be a Selectmen's meeting at 7:00 p.m. that evening) and reopen at 9:00 a.m. on Monday, January 4, 2021.

**PAYROLL AND CURRENT BILLS PAYABLE:** Mr. Drenkhahn motioned to approve the payroll and accounts payable manifests as presented. Mr. Hanson seconded the motion and the vote was unanimous. Mr. Drenkhahn motioned to approve GMI Asphalt's Application for Payment #4 in the amount of \$16,520.49. Mr. Viens seconded the motion and the vote was unanimous.

**GENERAL JOURNAL ENTRIES:** Mr. Drenkhahn motioned to approve the general journal entries as presented. Mr. Hanson seconded the motion and the vote was unanimous.

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

Pascoe	TML 208-15
Ohnemus	TML 206-2

**PUBLIC INPUT:** None

**ADJOURNMENT:** At 8:48 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