

**Center Harbor Board of Selectmen
Meeting Minutes and
2021 Budget Hearing Minutes
Wednesday, February 3, 2021**

CALL TO ORDER: At 7:00 p.m. Chairman Richard Drenkhahn called the Board of Selectmen's meeting to order. Selectman Harry Viens was present. Selectman Richard Hanson was absent with notification. Town Clerk Mary Richardson, Police Chief Mark Chase, Parks & Recreation Director Sandy Frost, Fire Chief Leon Manville, Karen Ponton and Selectmen's Administrative Assistant Robin Woodaman were also in attendance.

2021 BUDGET HEARING: Mr. Drenkhahn reconvened the 2021 Budget Hearing. He reported there are three changes from the first budget hearing and asked the people in attendance if they wanted, he and Mr. Viens to go through each category or just report on the changes; all in attendance were also at the first budget hearing and agreed to hear the changes. The following is the 2021 proposed budget with changes in **bold** font:

- **Executive:** \$134,543 appropriated in 2020, \$140,000 expended in 2020, \$130,076 proposed for 2021.
- **Elections/Registrations/Vital Statistics:** \$54,115 appropriated in 2020, \$53,993 expended in 2020, \$49,900 proposed for 2021.
- **Financial Administration:** \$66,287 appropriated in 2020, \$86,934 expended in 2020, \$68,402 proposed for 2021.
- **Revaluation of Property:** \$14,050 appropriated in 2020, \$11,462 expended in 2020, \$13,050 proposed for 2021.
- **Legal Expense:** \$15,000 appropriated in 2020, \$13,909 expended in 2020, \$20,000 proposed for 2021.
- **Personnel Administration:** \$386,047 appropriated in 2020, \$372,627 expended in 2020, \$404,859 proposed for 2021.
- **Planning and Zoning:** \$2,600 appropriated in 2020, \$8,223 expended in 2020, **\$5,600 proposed for 2021. Mr. Viens reported the Planning Board requested an additional \$3,000 in the Professional Fees line item for Circuit Rider Planner services as was used in the past.**
- **General Government Buildings:** \$80,984 appropriated in 2020, \$71,452 expended in 2020, \$79,267 proposed for 2021.
- **Cemeteries:** \$101 appropriated in 2020, \$0 expended in 2020, **\$2,001 proposed for 2021. Mr. Drenkhahn reported the Selectmen decided not to propose the creation of a Cemeteries Repairs & Maintenance Expendable Trust Fund at this point because legality issues need to be researched.**
- **Insurance:** \$44,315 appropriated in 2020, \$44,315 expended in 2020, \$46,070 proposed for 2021
- **Police Department:** \$353,072 appropriated in 2020, \$354,515 expended in 2020, \$363,791 proposed for 2021.
- **Ambulance:** \$73,088 appropriated in 2020, \$71,350 expended in 2020, \$75,000 proposed for 2021.
- **Lakes Region Mutual Fire Aid:** \$23,579 appropriated in 2020, \$23,579 expended in 2020, \$24,237 proposed for 2021.

- **Fire Department:** \$186,858 appropriated in 2020, \$186,689 expended in 2020, \$192,678 proposed for 2021.
- **Code Enforcement:** \$23,350 appropriated in 2020, \$18,431 expended in 2020, \$23,600 proposed for 2021.
- **Emergency Management:** \$2,600 appropriated in 2020, \$0 expended in 2020, \$5,250 proposed for 2021.
- **Red Hill Fire Tower:** \$1,050 appropriated in 2020, \$1,050 expended in 2020, \$1,050 proposed for 2021.
- **Public Works:** \$380,140 appropriated in 2020, \$341,586 expended in 2020, \$380,785 proposed for 2021.
- **Street Lighting:** \$8,681 appropriated in 2020, \$8,529 expended in 2020, \$8,530 proposed for 2021.
- **Sanitation:** \$201,602 appropriated in 2020, \$198,593 expended in 2020, \$204,365 proposed for 2021.
- **Health:** \$26,001 appropriated in 2020, \$26,000 expended in 2020, \$28,500 proposed for 2021.
- **Welfare:** \$29,398 appropriated in 2020, \$33,955 expended in 2020, \$33,398 proposed for 2021.
- **Parks & Recreation:** \$53,162 was appropriated in 2020, \$41,132 expended in 2020, \$53,838 proposed in 2021.
- **Library:** \$84,552 appropriated in 2020, \$51,692 expended in 2020, \$66,176 proposed for 2021.
- **Patriotic Purposes:** \$31,250 appropriated in 2020, \$805 expended in 2020, \$31,250 proposed for 2021.
- **Other Culture:** \$16,175 appropriated in 2020, \$5,501 expended in 2020, \$15,825 proposed for 2021.
- **Historical Society:** \$1,000 appropriated in 2020, \$1,000 expended in 2020, \$1,000 proposed for 2021.
- **Conservation:** \$750 appropriated in 2020, \$527 expended in 2020, \$750 proposed for 2021.
- **Energy:** \$250 appropriated in 2020, \$250 expended in 2020, \$250 proposed for 2021.
- **Heritage Commission:** \$1,000 proposed for 2020, \$616 expended in 2020, \$1,000 proposed for 2021.
- **Debt Service:** \$187,282 appropriated in 2020, \$186,307 expended in 2020, \$186,308 proposed for 2021.
- **Warrant Articles:**
 - **Town House rehabilitation:** \$5,000 appropriated in 2020, \$5,000 expended in 2020, \$2,500 proposed for 2021.
 - **Cemetery Maintenance and Restoration Expendable Trust Fund (ETF):** Proposed funding for this ETF was transferred to the Cemetery Maintenance line item in the General Fund.
 - **Lease/purchase of a backhoe:** A request for Proposals (RFP) for a seven-year lease/purchase of a backhoe was issued. The following proposals were received:

Company/Make	Total Cost	Less Trade-in	Net Cost	7-Year Lease/Purchase
Nontax, Inc. John Deere 310SL HL	\$148,900	\$30,000	\$118,900	\$18,509.23
Nortrax, Inc. John Deere 410L	\$159,900	\$30,000	\$129,900	\$20,213.07
Milton Cat Caterpillar 420	\$155,500	\$40,000	\$115,500	\$18,056.00
Beauregard CASE 590SN	\$146,736	\$30,000	\$116,736	\$18,624.18

Mr. Drenkhahn reported Road Agent Jeff Haines feels there are three proposals which meet the RFP specifications and will fall within the \$19,225 figure proposed in the budget. He reported \$19,225 will remain in the budget, this amount cannot be overspent, any amount spent under this figure will go back to the General Fund.

- **Tax Anticipation Note:** \$1 appropriated in 2020, \$4,488 expended in 2020, \$1 proposed for 2021.
- **Transfer to Capital Reserve Fund (CRF):** \$148,000 appropriated in 2020, \$148,000 expended in 2020, \$145,001 proposed for 2021.
- **Transfer to Expendable Trust Fund (ETF):** \$377,860 appropriated in 2020, \$377,860 expended in 2020, \$364,301 proposed for 2021.
 - **Totals:** \$3,013,749 appropriated in 2020, \$2,890,370 expended in 2020, \$3,047,834 proposed for 2021.

At 7:04 p.m. Mr. Drenkhahn reported the budget hearing will remain open while the Selectmen conduct their business. Mr. Drenkhahn closed the budget hearing at 7:15 p.m.

RECONVENE BOARD OF SELECTMEN'S MEETING: At 7:04 p.m. Mr. Drenkhahn reconvened the Board of Selectmen's meeting.

AGENDA REVIEW: No changes were made to the agenda.

MEETING MINUTES:

- **January 27, 2021 Board of Selectmen's meeting minutes:** Mr. Viens motioned to approve the minutes of the January 27, 2021 Board of Selectmen's meeting as presented electronically. Mr. Drenkhahn seconded the motion and the motion passed. Roll call: Mr. Drenkhahn – aye, Mr. Viens – aye.

APPOINTMENTS: None

PUBLIC INPUT: None

SELECTMEN'S REPORTS: None

UNFINISHED BUSINESS:

SNAKE RIVER/MOSQUITO BRIDGE CONSTRUCTION: The Selectmen were notified that the Snake River/Mosquito Bridge construction project, which was to begin in the Spring of 2021, now has a beginning construction time of the Spring of 2022. Mr. Viens reported the State of New Hampshire Department of Transportation (NH DOT) had a problem with the timing for soliciting construction bids; the construction project will occur from Memorial Day 2022 to Columbus Day 2022.

ENERGY COMMITTEE (EC) PROJECT: Mr. Drenkhahn reported the EC was asked about an attic insulation project at the School House. He reported EC member Bernie Volz isn't in support of the project if there is no savings in heating or cooling. Ms. Ponton reported ceiling insulation was a recommendation per the Historic Building Conditions Assessment Report.

NEW BUSINESS:

WAUKEWAN GOLF CLUB OUTSIDE WEDDINGS: The Selectmen received an email from Timothy Noe, owner of Waukewan Golf Club, reporting with the current COVID situation, 2021 wedding bookings are asking to have their event (including DJ's or bands) held outside, under tents, rather than inside their banquet facility; this would facilitate a safer environment for these types of gatherings. He reported the largest event requesting an outdoor venue is for 125 guests. Mr. Noe reported, in the past, cocktail hours have been held outdoors. He reported the Fire Department is contacted for inspections of temporary structures when applicable. Mr. Viens reported, given the current environment, he feels anything to help the local businesses would be appreciated. Mr. Drenkhahn reported he is not opposed to Mr. Noe's request, but would like the Planning Board to look at this before the Selectmen make a decision; Mr. Viens agreed.

PATH HOSPITALITY LIMITED FOOD AND DRINK SERVICE: The Selectmen received an email from Justin Cutillo, Vice-President of Path Hospitality, reporting they are exploring the idea of opening a limited food/drink service out of the current garage at the Center Harbor Inn. The Inn is currently zoned as residential, non-conforming with an approved use as a Motel. Mr. Drenkhahn requested Mr. Cutillo be referred to the Planning Board.

END-OF-MONTH REPORTS: The Selectmen received, and reviewed, the Police, Fire, Highway, Health and Emergency Management's end-of-month reports for January 2021.

CORRESPONDENCE:

- **Representative Tom Plosza:** Mr. Viens submitted an email he received from Representative Tom Plosza regarding House Bills 459 and 315. He reported receiving a call from Mr. Plosza asking his opinion on these bills; Mr. Viens reported he is opposed to HB 459 and ambivalent about HB 315.

ADDITIONAL BUSINESS:

STATE OF NEW HAMPSHIRE:

- **State of New Hampshire Department of Revenue Administration (NH DRA):**
 - **NH DRA 2020 Equalization Certificate:** The Selectmen received notification that the Town's median ratio for land, buildings and manufactured housing sold in 2020 is 81.0%. The overall equalization assessment for 2020 is 75.9%. Mr. Drenkhahn reported the Town's revaluation will be in 2022. Mr. Drenkhahn motioned to sign the NH DRA 2020 Equalization Certificate. Mr. Viens seconded the motion and the motion passed. Roll call: Mr. Drenkhahn – aye, Mr. Viens – aye.
- **State of New Hampshire Department of Safety (NH DOS):**
 - **NH DOS Office of Highway Safety Grant Agreement for FY 2021:** Mr. Drenkhahn motioned to sign the NH DOS Office of Highway Safety Grant Agreement for FY 2021. Mr. Viens seconded the motion and the motion passed. Roll call: Mr. Drenkhahn – aye, Mr. Viens – aye.
- **State of New Hampshire Department of Environmental Services (NH DES):**
 - **NH DES Groundwater Management Permit:** NH DES issued the Town a five-year permit to monitor the groundwater quality at the old Town Dump.

PAYROLL AND CURRENT BILLS PAYABLE: Mr. Drenkhahn motioned to approve the payroll and accounts payable manifests as presented. Mr. Viens seconded the motion and the motion passed. Roll call: Mr. Drenkhahn – aye, Mr. Viens – aye.

PUBLIC INPUT: None

ADJOURNMENT: At 7:22 p.m. Mr. Viens motioned to adjourn the Board of Selectmen's meeting. Mr. Drenkhahn seconded the motion and the motion passed. Roll call: Mr. Drenkhahn – aye, Mr. Viens – aye.

Respectfully submitted,

Robin Woodaman
Selectmen's Administrative Assistant