

**Center Harbor Board of Selectmen
Meeting Minutes
Wednesday, April 21, 2021**

CALL TO ORDER: At 6:00 p.m. Chairman Harry Viens called the Board of Selectmen's meeting to order. Selectmen Richard Hanson (via speakerphone) and Richard Drenkhahn were present. Karen Ponton, Code Compliance Officer Bill Doucette and Selectmen's Administrative Assistant Robin Woodaman were also in attendance.

AGENDA REVIEW: The Selectmen will meet with Mr. Doucette regarding a compliance matter.

MEETING MINUTES:

- **April 7, 2021 Board of Selectmen's meeting:** Mr. Drenkhahn motioned to approve the minutes of the April 7, 2021 Board of Selectmen's meeting as presented electronically. Mr. Viens seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Hanson – aye, Mr. Drenkhahn – aye.

APPOINTMENTS:

CODE COMPLIANCE OFFICER BILL DOUCETTE:

- **Debris accumulation on property:** Mr. Doucette reported receiving a complaint about a property, which runs a trash service; there is a dumpster on the property but debris, such as chairs and building materials, has accumulated by the dumpster. He reported the complaint referenced a concern for the debris attracting animals. Mr. Doucette will call the property owner and inquire about the removal of the debris.
- **Stop work order:** Mr. Doucette reported a "Stop Work" order was issued for a construction site on Waukegan Road; work was begun prior to having all necessary permits in place.
- **Center Harbor Neck Road logging:** Mr. Drenkhahn reported there are two logging operations on Center Harbor Neck Road. Ms. Woodaman reported one of the property owners has filed a State of New Hampshire Department of Revenue Administration (NH DRA) "Notice of Intent to Cut Wood or Timber" and the State Forester is researching the second lot. Mr. Doucette reported the same logger is logging both lots.

PUBLIC INPUT:

KAREN PONTON:

- **Heritage Commission:**
 - **Schoolhouse chimney:** Ms. Ponton reported Dave Cutter had previously offered to look at the Schoolhouse chimney, however he is unable to and referred Ms. Ponton to another mason.
 - **Moose Plate grant:** Ms. Ponton reported a Moose Plate grant application will be submitted for work on the windows at the Town House.
- **Opening of Municipal Building:** Ms. Ponton asked the status of opening the Municipal Building. It was reported Health Officer Tyler Driscoll recommended discussing this mid-

May; he is concerned with the number of cases in the State and this will give time for all the administrative staff to be fully vaccinated.

SELECTMEN'S REPORTS:

MR. VIENS:

- **Conservation Commission (CC):** Mr. Viens reported the CC met on Tuesday, April 20th to review the State of New Hampshire Department of Environmental Services (NH DES) Standard Dredge & Fill Application for Kline Road Improvements (Tax Map 212, Lot 32). Mr. Viens reported he serves as a Selectman, Planning Board member and a Conservation Commissioner; he feels his responsibility in this matter is to the Board of Selectmen and recused himself from this CC matter. Mr. Viens reported, before he left the meeting, he asked the CC, if they voted to investigate the application, to do it efficiently and try not to take the full forty days to investigate – this matter has gone on for a long time. Ms. Woodaman reported Alternate Commissioner Maureen Criasia, who chaired the meeting, has scheduled a site visit for Saturday, April 24th.
- **Selectmen's review of the NH DES Standard Dredge & Fill Application for Kline Road Improvements:** After review of the application, Mr. Drenkhahn motioned to send correspondence to Bruce Gilday, of BAG Land Consultants, advising Mr. Gilday of the following concerns:
 1. The representation that all Planning Approvals have been obtained; but due to the change of location and nature of the end of the roadway shown in the Application, this Project will need to come back to the Planning Board and the Conservation Commission (and probably the ZBA).
 2. The representation that the proposed new roadway crossing with serve two lots, when two lots in that location have not been approved by the Planning Board.
 3. The representation showing the middle portion of the roadway without the required cul-de-sac, which cul-de-sac was expressly required by the prior Planning Board approvals due to the length of this roadway.

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

UNFINISHED BUSINESS:

SUMMER ACTIVITIES:

- **July 4th:** Parks & Recreation Director Sandy Frost recommends the Selectmen cancel the July 4th parade as the Memorial Day parade has been cancelled. She recommends the Selectmen approve the July 4th fireworks with advertising that attendees should observe social distancing. Mr. Hanson reported he has a problem with cancelling the parade and holding the fireworks; he feels it is inconsistent and he would choose to cancel the fireworks and hold the parade. The Selectmen will ask Ms. Frost to further clarify her recommendation to cancel the July 4th parade. Mr. Viens motioned to approve the July 4th fireworks, with advertising and signs for social distancing. Mr. Drenkhahn seconded the

motion and the motion passed by a vote of 2 - 1. Roll call: Mr. Viens – aye, Mr. Hanson – nay, Mr. Drenkhahn – aye.

- **Town Band schedule:** The Selectmen reviewed a second revised Town Band schedule; there will be two rehearsals – July 2nd and July 9th and concerts beginning Friday, July 16th through August 13th. Ms. Frost recommends the Selectmen approve the revised Town Band schedule. Mr. Viens motioned to approve the Town Band schedule as submitted. Mr. Hanson seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Hanson – aye, Mr. Drenkhahn – aye.

CAMP ROAD PROPERTIES: The Selectmen were informed that a resident suggested the Town retain the Camp Road properties and put them in conservation. Mr. Viens reported the house would have to be removed and the property cleaned up; he is not in favor of this; Mr. Hanson and Mr. Drenkhahn agreed.

NEW BUSINESS:

REQUEST FOR PROPOSALS (RFP) BANDSTAND REPAIRS: The Selectmen opened, and reviewed, the following proposal received:

Target New England	\$13,760
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Mr. Viens motioned to contract with Target New England, in the amount of \$13,760, for repairs to the bandstand. Mr. Drenkhahn seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Hanson – aye, Mr. Drenkhahn – aye.

LIBRARY TREE:

- **Tree lights:** Mr. Drenkhahn reported TNT Electrical contacted him regarding removing the tree lights; he wants to make sure the ground is firm to avoid ruts in the ground similar to what happened in the fall.
- **Removal of tree:** There was discussion regarding the tree dying and the removal of it and planting a new tree.
- **Request for Proposal (RFP):** A RFP will be issued for the removal of the tree lights, the removal of the tree and planting a new tree.

HERITAGE COMMISSION:

- **50/50 raffles:** The Heritage Commission requested permission to hold 50/50 raffles during the band concerts as they have in the past. Mr. Drenkhahn motioned to grant permission for a 50/50 raffle to be held during the band concerts. Mr. Hanson seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Hanson – aye, Mr. Drenkhahn – aye.
- **Schoolhouse fire inspection:** Heritage Commissioner Karen Ponton, on behalf of the Heritage Commission, reported on a previous discussion about a Fire & Life Safety Inspection for the Village Schoolhouse based on the Buildings Assessment Report. Fire Chief Leon Manville and Code Compliance Officer Bill Doucette will be asked to coordinate this inspection.

COPIER SERVICE AGREEMENT: Mr. Viens motioned to contract with Twin Rivers Office Machines, Inc., in the amount of \$420, for copier service for the Fire Department and Library. Mr. Drenkhahn seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Hanson – aye, Mr. Drenkhahn – aye.

LAKES REGION PLANNING COMMISSION (LRPC):

- **Household Hazardous Product Collection Program:** Mr. Viens motioned to commit to participate and cooperate with LRPC in the Household Hazardous Product Collection Program to be held on July 31, 2021 and/or August 7, 2021; \$1,345 has been appropriated for this purpose. Mr. Drenkhahn seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Hanson – aye, Mr. Drenkhahn – aye.

ADDITIONAL BUSINESS:

PLANNING BOARD (PB):

- **Notice of Decision:** The Selectmen received, and reviewed, a copy of the following “Notice of Decision”:

Coe Winners, LLC TML 102-60.14 New Patio Area: Granted

PARKS & RECREATION:

- **Facility Use application:** Mr. Viens motioned to approve the following Facility Use application approved by Parks & Recreation Director Sandy Frost:

Green (applicant’s name): use of the bandstand on November 13, 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 Board of Tax and Land Appeals (BTLA):**
 - **NH BTLA “Charitable Organization Financial Statements”:** The Selectmen reviewed the following NH BTLA “Charitable Organization Financial Statements:

Lakes Region Conservation Trust
NH Audubon

- **State of New Hampshire Department of Revenue Administration (NH DRA):**
 - **NH DRA “Permanent Application for Property Tax Credit/Exemptions”:** Mr. Viens motioned to approve the following NH DRA “Permanent Application for Property Tax Credit/Exemptions”, a Veteran’s credit:

Allen TML 102-8

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

- **NH DRA “Notice of Intent to Cut Wood or Timber”**: Mr. Viens motioned to sign the following NH DRA “Notice of Intent to Cut Wood or Timber”:

Martin

TML 209-6

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 Liquor Commission**: The Selectmen received notification from the State of New Hampshire Liquor Commission that Visit Tuscany LLC dba Gusto Market has applied for a combination beverage/wine liquor license for their establishment at 23 Main Street, Suite 1B. Mr. Viens motioned to send a letter to the State of New Hampshire Liquor Commission approving the issuance of a combination beverage/wine liquor license. Mr. Hanson seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Hanson – aye, Mr. Drenkhahn – aye.

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

Macomber	TML 212-17
Rose	TML 215-29
Wiley	TML 223-16
Coe Winners, LLC	TML 102-60.14
Elcock	TML 205-15
Brown	TML 218-10

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.

GENERAL JOURNAL ENTRIES: Mr. Viens motioned to approve the general journal entries 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:

- **Library copier**: Ms. Ponton reported on the possibility of the Library copier being replaced and suggested Library Trustee Sarah Heath be asked prior to entering into a service contract with Twin Rivers Office Machines.

- **Library tree:** Ms. Ponton reported the Library Trustees may speak to the Selectmen about work around the Library foundation and suggested this be taken into consideration prior to planting a new tree.
- **Fireworks:** Ms. Ponton reported on her concern if staff is placed in an uncomfortable position due to the people attending the fireworks.

NON-PUBLIC SESSIONS: At 6:55 p.m. Mr. Viens motioned to go into non-public sessions per RSA 91-A:3, II (a) to discuss a personnel matter, RSA 91-A:3, II (c) to discuss matters, which if discussed in public, would likely affect adversely the reputation of any person and RSA 91-A:3, II (e) to discuss a legal matter. Mr. Drenkhahn seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Hanson – aye, Mr. Drenkhahn – aye. Mr. Viens, Mr. Hanson, Mr. Drenkhahn and Ms. Woodaman were present. There was a discussion of a personnel matter, a review of financial information for residents applying for the elderly property tax exemption and a discussion of a legal matter. At 7:27 p.m. Mr. Viens motioned to end the non-public sessions. Mr. Drenkhahn seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Hanson – aye, Mr. Drenkhahn – aye.

RECONVENE: At 7:27 p.m. Mr. Viens reconvened the Board of Selectmen’s meeting.

PERSONNEL: Mr. Viens reported the Selectmen reviewed a personnel matter; no action was taken.

ELDERLY PROPERTY EXEMPTIONS: Mr. Viens motioned to approve three elderly property exemptions, approve one extension for submittal of their financial information and to deny one application due to being above the income threshold. Mr. Drenkhahn seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Hanson – aye, Mr. Drenkhahn – aye.

LEGAL: Mr. Viens motioned to not accept FairPoint’s proposal as advised by the Town’s counsel. Mr. Drenkhahn seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Hanson – aye, Mr. Drenkhahn – aye.

ADJOURNMENT: At 7:34 p.m. Mr. Viens 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