

**Center Harbor Board of Selectmen
Meeting Minutes
Wednesday, March 24, 2021**

CALL TO ORDER: At 6:00 p.m. Chairman Richard Drenkhahn called the Board of Selectmen's meeting to order. Selectmen Harry Viens and Richard Hanson were present. Parks & Recreation Director Sandy Frost, Police Chief Mark Chase, Karen Ponton, Alex Markarian, Roland Garland and Selectmen's Administrative Assistant Robin Woodaman were also in attendance.

SELECT BOARD:

- **Election of Select Board Chairman:** Mr. Hanson motioned to elect Harry Viens as Chairman of the Select Board for this year. Mr. Drenkhahn seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Hanson – aye, Mr. Drenkhahn – aye.

AGENDA REVIEW:

- **School House repairs:** Mr. Drenkhahn reported speaking with Center Harbor Historical Society President Roland Garland regarding the School House repairs; he requested this be added to the "Unfinished Business" section and he will update the Selectmen.

MEETING MINUTES:

- **March 9, 2021 Board of Selectmen's meeting:** Mr. Drenkhahn motioned to approve the minutes of the March 9, 2021 Board of Selectmen's meeting as presented electronically. Mr. Hanson seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Hanson – aye, Mr. Drenkhahn – aye.

NON-PUBLIC SESSION: At 6:02 p.m. Mr. Viens motioned to go into a non-public session per RSA 91-A:3, II(b) for the purpose of interviewing a possible Town employee. Drenkhahn seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Hanson – aye, Mr. Drenkhahn – aye. The Selectmen conducted an interview for the Code Compliance Officer position. At 6:20 p.m. Mr. Hanson motioned to end the non-public session. Mr. Drenkhahn seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Hanson – aye, Mr. Drenkhahn – aye.

RECONVENE: At 6:20 p.m. Mr. Viens reconvened the Board of Selectmen's meeting.

CODE ENFORCEMENT OFFICER: Mr. Viens motioned to appoint William Doucette as the Town's Code Enforcement Officer. Mr. Drenkhahn seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Hanson – aye, Mr. Drenkhahn – aye.

SELECT BOARD:

- **Board/Commission/Committee assignments:** The Selectmen decided to remain on their current assignments:
 - Mr. Viens Planning Board, Conservation Commission
 - Mr. Hanson Heritage Commission
 - Mr. Drenkhahn Energy Committee

APPOINTMENTS:

PARKS & RECREATION DIRECTOR SANDY FROST: Ms. Frost reported speaking with the Town's Health Officer Tyler Driscoll and Town Band Director Carlos Martinez regarding some of the following items:

- **Memorial Day:** Ms. Frost reported there is no Inter-Lakes Marching Band this year, but was informed that there may be a couple of trumpet players and singers available. The Selectmen requested a simple Memorial Day observance as in 2020 with the traditional wreath-laying included.
- **July 4th activities:**
 - **Footrace:** Ms. Frost expressed her concern with holding the footrace; in 2019, there were approximately 500 participants in the 2-mile and 5-mile races, approximately 130 participants in the children's races plus spectators. She reported the Town does not have the facilities to coral, and send off, racers in groups. Mr. Viens asked the timeframe for organizing the races; Ms. Frost reported the online registration would have opened at the end of February. Mr. Viens reported the Town hired a professional, Ms. Frost, and the Selectmen should follow her advice. Mr. Hanson reported he feels nobody is more qualified than Ms. Frost. Mr. Viens requested Ms. Frost distribute a press release regarding the cancellation of the July 4, 2021 footraces.
 - **Town band concert:** There was discussion regarding not having a July 4th band concert; Ms. Frost reported the band concerts could begin after the Fourth. Mr. Martinez suggested the possibility of the band members being spread out on the granite steps during concerts with the audience on the lawn to the sides of the bandstand. Mr. Viens questioned the use of electrical extension cords to the musicians if they were on the granite steps.
 - **Fireworks:** Ms. Frost reported a lot of people want the fireworks; there was discussion regarding spectators being too close together. Mr. Hanson reported he is leaning towards voting for no fireworks this year. The Selectmen requested Ms. Frost research what area towns are planning and to contact Atlas Pyrovision regarding their cancellation policy.
- **Recreational facilities:**
 - **Basketball court and playground:** Ms. Frost and Mr. Driscoll recommended opening the basketball court and playground. The Selectmen agreed.
 - **Tennis courts and ball field:** Ms. Frost reported these will be open after the snow is gone and the Highway Department has cleaned them.
 - **Swim raft:** Ms. Frost recommended not putting out the swim raft; there is no way to social distance. The Selectmen agreed.
 - **Picnic tables:** Ms. Frost recommended putting six (6) picnic tables under the pavilion, each spaced 6' apart. There was discussion regarding placing signs stating that the picnic tables will not be cleaned in between uses. She recommended not putting the picnic tables out at the ball field and the High Haith Boat Launch. The Selectmen agreed.
- **Social distancing:**
 - **Signs:** Ms. Frost reported there are social distancing signs placed around the beach/park area. She asked if "masks required" should be added to the signs. Mr.

Drenkhahn reported there is a currently a State mandate requiring masks, but if that was to be lifted, and the Town had purchased signs stating masks are required, the Town would have to purchase new signs.

- **Bath house:** Ms. Frost reported she is not comfortable opening the bath house this summer. The Parks & Recreation staff are the ones who clean the restrooms and Ms. Frost is not comfortable having her staff clean them this year. She reported the portable facilities worked fine last year. Ms. Frost has ordered portable facilities, including two (2) for in back of the Municipal Building, to be delivered on May 1st.

POLICE CHIEF MARK CHASE:

- **Cruiser purchase:** Chief Chase reported receiving quotes for the purchase of a cruiser with an extended warranty from McFarland Ford, Irwin Motors and Colonial Municipal Group. He recommended the Selectmen approve the purchase of a cruiser with an extended warranty from Colonial Municipal Group; their proposal was the least expensive and the cruiser is in stock (the others would have to order the cruiser and it would take weeks to come in). Mr. Hanson motioned to authorize the purchase of a cruiser, with an extended warranty, from Colonial Municipal Group. Mr. Viens seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Hanson – aye, Mr. Drenkhahn – aye.
- **Electronics outfitting of the cruiser:** Chief Chase requested the Selectmen waive the purchasing policies regarding the electronics outfitting of the cruiser and recommended having Ossipee Mountain Electronics perform the work. He reported Ossipee Mountain Electronics is close by, therefore eliminating the need for lengthy travel time. Mr. Drenkhahn motioned to waive the purchasing policies requirement and have Ossipee Mountain Electronics install the electronics in the new cruiser. Mr. Viens seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Hanson – aye, Mr. Drenkhahn – aye.

PUBLIC INPUT:

KAREN PONTON:

- **Town-wide cleanup:** Ms. Ponton asked if there would be a Town-wide trash cleanup this year; she reported she assumes not due to COVID. The Selectmen reported there will not be a Town-wide trash cleanup due to COVID.
- **High Haith Boat Launch picnic tables:** Ms. Ponton requested, due to the picnic tables not being at the High Haith Boat Launch this year, that the chains used to secure the table be removed. The Selectmen requested Mr. Haines be asked to remove the chains.

ALEX MARKARIAN:

- **Town-wide cleanup:** Mr. Markarian reported the Town-wide cleanup was cancelled last year when the thought was that COVID lived on things; Mr. Markarian did quite a bit of roadside cleanup himself last year. He requested the Selectmen give more thought to this activity this year; there is so much trash on the side of the road. Mr. Viens reported, if the Town sponsored this activity and someone gets sick, the Town is liable. Ms. Ponton suggested, given Mr. Markarian's service to the Town in roadside cleanup, that the Highway Department could pick up the trash bags; the Selectmen agreed.

ROLAND GARLAND:

- **School House repairs:**

- **Insulation:** Mr. Garland referenced previous Selectmen's meeting minutes where there was discussion regarding new insulation in the School House attic. He reported, as President of the Center Harbor Historical Society, he feels there are more important things to do. The Society meets only in the summer and there are health safety issues to address.
- **Building conditions assessment report:** Mr. Garland requested the Selectmen refer to the following sections of the building conditions assessment report:
 - Page 19 of 24 8th paragraph
 - Page 20 of 24 1st and 5th paragraph
 - Page 21 of 24 5th paragraph
 - Page 24 of 24 4th paragraph
- **Dust and mildew:** Mr. Garland reported there is a bad atmosphere in the building due to dust and mildew.
- **Window repairs:** Mr. Garland reported, if the three pocket windows were repaired, they could be opened to provide fresh air. He reported a dehumidifier may also help with the air quality.
- **Ceiling repairs:** Mr. Garland had previously reported that ceiling material and mice droppings are coming from the hole in the ceiling; this needs to be repaired and painted.
- **Building access:** Mr. Garland reported he can't plan programs if he doesn't know if people will be able to access the building. He asked if members could go in for inventory following safety guidelines; the Selectmen said they can.

Mr. Garland reported the Society is the renter of the building and expects things to be good. He reported the Society is willing to assist with funding for the repairs. Mr. Hanson reported the Selectmen want to support the Society. Mr. Viens reported the Selectmen hired a new Code Compliance Officer and he will be asked to get the repairs going. Mr. Garland reported working on better communications with the Heritage Commission.

SELECTMEN'S REPORTS: None

UNFINISHED BUSINESS:

BANDSTAND REPAIRS: Mr. Viens reported on the possibility of a local organization making a generous donation towards the bandstand repairs; he asked if the Selectmen should organize a fundraising effort prior to starting the repairs – Mr. Hanson suggested the repairs should begin. Request for Proposals will be advertised with a due date of April 21, 2021.

MEREDITH WEDDING VENUE:

- **Conflict waiver for legal representation:** Mr. Viens motioned to sign the conflict waiver for Donahue, Tucker & Ciandella representation of Carol and Ralph Bickford with respect to RSA 674:52 approvals for the Bickford property located at 51 Smith Farm Road,

Meredith, NH. Mr. Hanson seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Hanson – aye, Mr. Drenkhahn – aye.

NEW BUSINESS:

SALE OF TOWN-OWNED PROPERTIES: The Selectmen will advertise two (2) Town-owned properties, 11 Camp Road (Tax Map 105, Lot 18) and a lot on Camp Road (Tax Map 105, Lot 19) for sale. Sealed bids will be due Tuesday, May 18, 2021 and will be opened at the Wednesday, May 19, 2021 Board of Selectmen’s meeting.

HEALTH INSURANCE: The Selectmen received notification from HealthTrust that the health insurance coverage for July 1, 2021 through June 30, 2021 will increase 1.7%, a reduction of 4.5% from the Guaranteed Maximum Rate which was issued in October of 2020 and used for 2021 budgetary purposes. Mr. Viens reported there will be a savings to the Town in the health insurance line item

2020 AUDIT: Mr. Drenkhahn motioned to sign the various audit confirmations as part of the 2020 audit. Mr. Viens seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Hanson – aye, Mr. Drenkhahn – aye.

2020 EMPLOYEE WAGES: Mr. Viens motioned to sign 2020 employee wage forms. Mr. Drenkhahn seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Hanson – aye, Mr. Drenkhahn – aye.

OFFICE 365 EMAIL: The Selectmen received, and reviewed, a proposal from Thomas Sawyer, of Lakes Region Computer, regarding moving the Town’s emails to Microsoft Exchange Online due to the increased phishing emails the Town has been receiving. Mr. Drenkhahn motioned to move the Town’s emails to Microsoft Exchange Online at a cost of \$4 per box. Mr. Viens seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Hanson – aye, Mr. Drenkhahn – aye

ZONING COMPLIANCE: The Selectmen were informed about two (2) possible zoning compliance matters:

- A property that has a house and a camper/RV with people living in both units; two (2) dwelling units is not allowed., and
- An expired construction permit for the construction of a temporary porch during construction on an existing building on the property; the temporary porch should be removed.

Mr. Viens motioned to send letters to the property owners asking the status of these matters. Mr. Drenkhahn seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Hanson – aye, Mr. Drenkhahn – aye.

TIMBER CUT: The Selectmen were informed of logging work being performed on property and the possible requirement for the property owner to file a State of New Hampshire Department of

Revenue Administration (NH DRA) “Notice of Intent to Cut Wood or Timber”. Mr. Viens motioned to send a letter to the property owner regarding this possibility. Mr. Hanson seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Hanson – aye, Mr. Drenkhahn – aye.

ADDITIONAL BUSINESS:

HIGHWAY DEPARTMENT: Road Agent Jeff Haines submitted the following via email:

- **Personnel:** Mr. Haines reported Jay Haines has submitted his resignation effective April 2, 2021. He would like to advertise for the position in the future once the hiring process, including budget, has been determined.
- **Backhoe Lease-Purchase:** Mr. Haines recommended the Selectmen approve the process of entering into a lease-purchase agreement for a new CAT backhoe/loader. Mr. Hanson motioned to enter into a 7-year lease-purchase agreement with Milton CAT in the amount of \$120,000 for a 2021 Caterpillar 420XE; the first payment will be \$18,757. Mr. Viens seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Hanson – aye, Mr. Drenkhahn – aye.
- **2015 Ford-550:** Mr. Haines reported the 2015 Ford F-550 is at Irwin Motors with another “check engine” code. He reported the repairs may include new sensors and injectors and could be costly. Mr. Haines will update the Selectmen as he hears more about the repairs.

FIRE DEPARTMENT: Fire Chief Leon Manville submitted the following via email:

- **Fire Station:** Chief Manville requested the Selectmen’s permission for the following:
 - Removing the counter top and cabinets between the radio room and the utility room; a display case could be installed in that area.
 - Moving the refrigerator from that area to the kitchen and removing the current kitchen refrigerator.
 - Cleaning up the wall and moving the mailboxes to the back room.

Mr. Drenkhahn asked what will happen to the old cabinets and Mr. Viens suggested painting the cinderblock; these will be relayed to Chief Manville. Mr. Viens motioned to approve Chief Manville’s request for the Fire Station. Mr. Drenkhahn seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Hanson – aye, Mr. Drenkhahn – aye.

PARKS & RECREATION:

- **Facility Use application:** Mr. Viens motioned to approve a Facility Use application for a wedding on the bandstand in October 2021. Mr. Drenkhahn seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Hanson – aye, Mr. Drenkhahn – aye.

STATE OF NEW HAMPSHIRE:

- **State of New Hampshire Department of Environmental Services (NH DES):**
 - **Kline Road:** The Selectmen received a copy of NH DES’ letter regarding the proposed Kline Road extension. NH DES recommends that the plans be revised to

shift the “hammerhead” of the proposed road extension out of the wetlands in order to minimize the wetland impacts for this project.

- **NH DES “Standard Dredge and Fill Wetlands Permit Application”**: The Selectmen received and reviewed a NH DES “Standard Dredge and Fill Wetlands Permit Application” submitted by

LeBaron Family Land Trust

TML 207-4

Mr. Viens motioned to send a letter to the property owner advising them that any work (including landscaping) with an estimated value of \$1,500 or more requires a Town-issued construction permit. Mr. Drenkhahn seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Hanson – aye, Mr. Drenkhahn – aye.

● **State of New Hampshire Department of Revenue Administration (NH DRA)**:

- **NH DRA MS-232 “Report of Appropriations Actually Voted”**: Mr. Viens motioned to sign the 2021 NH DRA MS-232 “Report of Appropriations Actually Voted”: Mr. Drenkhahn seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Hanson – aye, Mr. Drenkhahn – aye.

● **State of New Hampshire Board of Tax and Land Appeals (BTLA)**:

- **NH BTLA “Charitable Organization Financial Statement”**: The Selectmen reviewed the following NH BTLA “Charitable Organization Financial Statement:

Squam Lakes Conservation Society

CORRESPONDENCE:

WEDDING VENUE IN AGRICULTURAL/RURAL ZONE: The Selectmen were previously informed that a property owner in the Agricultural/Rural zone may be planning to use the barn on the property as a wedding venue and open it up for community use. A letter was sent to the property owner regarding this matter. The Selectmen received correspondence from the property owner reporting they have no intent to establish it as a commercial or public/non-profit regular wedding venue. Mr. Viens requested a note be sent to the property owners thanking them for being transparent with their communication with the Selectmen.

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

Dupuis
Griffith
Nelson

TML 212-34
TML 223-2
TML 221-12

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

PUBLIC INPUT:

KAREN PONTON:

- **Emails:** Ms. Ponton reported the Library uses a gmail account, the Library Trustees have an Atlantic Broadband account and the Heritage Commission has a yahoo account; she asked if these email accounts were okay. The Selectmen said they were.

ADJOURNMENT: At 8:00 p.m. Mr. Hanson motioned to adjourn the Board of Selectmen's meeting. Mr. Drenkhahn seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Hanson – aye, Mr. Drenkhahn – aye.

Respectfully submitted,

Robin Woodaman
Selectmen's Administrative Assistant