Center Harbor Board of Selectmen
Meeting Minutes
Wednesday, March 18, 2020

CALL TO ORDER: At 7:00 PM Chairman Harry Viens called the Board of Selectmen’s meeting
 to order. Selectmen Richard Drenkhahn and Richard Hanson (via speakerphone) were present. Fire
Chief Leon Manville, Police Chief Mark Chase, Karen Ponton, John Callahan, Brad wood, Pat
wood, Bob Dionne, Lianne Dionne were also in attendance. Selectmen’s Administrative Assistant
Robin Woodaman was absent with notification.

ELECTION OF CHAIRMAN AND COMMITTEE ASSIGNMENTS:
• Chairman: Chairman Viens motioned to nominate Richard Drenkhahn as Chairman of
 the Select Board for one year. Mr., Hanson seconded the motion and the vote was
 unanimous.
• Committee assignments: A brief discussion was held and it was decided to continue with
 existing committee assignments as is:
  o Planning Board: Mr. Viens
  o Conservation Commission: Mr. Viens
  o Energy Committee: Mr. Drenkhahn
  o Historical Commission: Mr. Hanson

AGENDA REVIEW: Fire Chief Leon Manville and Police Chief Mark Chase requested
discussion of the proposed response to the coronavirus situation.

MEETING MINUTES:
• March 10, 2020 Board of Selectmen’s meeting minutes: Mr. Viens motioned to
 approve the minutes of the March 10, 2020 Board of Selectmen’s meeting minutes as
 presented electronically. Mr. Drenkhahn seconded the motion. Mr. Hanson, who was
 not present at the meeting, abstained from voting. The motion passed.

APPOINTMENTS:

BOB DIONNE and other Preston Road Residents:
• Preston Road Discussion The residents of Preston Road thanked the Board for their
 support in accepting Preston Road as a Town Road and requested the Board consider:
  o Drafting a letter to each resident referencing their parcel as shown on the tax
   map and notifying them that Preston Road is now designated as a Town road,
   not a Range Road, and that the Town would maintain the road henceforth. The
   Selectmen agreed that this was appropriate and will have the Town Attorney
   draft the letter. The Selectmen also suggested the resident consider having the
   letter registered with their deeds.
  o Amending the Tax records, parcel maps, and GIS mapping to remove the word
    “Private” from the records and show the road as a Town Road. The Selectmen
    agreed and will forward the request to the Assessor’s office and the Mapping
    vendor to make the requested changes.
Documenting and publishing an official Road Layout map and provide copies to the residents. The Selectmen agreed but will first have to research the process for this.

Providing some compensation to the residents for their expenses in researching and documenting the road status. The Selectmen noted that they did not believe this was either appropriate or even possible as it would mean using taxpayer money for private purposes. An inquiry will be made with the Town Attorney.

**FIRE CHIEF LEON MANVILLE and POLICE CHIEF MARK CHASE:**

- **Coronavirus preparedness.** Chiefs Manville and Chase reported that they and Tyler D. Driscoll (Emergency Management Director) had met to update the Hazardous Mitigation Plan to reflect the Coronavirus response plan in an effort to keep everyone in Town safe. They also noted that this is a “moving target” and they will be adapting the plan as events unfold and report back to the Board regularly.

They also met as a group with Stewart’s Ambulance service to discuss Emergency Medical Response protocols in the Coronavirus environment. The concern was that Fire Department personnel are not trained in infectious disease control and that if firefighters are infected it could potentially shut down the Town’s ability to provide firefighting services to the community. The agreed-on policy at this time is to have Stewart’s respond to all medical calls and then re-tone the Fire Department for back-up if needed.

The Selectmen thanked Chief Manville and Chief Chase for their efforts.

**PUBLIC INPUT:** Karen Ponton reported that the Heritage Commission’s request to submit a proposal to the Mooseplate program for a grant to replace the Old Schoolhouse roof has been approved and she is proceeding to write the grant proposal. The Selectmen thanked Ms. Ponton for her continuing hard work in obtaining grant money to pay for maintenance and restoration of the School House and the Town House.

**SELECTMEN’S REPORTS:** None

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

- Reviewed Health officer Ken Ballance’s order to close Town buildings temporarily
- Sandy Frost advised that the Easter Egg Hunt has been cancelled due to Coronavirus
- The Congregational Church may not be able to have the sunrise service for Easter due to coronavirus
- There is no guidance from the State on closing playgrounds at this time
- Adult Strength and Balance classes have been cancelled
- Karen Ponton was appointed to a 3-year term on the ZBA per their request
- A letter was signed requesting the Town Treasurer transfer $3,460 from the Heritage Commission account to the general fund as reimbursement for $3,460. Motioned by Chair Drenkhahn, seconded by Richard Hanson and the vote was unanimous
• Chair Drenkhahn motioned to approve the hourly rates for Town employees for 2020, Mr. Viens seconded and the vote was unanimous.
• Chair Drenkhahn would like to have Robin follow-up with Christ Boldt on the notification process for disposing of properties taken by the Town via tax liens.

**2022 REVALUATION:** Commerford, Neider, Perkins, LLC (CNP) submitted the following proposals for a three-year cyclical revaluation regarding the 2022 revaluation:

- 2020: $18,000
- 2021: $18,000
- 2022: $34,000

Chair Drenkhahn motioned to contract with CNP for the three-year cyclical revaluation. Mr. Viens seconded the motion and the vote was unanimous.

**ADDITIONAL BUSINESS:**

**STATE OF NEW HAMPSHIRE:**
- State of New Hampshire Department of Revenue Administration (NH DRA): Mr. Viens motioned to sign the MS 232. Chair Drenkhahn seconded and the vote was unanimous.

**PAYROLL AND CURRENT BILLS PAYABLE:** Mr. Drenkhahn motioned to approve the payroll, accounts payable manifests and a single journal entry as presented. Mr. Viens seconded the motion and the vote was unanimous.

**PUBLIC INPUT:** None

**ADJOURNMENT:** At 7:56 Mr. Viens motioned to adjourn the Board of Selectmen’s meeting. Mr. Drenkhahn seconded the motion and the vote was unanimous.

Respectfully submitted,

Robin Woodaman
Selectmen’s Administrative Assistant