

**Center Harbor Board of Selectmen
Meeting Minutes
Wednesday, July 14, 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, Luke Dupuis, Planning/Zoning Clerk Aimee Manfredi-Sanschagrin, Code Enforcement Officer Bill Doucette, Emergency Management Director/Health Officer, Fire Lieutenant Tyler Driscoll, Fire Captain Adam Schaub, Fire Engineer Jeff Duren and Selectmen's Administrative Assistant Robin Woodaman were also in attendance.

AGENDA REVIEW: Mr. Viens added three items to the agenda:

- A non-public session per RSA 91-A:3, II(b) – the hiring of any person as a public employee, and
- A discussion on the Main Street cemetery
- A discussion on the Town's website.

MEETING MINUTES:

- **June 30, 2021 and July 9, 2021 Board of Selectmen's meetings:** Mr. Drenkhahn motioned to approve the minutes of the June 30, 2021 and July 9, 2021 Board of Selectmen's meetings as presented electronically. Mr. Viens seconded the motion and the motion passed.

APPOINTMENTS:

CODE ENFORCEMENT OFFICER BILL DOUCETTE:

- **Schoolhouse repairs:** Mr. Doucette reported repairs have been made and the Museum can open after a review of the fire alarm, the addition of a portable restroom (the buildings' restroom is closed until repairs are made) and housecleaning. Mr. Schaub will contact the alarm company and Ms. Woodaman will order a portable restroom. The remaining repairs will be addressed after Labor Day. Ms. Ponton reported there may be original 4-panel doors stored somewhere; one could possibly be used as a replacement for the main door. Center Harbor Historical Society President Roland Garland will be asked about the doors and Mr. Doucette will see if one of the doors can work as the front door.
- **Bandstand granite steps:** Mr. Doucette asked the Selectmen about memorializing past Code Compliance Ken Ballance, who passed away this year, with an engraving on one of the granite steps being ordered for the bandstand. Ms. Manfredi-Sanschagrin reported Planning Board Chair Charley Hanson emailed his support for this; the other Planning Board members also support this idea. The Selectmen are in favor of "In memory of Ken Ballance" being engraved on a granite step.

LUKE DUPUIS:

- **11 Camp Road:** Mr. Dupuis reported on wetlands issues trying to add a porch, which would expand the footprint of the building located in a prime wetlands buffer zone. He reported his understanding that the sale was "as is, where is", and buyer beware, and said he tried to educate himself on the property by looking at the Town's property file; he feels wetlands maps should have been in the property file. Mr. Doucette reported the septic plan in the property file indicated the wet areas. Ms. Woodaman reported there are no wetlands maps in any property file. Ms. Manfredi-Sanschagrin reported the detailed wetlands map has been on the Town's website since 2016. Mr. Dupuis reported a State of New Hampshire Department of Environmental Services (NH DES) shoreland permit is required to add a porch to the existing building. He explained, in order to get the permit, he will have to hire a wetlands scientist and is not sure how much that will cost. Mr. Dupuis reported he hired a wetlands scientist for a past project in Moultonborough located in a wetlands area, and it was very costly. He reported there are State regulations about what can be done in the overlay; Mr. Viens reported he is not aware of the State regulations. Mr.

Dupuis reported there are falling apart outbuildings, which need to be removed and he asked if they are removed, would their size be able to be offset to the building for the porch. Mr. Viens asked if the State recognizes an exemption for pre-existing, non-conforming properties.

Mr. Viens referred to section 10 of the Town's Water Resource ordinance; a certified soil scientist's soil study could be brought to the Planning Board if the area is incorrectly delineated as a wetland for their determination. Mr. Dupuis reported he needs more information on associated expenses, but feels he deserves something from the Town where he paid \$25,000 over any other bid. His attorney researched the deed and he (Mr. Dupuis) thought he did due diligence. Mr. Viens reported the property was sold "as is" and the Town cannot spend money on private purposes. Mr. Hanson reported he is sympathetic to Mr. Dupuis in the sense that the land was sold "as is" but there are certain limitations to the property which were not clear.

Ms. Manfredi-Sanschagrin reported she believes (didn't have a map to look at) the house is in the buffer zone; if it is in the buffer, Mr. Dupuis could apply to the Zoning Board of Adjustment for a variance. Mr. Doucette reported he has denied Mr. Dupuis' construction permit, which is the first step in the process to apply to the Zoning Board of Adjustment for a variance to build in contradiction of the ordinances. The Zoning Board of Adjustment application, and process, can be found on the Town's website.

PUBLIC INPUT:

KAREN PONTON:

- **Town website:** Ms. Ponton reported four external links on the 60 plus resource page on the Town's website doesn't work; Parks & Recreation Director Sandy Frost will be asked to look at this.

SELECTMEN'S REPORTS: None

UNFINISHED BUSINESS:

2020 AUDIT:

- **Management letter:** Mr. Viens and Mr. Drenkhahn approve the 2020 audit management letter as presented. Mr. Viens requested a copy be sent to Mr. Hanson for his review.

COLLEGE ROAD: Police Chief Mark Chase, reported in his monthly Police Department report, that he has contacted Lakes Region Planning Commission (LRPC) regarding data collection or "speed survey" on two different locations on the northern part of College Road; the cost is \$240, which will be expended from the Police Department's operational budget.

NEW BUSINESS:

FISKE FAMILY MEMORIAL BENCH: The Selectmen received an email request from Jean-Lamont (Montie) Fiske requesting permission for the family of the late John Noble Fiske to install a granite bench in memory of Mr. Fiske. Mr. Drenkhahn motioned to approve Ms. Fiske's request to install a granite bench in memory of John Noble Fiske; he will contact Ms. Fiske to discuss the location.

PART TIME FIRE CHIEF: Mr. Viens reported the Selectmen have received two good applications for the part-time Fire Chief's position; he and Mr. Drenkhahn have reviewed them and will discuss this further in a non-public session towards the end of the Selectmen's meeting.

ACCEPTANCE OF GIFT PER RSA 31:95-B: Mr. Viens motioned to accept the Town of Moultonborough's contribution of \$9,250 towards the 2021 fireworks. Mr. Hanson seconded the motion and the vote was unanimous. A thank you letter will be sent to the Moultonborough Select Board.

LEASE/PURCHASE DOCUMENTS: Mr. Drenkhahn motioned to sign the lease/purchase documents for the Caterpillar backhoe, which was approved at the 2021 Town Meeting. Mr. Viens seconded the motion and the vote was unanimous.

TRANSFER TO CAPITAL RESERVE FUND (CRF): Mr. Viens motioned to transfer the \$75,000 appropriation to the Fire Department Engine/Rescue Vehicle CRF which was appropriated at the 2021 Town Meeting in anticipation of paying for the new fire engine. Mr. Drenkhahn seconded the motion and the vote was unanimous.

2020 PROPERTY ASSESSMENT ABATEMENT APPLICATION: Mr. Viens motioned to deny the following 2020 property assessment abatement application per Town Assessor Cindy Perkins' recommendation:

Haines Investment Trust

TML 215-10.8

Mr. Drenkhahn seconded the motion and the vote was unanimous.

PERAMBULATION: Lakes Region Survey Service, the company that recently completed the Center Harbor/Moultonborough perambulation submitted a proposal to set new rebars to replace old rebars on sections of the Center Harbor/Moultonborough boundary line; the total cost would be \$8,000 split between the two towns. Mr. Drenkhahn reported he is hesitant to spend funds for this; Mr. Viens and Mr. Hanson agreed.

SCHOOLHOUSE SIGN: The Selectmen received a copy of a request from the Center Harbor Historical Society to the Town's Heritage Commission asking about the possibility of the Heritage Commission replacing the present schoolhouse sign with one that looks like the sign on the old Town House building. Ms. Ponton, a Heritage Commissioner, reported they are meeting tomorrow, however the Commission cannot expend funds for a non-town entity; the Historical Society is separate from the Town.

MAIN STREET CEMETERY: Mr. Viens reported Center Harbor resident Bob Heath informed him that he (Mr. Heath) is willing to make a donation for repairs to the Main Street cemetery's gravestones, stone wall and fence. He requested Road Agent Jeff Haines be asked to draft a Request for Proposals. Mr. Viens asked Ms. Ponton of the possibility of grant funds for this historical cemetery project; Ms. Ponton reported probably not this year. The Selectmen had previously discussed the possibility of replacing the stolen cemetery gate. Center Harbor Historical Society President Roland Garland submitted pictures of the gate when the fence around the cemetery was being repaired in 1991 – 1993.

TOWN WEBSITE: Mr. Viens reported Mr. Heath requested out-of-date information on the Town's website be changed; Department Heads and Committee Chairs, who oversee their department's/committees pages, will be asked to update their sites.

ADDITIONAL BUSINESS:

ZONING BOARD OF ADJUSTMENT (ZBA):

- **Membership:** Mr. Viens motioned to appoint Anthony Avertine as an Alternate ZBA member for a 3-year term per the recommendation of ZBA Chairman Bernie Volz. Mr. Drenkhahn seconded the motion and the vote was unanimous.

PARKS & RECREATION:

- **Parking by the Town Docks:** Parks & Recreation Director Sandy Frost proposed the four parking spaces in front of the Town Docks be limited to a 3-hour parking limit. She explained parking is restricted in all the area towns and these are premium parking spaces. Police Chief Mark Chase will be asked for his input.

TOWN'S WEBSITE GIS: Planning/Zoning Clerk Aimee Manfredi-Sanschagrin requested, via email, that the Selectmen consider updated the splashtop message on the Town's website GIS to provide people with better information on when the site is updated. Mr. Viens motioned to update the splashtop message on the Town's website GIS. Mr. Drenkhahn seconded the motion and the vote was unanimous.

MONTHLY REPORTS: The Selectmen reviewed the Police and Parks & Recreation Department's reports for June.

HAZARDOUS MITIGATION PLAN: Mr. Driscoll reported the Hazardous Mitigation Plan is complete. He sent a letter to the individuals who participated in the update to thank them; a thank you letter will also be sent from the Selectmen.

CONSTRUCTION PERMIT FEES: Mr. Doucette reported a construction permit is good for one year and can be renewed three times (the renewal fee is \$25 per renewal). There was discussion regarding a couple of instances when the permits have lapsed by one to two years – what should the adjusted fee schedule be? Mr. Viens recommended Mr. Doucette contact neighboring communities regarding their practice and submit his recommendation to the Selectmen.

STATE OF NEW HAMPSHIRE:

- **NH Division of Public Health Services:**
 - **Hawkins Pond water test results:** The Selectmen received, and reviewed, water test results from Hawkins Pond, which were within acceptable limits.

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 vote was unanimous.

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

Holtzman & Byers	TML 212-2
Sprangel	TML 101-12

PUBLIC INPUT: None

NON-PUBLIC SESSION: At 7:17 p.m. Mr. Drenkhahn motioned to go into a non-public session per RSA 91-A:3, II(b) to discuss hiring a public employee. Mr. Viens 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 review of two applications for the Interim Fire Chief position. The Selectmen interviewed a candidate for the position. At 7:37 p.m. Mr. Drenkhahn motioned to end the non-public session. Mr. Viens seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Hanson – aye, Mr. Drenkhahn – aye.

RECONVENE: At 7:30 p.m. Mr. Viens reconvened the Board of Selectmen's meeting.

INTERIM FIRE CHIEF POSITION: Mr. Drenkhahn motioned to offer the Interim Fire Chief's position to Tyler Driscoll. Mr. Viens seconded the motion and the vote was unanimous.

FOREST FIRE WARDEN: Mr. Drenkhahn motioned to appoint Tyler Driscoll as the Town's Forest Fire Warden. Mr. Drenkhahn seconded the motion and the vote was unanimous.

FIRE DEPARTMENT: The Selectmen and Chief Driscoll discussed the Fire Department's transition with a new Chief.

ADJOURNMENT: At 7:50 p.m. Mr. Viens motioned to adjourn the Board of Selectmen's meeting. Mr. Hanson seconded the motion and the vote was unanimous.

Respectfully submitted,

Robin Woodaman
Selectmen's Administrative Assistant