

**Center Harbor Board of Selectmen
Meeting Minutes
Wednesday, January 27, 2021**

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. Karen Ponton and Selectmen's Administrative Assistant Robin Woodaman were also in attendance.

AGENDA REVIEW: No changes were made to the agenda.

MEETING MINUTES:

- **January 20, 2021 Board of Selectmen's meeting minutes:** Mr. Viens motioned to approve the minutes of the January 20, 2021 Board of Selectmen's meeting as presented electronically. Mr. Drenkhahn seconded the motion and the vote was unanimous. Roll call: Mr. Drenkhahn – aye, Mr. Viens – aye, Mr. Hanson – aye.
- **January 23, 2021 Board of Selectmen's meeting and 2021 budget hearing minutes:** Mr. Viens motioned to approve the minutes of the January 23, 2021 Board of Selectmen's meeting and 2021 budget hearing as presented electronically. Mr. Drenkhahn seconded the motion and the vote was unanimous. Roll call: Mr. Drenkhahn – aye, Mr. Viens – aye, Mr. Hanson – aye.

APPOINTMENTS: None

PUBLIC INPUT: None

SELECTMEN'S REPORTS:

MR. DRENKHAHN:

- **Energy Committee (EC):** Mr. Drenkhahn reported the EC met via Zoom on Thursday, January 21, 2021 and decided to meet as needed until something comes up – meetings would be held on the third Thursday of the month. He reported the EC requested input on possible energy conservation projects.

UNFINISHED BUSINESS:

PROPOSED 2021 BUDGET:

- **Fire Department wages:** Mr. Drenkhahn noted Fire Chief Leon Manville split the proposed budget wage line item into two wage line items.
- **Tax Map maintenance:** Mr. Drenkhahn motioned to contract with Cartographic Associates, Inc., in the amount of \$2,100 plus \$15 for each change in building for 2021 tax map maintenance. Mr. Viens seconded the motion and the vote was unanimous.
- **Fund balance:** The Selectmen reviewed the Town's December 31, 2020 fund balance; it is \$356,532, which is just above the 5% minimum recommended retainage.
- **Cemetery Expendable Trust Fund (ETF):** The Selectmen reviewed correspondence from State of New Hampshire Department of Revenue (NH DRA) auditor suggesting the Town contact the Charitable Trusts for their opinion on expenditures on public, historic and private cemeteries.

TOWN REPORT COVER: The Selectmen reviewed a draft of the 2020 Town Report cover which was a collage of pictures of the Town House Building before and after rehabilitation to date. Mr. Drenkhahn motioned to approve the collage for the cover of the 2020 Town Report. Mr. Viens seconded the motion and the vote was unanimous. Roll call: Mr. Drenkhahn – aye, Mr. Viens – aye, Mr. Hanson – aye.

CAMP ROAD PROPERTIES: Mr. Drenkhahn reported Town Attorney Chris Boldt has researched the status of the former owners of two Camp Road properties, which are now Town-owned as the result of tax deeds. He reported “Opportunity to Repurchase” letters, which include the total amount of taxes, interest and penalties owed the Town, should be mailed (by regular and certified mail) to each individual. Tax Collector Mary Richardson will be asked to compile the tax, interest and penalties information.

MEREDITH WEDDING VENUE: The Selectmen received a copy of a State of New Hampshire Department of Transportation (NH DOT) “Application for Driveway Permit” filed by Carol Bickford, referencing a change in use for a seasonal wedding venue on the existing private road. Mr. Viens questioned if this reclassifies Smith Farm Lane, a private road, as a driveway. He reported, per Center Harbor ordinances, a driveway can only have two houses; there are two Center Harbor houses on Smith Farm Lane, Ms. Bickford’s property is in Meredith. Mr. Viens recommended forwarding this information to the Planning Board and Zoning Board of Adjustment. Mr. Drenkhahn reported they would need a permit for any work done on the road.

NEW BUSINESS:

FACILITY USE REQUEST: The Center Harbor Congregational Church inquired about holding Easter Sunday (April 4th) services on the Town Beach. The Selectmen would like the Church to submit a Facility Use application; the application will be pending Selectmen’s approval based on the State’s guidelines for gatherings as we get closer to the date.

HERITAGE COMMISSIONER: Mr. Hanson motioned to appoint Rachael Xavier as an Alternate Heritage Commissioner to a three-year term (expiring in 2024). Mr. Drenkhahn seconded the motion and the vote was unanimous. Roll call: Mr. Drenkhahn – aye, Mr. Viens – aye, Mr. Hanson – aye.

LAKES REGION PLANNING COMMISSION (LRPC):

- **LRPC Commissioner:** The Selectmen received notification from LRPC that the Town’s representative Mark Hildebrand’s terms of appointment will expire February 10, 2021. Mr. Viens motioned to appoint Mark Hildebrand to a term of four years. Mr. Drenkhahn seconded the motion and the vote was unanimous.

END-OF-MONTH REPORT: The Selectmen received, and reviewed, Parks & Recreation Director Sandy Frost’s end-of-month report for January 2021.

ADDITIONAL BUSINESS:

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. Roll call: Mr. Drenkhahn – aye, Mr. Viens – aye, Mr. Hanson – aye.

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

PUBLIC INPUT:

KAREN PONTON:

- **Energy Committee (EC) projects:** Ms. Ponton reported the Heritage Commission (HC) has looked at the remaining tasks for the Village School House per the Historic Building Conditions Assessment Report and suggested the EC could consider blown-in insulation for the attic. She will contact the EC regarding this possibility.
- **Cemeteries:** Ms. Ponton reported cemeteries not owned by towns are burying grounds; she referred to a few in Center Harbor. Mr. Hanson asked if the State has a list of designated historical burial sites; Ms. Ponton reported there may be, she wasn't sure.

NON-PUBLIC SESSION: At 7:25 p.m. Mr. Drenkhahn motioned to go into a non-public session per RSA 91-A:3, II(a) to discuss a personnel matter. Mr. Viens seconded the motion and the vote was unanimous. Roll call: Mr. Drenkhahn – aye, Mr. Viens – aye, Mr. Hanson – aye. Mr. Drenkhahn, Mr. Viens, Mr. Hanson and Ms. Woodaman were present for a personnel discussion. At 7:42 p.m. motioned to end the non-public session. Mr. Viens seconded the motion and the vote was unanimous. Roll call: Mr. Drenkhahn – aye, Mr. Viens – aye, Mr. Hanson – aye.

RECONVENE: At 7:42 p.m. Mr. Drenkhahn reconvened the Board of Selectmen's meeting.

CODE ENFORCEMENT OFFICER: Mr. Drenkhahn reported Code Enforcement Officer David Driscoll has submitted his notice of resignation due to time constraints of his professional business; Mr. Driscoll will continue, on a limited basis, his duties as Code Enforcement Officer until a replacement is hired.

CEMETERY TRUSTEE: The Selectmen were informed that a Cemetery Trustee is needed.

ADJOURNMENT: At 7:46 p.m. Mr. Drenkhahn motioned to adjourn the Board of Selectmen's meeting. Mr. Hanson seconded the motion and the vote was unanimous. Roll call: Mr. Drenkhahn – aye, Mr. Viens – aye, Mr. Hanson – aye.

Respectfully submitted,

Robin Woodaman
Selectmen's Administrative Assistant