

**Center Harbor Board of Selectmen
Meeting Minutes
Wednesday, May 19, 2021**

CALL TO ORDER: At 6:00 p.m. Chairman Harry Viens called the Board of Selectmen's meeting to order. Selectmen Richard Hanson and Richard Drenkhahn were present. Karen Ponton, Code Compliance Officer Bill Doucette, Dianne Amand, Wayne Forrest, Brad Wood, Timothy Brown, Kimberly Brown, Michelle MacLeod, Deborah Finch, Luke Dupuis and Selectmen's Administrative Assistant Robin Woodaman were also in attendance.

AGENDA REVIEW: Mr. Viens reported he would like to add two (2) discussions to the agenda:

- Representation on the Waukegan Watershed Advisory Committee, and
- Revitalization of the Center Harbor Community Development Association

MEETING MINUTES:

- **May 5, 2021 Board of Selectmen's meeting:** Mr. Hanson motioned to approve the minutes of the May 5, 2021 Board of Selectmen's meeting as presented electronically. Mr. Drenkhahn 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: The following items were discussed:

- **Permit by Notification (PBN):** Mr. Doucette reported currently property owners repairing/replacing items such as roofs do not file paperwork – they receive a PBN; however, this means the work cannot be tracked. He reported a recent request for a PBN for roof repairs due to fire damage; this was not normal repairs so he required the filing of a construction permit application, including a \$25 fee. Mr. Doucette recommended eliminating the PBN and requiring property owners to file a construction permit application with a fee of \$25 to cover the administrative costs. Mr. Drenkhahn reported he is not in favor of this change; Mr. Viens and Mr. Hanson agreed. Mr. Viens suggested a log book be maintained for PBN's; Mr. Hanson and Mr. Drenkhahn agreed.
- **Schoolhouse floor:** Mr. Doucette reported there is a bad spot in the floor outside the restroom. Mr. Viens reported all the needed repairs will be compiled in a master list so the repairs can be addressed.
- **Bandstand stairs:** Mr. Doucette reported the bandstand stairs are worn and recommended they be replaced with granite steps; railings can be addressed. The Selectmen requested the cost for granite steps be researched.

Mr. Viens thanked Mr. Doucette on his good job with the Town.

PUBLIC INPUT:

BRAD WOOD:

- **Camp Eagle's Cliff inspection:** Mr. Wood asked if there will be an inspection on Camp Eagle's Cliff before the beginning of camp, and asked what would happen if it fails

inspection. Mr. Viens reported the Camp is inspected prior to the beginning of camp and the Camp would have time to remediate any issues.

SELECTMEN'S REPORTS:

RICHARD HANSON:

- **Heritage Commission:** Mr. Hanson reported the Heritage Commission will meet on Thursday, May 20th at 4:30 p.m. in the old Town House Building on Route 3.

UNFINISHED BUSINESS:

JULY 4TH:

- **Parade:** Police Chief Mark Chase reported, via email, that the parade is a great “filler event” after the races; normally four (4) detail officers are staffed specific to the events and a duty officer handles the other calls in Town. The detail officers go home at the conclusion of the races and parade (usually 6 hours) and a second four (4) officer detail, plus the duty officer that comes in later for the fireworks. If there is a parade, he would be required to call everyone in, in the middle of the day, for an event that last thirty (30) minutes and has traditionally had a low turnout; assuming the Town Band isn't going to be a part of the events, Chief Chase anticipates fewer people participating in the parade. Chief Chase reported if the Selectmen decide to have the parade, the Police Department will do whatever is desired. The Selectmen discussed the cancellation of the Memorial Day parade and there would not be a band for the July 4th parade. There will not be a July 4th parade this year.
- **Foot races:** The Selectmen received an email from Lauren Hawkins requesting they reconsider their decision to cancel the foot races. She reported shortly after the April 6th press release cancelling the races the New Hampshire mask mandate was lifted, the vaccine eligibility expanded to all residents over the age of 16 and on April 19th New Hampshire returned to 100% in-person learning. Ms. Hawkins also reported on a decline in COVID hospitalizations and new cases. The Selectmen received an email from Ms. Frost reporting it takes months of planning and scheduling for the races; in March, the Race Sponsor wanted to know if the races were being cancelled. Ms. Frost, a high school track coach, reported there are strict guidelines in place with NHIAA athletic events; all schools have mask mandates, COVID checks, spectator guidelines are enforced – ultimately, the safety of our community is first and foremost. She reported Granite State Race Services has prepared the 2022 race contract. The Selectmen requested Mr. Hawkins be advised that it is too late to prepare for the races this year.

MUNICIPAL BUILDING ACCESS: Mr. Drenkhahn motioned to open the Municipal Building to the public on June 1, 2021; masks will be required. Mr. Hanson seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Hanson – aye, Mr. Drenkhahn – aye. Ms. Woodaman reported the Town Clerk's Office will be open on the Wednesday's that the Selectmen meet.

NEW BUSINESS:

REQUEST FOR PROPOSALS (RFP):

- **Two (2) Town-owned properties for sale:** Mr. Viens reported the Selectmen requested proposals for two (2) Town-owned properties, which were obtained through tax deeds. He reported the Town has gone through the process required in order to advertise them for sale. Mr. Viens reported this is revenue neutral, anything over what the Town is owed goes back to the previous owner. The Selectmen opened, and reviewed, the following proposals received:

- **11 Camp Road (Tax Map 105, Lot 18):**

Legionnaires of Christ	\$ 80,000
Luke Dupuis	\$110,123
Andrew Brown	\$ 5,010
Thomas Carbone	\$ 27,001
James Miller	\$ 50,000
Raegan Kernen & Brandon Kernen	\$ 87,000
Michelle MacLeod	\$ 8,000
Wayne Forrest & Dianne Amand	\$ 82,500
Glenn Robertson	\$ 80,001
Timothy Brown & Kimberly Brown	\$ 37,500

Mr. Hanson reported he believes it should go to the highest bidder; the Town would receive approximately \$50,000 of the \$110,123 proposed. Ms. MacLeod requested the Selectmen read her letter, which contains a contingency for additional funds. Mr. Hanson reported he sympathizes with the other bidders, but morally, in equity and fairness, it should be awarded to Mr. Dupuis. Mr. Dupuis reported plans to clean and renovate the property; it is an incredible spot. Mr. Drenkhahn reported he also is sympathetic to other bidders, but feels it would be unusual not to accept the highest bid. Mr. Hanson motioned to award the sale of 11Camp Road to Luke Dupuis, the highest bidder (\$110,123). Mr. Drenkhahn seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Hanson – aye, Mr. Drenkhahn – aye.

- **Camp Road land (Tax Map 105, Lot 19):**

Michelle MacLeod	\$ 50
Wayne Forrest & Dianne Amand	\$2,250
Glenn Robertson	\$1,001
Thomas Carbone	\$ 501

Mr. Drenkhahn reported the highest bid doesn't come close to the amount of taxes owed. Mr. Hanson reported the Selectmen can deny the bids received and seek additional bids. Mr. Drenkhahn asked Mr. Forrest and Ms. Amand if they were still interested in this parcel; they are. Mr. Drenkhahn motioned to accept the proposal for the Camp Road land from Wayne Forrest and Dianne Amand, the highest

bidders (\$2,250). Mr. Hanson seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Hanson – aye, Mr. Drenkhahn – aye.

Ms. Amand questioned the gate at the beginning of Camp Road; the road is owned by the Legionnaires of Christ. Contact information for Ms. Amand and Mr. Dupuis will be forwarded to the Legionnaires of Christ Administrator John Gilson.

Mr. Dupuis asked if a purchase and sales agreement will be issued; Mr. Viens reported the buyer's information will be forwarded to Town Attorney Chris Boldt for the issuance of purchase and sales agreements and quitclaim deeds.

- **Library tree:** The Selectmen opened, and reviewed, the following proposals received:

Donovan Tree Experts (removal of tree)	\$830
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Mr. Drenkhahn reported Target New England has a lift on the bandstand property for the work they were contracted to do there; he requested they be asked if they could remove the Christmas tree lights. Target New England could remove the tree lights at a cost of \$375. Mr. Viens motioned to contract with Target New England, in the amount of \$375, for the removal of the Christmas lights and Donovan Tree Experts, in the amount of \$830, for the removal of the tree after the lights have been removed. Mr. Drenkhahn seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Hanson – aye, Mr. Drenkhahn – aye.

CAMP EAGLE'S CLIFF SUMMER 2021 CAMP PERMIT: The Selectmen received, and reviewed, Camp Eagle's Cliff Camp Director Will Jude's request for a camp permit beginning June 25th and ending July 3, 2021. Mr. Viens noted that the permission letter from the Selectmen includes advising the Camp that the Snake River is a Prime Wetland and, per ordinance, no motor boat traffic or equivalent is allowed in the Snake River. Mr. Drenkhahn reported the Legionnaires of Christ were asked to submit an updated site plan, it has not been submitted and they are not obligated to do so. Mr. Hanson reported the Selectmen can approve the camp permit and write separate correspondence requesting the updated site plan; these are separate issues – Mr. Viens requested a letter be drafted to the Legionnaires. Mr. Viens motioned to approve Camp Eagle's Cliff camping permit beginning June 25th and ending July 3, 2021 (per the guidelines established by the Town of Center Harbor's Planning Board on June 19, 2001 and amended on June 5, 2007). Mr. Hanson seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Hanson – aye, Mr. Drenkhahn – aye.

CENTER HARBOR COMMUNITY DEVELOPMENT ASSOCIATION (CHCDA): Mr. Drenkhahn reported he will gather information from Bill Ricciardi on the CHCDA Skate Fest and Lobster Fest in 2022, which he hopes will be revived in 2022.

WAUKEWAN WATERSHED ADVISORY COMMITTEE: Mr. Viens reported the Waukewan Watershed Advisory Committee has an opening for a representative from Center Harbor. Mr. Viens requested this be advertised on the Town's website.

COPIER MAINTENANCE CONTRACTS: Mr. Viens motioned to contract with Twin Rivers Office Machines for the following copier maintenance contracts:

- Fire Department \$ 280
- Selectmen's Office \$1,080
- Planning/Zoning Office \$1,080

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

ADDITIONAL BUSINESS:

CONSERVATION COMMISSION (CC):

- **Membership:** Mr. Viens reported he is stepping away as the Chair; he will be the Selectmen's Representative to the Commission; the Commissioners can elect a new Chairman. Mr. Viens motioned to appoint Maureen Criasia as a full Conservation Commissioner. Mr. Hanson seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Hanson – aye, Mr. Drenkhahn – aye.

PLANNING BOARD (PB):

- **Membership:** Mr. Viens motioned to appoint Steven Brown as an Alternate PB Member for a term of three (3) years Per PB Chairman Charley Hanson's request. Mr. Hanson seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Hanson – aye, Mr. Drenkhahn – aye.

POLICE DEPARTMENT:

- **Accident:** The Selectmen reviewed a cruiser accident report.

PARKS & RECREATION:

- **Pickleball:** Parks & Recreation Director Sandy Frost reported, via email, that a resident would like to organize a group pickleball with other towns using signupgenius.com. She reported the Town's current court rules indicate that "Court Time May Be Limited To One Hour"; the Town's tennis courts and ball field were funded with federal funds and are open to use by anyone. Mr. Viens motioned to authorize Bonnie Johnson to organize a group pickleball. Mr. Drenkhahn seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Hanson – aye, Mr. Drenkhahn – aye.

MONTHLY DEPARTMENT HEAD REPORTS: The Selectmen received, and reviewed the Fire and Parks & Recreation Departments monthly reports.

ROADSIDE CLEAN-UP: The Selectmen thanked Alex Markarian for his efforts cleaning the trash from the roads.

KLINE ROAD: The Selectmen received correspondence from Attorney Eric Taussig reporting being in receipt of the Select Board's letter to Mr. Kline's Wetland Scientist Bruce Gilday.

STATE OF NEW HAMPSHIRE:

- **State of New Hampshire Department of Revenue Administration (NH DRA):**
 - **NH DRA “Certification of Yield Taxes Assessed”:** Mr. Viens motioned to sign the following NH DRA “Certification of Yield Taxes Assessed”:

Dupont

TML 222-29

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 Division of Forests and Lands”**
 - 20220 Forest Fire Warden/Deputy Reappointment forms:** Mr. Drenkhahn motioned to reappoint the following Deputy Wardens per Forest Fire Warden Leon Manville’s recommendation: Donald Bosse, Tyler Driscoll, David Hughes and Mark Ledger. Mr. Hanson seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Hanson – aye, Mr. Drenkhahn – aye.
- **State of New Hampshire Office of the State Fire Marshall:**
 - “Application for Permit for the Display of Display Fireworks”:** Mr. Hanson motioned to sign the State of New Hampshire Office of the State Fire Marshall’s “Application for permit for the Display of Display Fireworks” for the July 4, 2021 fireworks display. Mr. Drenkhahn seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Hanson – aye, Mr. Drenkhahn – aye.

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.

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

Walsh	TML 105-4
Ronci	TML 13-29
Christensen	TML 103-13
Hahs	TML 208-7
Lamprey	TML 226-75
Ricciardi & Weed	TML 103-21
Currell	TML 102-903-B3
Weeks	TML 226-28
Coudert	TML 220-46

PUBLIC INPUT:

BRAD WOOD:

- **Camp Eagle's Cliff:** Mr. Wood asked if Camp Eagle's Cliff had a Master Plan. Mr. Viens reported they have a site plan and they (the Legionnaire's of Christ) have been requested to submit an updated plan – they are not required to submit an updated plan. Mr. Viens reported construction has occurred on the property; this was done with approved construction permits and supervised by Ken Ballance, the Town's Code Compliance Officer at the time.

Mr. Wood reported his concerns for the amount of shooting that has occurred on the property; there was 4 ½ hours of constant shooting last summer. He reported after they were told not to shoot, there were 3 other instances of shooting and asked if shooting is in the site plan. Mr. Viens reported there is no approval for a firing range; however, property owners have every right to allow shooting on their property. He explained the State law is specific, cannot discharge within 300 feet of structures and cannot fire in the direction of a road or structure. Mr. Viens reported a State permit is required to operate a target range. Mr. Hanson reported they were told by their insurance agency that shooting is not allowed. Mr. Wood expressed his concern for the possibility of lead going into the water; Mr. Drenkhahn explained shooting is not allowed within the watershed area.

Mr. Viens reported people go on the property illegally; the Town asked for the property to be posted "No Trespassing".

Mr. Wood reported a wire, which is attached to a tree is drooping down; he explained you cannot attach a power line to a tree.

DEBORAH FINCH:

- **Camp Eagle's Cliff:** Ms. Finch requested the wooden fence by the lake be replaced; Mr. Drenkhahn reported that is part of the Legionnaire's agreement and requested a letter be sent asking them to maintain the fence or install a more permanent one. Mr. Viens reported people have used that as an illegal launch, which goes to the Prime Wetlands. Ms. Finch asked if the fence replacement could be tied to the Camp permit; the Selectmen said it could not be.

KAREN PONTON:

- **Schoolhouse chimney:** Ms. Ponton asked if the Selectmen had received additional information on the Schoolhouse chimney; they have not.

NON-PUBLIC SESSION: At 7:20 p.m. Mr. Viens motioned to go into a non-public session per RSA 91-A:3, II(e) to discuss pending litigation and RSA 91-A:e, II(a) to discuss a personnel 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 for a discussion regarding pending litigation and a personnel matter. At 7:31 p.m. Mr. Viens motioned to end the non-public session. Mr. Hanson seconded the motion

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

RECONVENE: At 7:31 p.m. Mr. Viens reconvened the Board of Selectmen’s meeting.

FAIRPOINT TAX APPEALS: Mr. Drenkhahn motioned to accept FairPoint’s proposal excluding payment of their legal fees. Mr. Viens seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Hanson – aye, Mr. Drenkhahn – aye.

PERSONNEL: The Selectmen approved a wage adjustment for an employee.

ADJOURNMENT: At 7:35 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