

**Center Harbor Board of Selectmen
Meeting Minutes
Wednesday, August 25, 2021**

CALL TO ORDER: At 6:00 p.m. Chairman Harry Viens called the Board of Selectmen's meeting to order. Selectmen William Ricciardi and Richard Drenkhahn were present. Interim Fire Chief Tyler Driscoll, Code Compliance Officer Bill Doucette, Karen Ponton, Karen Benoit and Selectmen's Administrative Assistant Robin Woodaman were also in attendance.

AGENDA REVIEW: Mr. Viens reported two non-public sessions should be added to the agenda; one per RSA 91-A:3, II(b) for the hiring of a public employee and one per RSA 91-A:3, II(c) to discuss matters which, if discussed in public, could adversely affect the reputation of an individual.

MEETING MINUTES:

- **August 11, 2021 Board of Selectmen's meeting:** Mr. Ricciardi reported the minutes refer to Jill Ricciardi; it should be Jill Weed. Mr. Drenkhahn motioned to approve the minutes of the August 11, 2021 Board of Selectmen's meeting as presented electronically with one edit. Mr. Ricciardi seconded the motion and the motion passed.

APPOINTMENTS:

INTERIM FIRE CHIEF TYLER DRISCOLL: Chief Driscoll reported it has been approximately 4 – 5 weeks since Chief Manville retired and feels things are good in the Fire Department. The following was discussed:

- **Calls:**
 - **Response:** Chief Driscoll reported great participation in calls; at least two members of the Department have responded to emergency calls and a paramedic or EMT has responded to every medical call.
 - **Calls for service:** Chief Driscoll reported August has been a very busy month; approximately 70% of the calls have been for medical reasons.
- **Cardiac monitor:** Chief Driscoll reported the FDA will not let the current cardiac monitor be used after February of 2022; it needs to be replaced. He reported the cost is approximately \$35,000 to \$42,000 and mentioned the possibility of a lease/purchase agreement. Chief Driscoll reported the life span of a cardiac monitor is between ten to twelve years. There was discussion regarding a 2022 Town Meeting warrant article to establish a Cardiac Monitor Capital Reserve Fund.
- **Self-Contained Breathing Apparatus (S.C.B.A.):** Chief Driscoll reported on a previous discussion Chief Manville had with the Board regarding the need for additional S.C.B.A.'s for the new firetruck. He reported five will be needed for the new firetruck; the current cost would be approximately \$41,000, however there will be a 9.6% price increase after September 15, 2021. The Selectmen reviewed the balance in the S.C.B.A. Capital Reserve Fund of over \$48,000. Mr. Drenkhahn motioned to authorize the purchase of five S.C.B.A.'s from the S.C.B.A. Capital Reserve Fund at a cost of approximately \$41,000. Mr. Ricciardi seconded the motion and the vote was unanimous.
- **Part-time vacation accruals:** Chief Driscoll reported, per the Town's Personnel Policies, a couple of the Firefighters may be eligible for pro-rated vacation pay based on their shift

coverage schedules. Mr. Viens reported the Town should be consistent with the Personnel Policies.

- **Lakes Region Municipal Fire Aid (LRMFA):** Mr. Viens referenced a letter the Selectmen received from LRMFA regarding the possible sale of the school property where they are located. LRMFA requested letters of support be sent from Fire Chiefs to the Governor's Office; Chief Driscoll will write a letter.
- **Center Harbor Neck Road campfire:** A few weeks ago, Mr. Drenkhahn had asked about a campfire on Center Harbor Neck Road. Chief Driscoll reported he did not see a fire pit from the road but learned of the property owner's name today. Chief Driscoll will send a letter to the property owner informing him about the burn permit requirements.

CODE COMPLIANCE OFFICER BILL DOUCETTE: The following items were discussed:

- **Royea's garage:** Bill reported he asked to enter the Royea's garage to see if there was an illegal dwelling unit there; he was denied access. The Selectmen had sent a certified letter to Joan Royea asking her to contact Mr. Doucette within five days of her receipt of the letter – Ms. Royea has not contacted Mr. Doucette. The Selectmen asked Ms. Woodaman to contact Town Attorney Chris Boldt regarding this matter.
- **Campers on properties:** There was discussion regarding campers that may be occupied on three properties in Town; Mr. Doucette will check on these. Mr. Ricciardi asked if this would be a fire safety issue; Chief Driscoll reported he feels it is more of a health issue. Mr. Ricciardi asked if it would be beneficial to have someone accompany Mr. Doucette.
- **Construction permits:** Mr. Doucette reported on issues with Permits by Notification (PBN) and referenced a property owner who informed him he was just replacing the roof – this turned into a larger project with rafters being replaced. He recommended all property owners planning any construction should be required to file a construction permit application, stating in writing what they plan to do; a fee should be charged to cover administrative costs. Mr. Ricciardi asked if this would be a change in the Town's ordinances and asked Mr. Doucette to attend the September 7th Planning Board meeting to discuss possible ordinance changes.
- **Dock:** Mr. Doucette reported a property owner received a State of New Hampshire Department of Environmental Services (NH DES) permit to install a 4' by 24' dock; the property owner installed a much wider and longer dock. Mr. Doucette has referred this matter to NH DES.
- **Assessing pictures:** Mr. Doucette recommended the Town's assessor be asked to take pictures of waterfront and all buildings located on properties. He reported the owner of the small parcel of land she recently bought from the Town thought two dilapidated buildings were on her property; they are not, but the assessor did not think it was necessary to include pictures of dilapidated buildings on the tax cards.

PUBLIC INPUT:

KAREN PONTON:

- **August 27, 2021 band concert cancellation:** Ms. Ponton asked why the August 27, 2021 band concert was cancelled; Mr. Viens explained the lead singer is sick.
- **College Road speed study:** Ms. Ponton asked the status of the College Road speed study. Mr. Viens reported the speed study is in process.

SELECTMEN'S REPORTS: None

UNFINISHED BUSINESS:

LAKE VIEW CEMETERY:

- **NH State Register:** Mae Williams submitted, via email, a proposal for her work regarding the potential NH State Register Nomination of the Lake View Cemetery at a cost of approximately \$800 to \$1,000. Ms. Williams reported she would be able to add this project to her winter schedule. Mr. Viens motioned to contract with Ms. Williams for her services with nomination of the Lake View Cemetery to the NH State Register. Mr. Ricciardi seconded the motion and the vote was unanimous.
- **Cemetery gate:** Center Harbor Historical Society President Roland Garland submitted copies of pictures of the cemetery gate, which was stolen a few years ago. Mr. Ricciardi reported he contacted David Little; Mr. Little will come and look at the gate and fence.

2020 AUDIT:

- **Pay authorizations:** Mr. Viens motioned to sign 2020 pay authorizations as part of the 2020 audit. Mr. Drenkhahn seconded the motion and the vote was unanimous.

HIGH HAITH BOAT LAUNCH PARKING: The Selectmen received a memo from Police Chief Mark Chase reporting he and Parks & Recreation Director Sandy Frost reviewed the parking issues at the High Haith Boat Launch. Chief Chase reported some of the signs do not match the Town's ordinances. He recommended the Selectmen hold a Public Hearing for input prior to taking any action; once a decision has been made, then the proper signage can be placed on the road and the launch informing people of the rules. The Selectmen will hold a Public Hearing on Wednesday, September 22, 2021 at 6:00 p.m.

NEW BUSINESS:

CONSERVATION COMMISSIONER: Mr. Viens motioned to appoint Aimee Manfredi-Sanschagrin as a Conservation Commissioner for a three-year term per the recommendation of Maureen Criasia, Chairman of the Conservation Commission. Mr. Drenkhahn seconded the motion and the vote was unanimous.

AMERICAN RESCUE PLAN ACT OF 2021:

- **Local Fiscal Recovery Funds (LFRF):** The Selectmen received notification that Center Harbor will receive \$57,422.27, LFRF's first payment amount. Per the notification, the funds may be used to:
 - **Support public health expenditures:** For example funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff.
 - **Address negative economic impacts caused by the public health emergency,** including economic harms to workers, households, small businesses, impacted industries, and the public sector.

- **Replace lost public sector revenue**, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic.
- **Provide premium pay for essential workers**, offering additional support to those who have and will bear the greatest health risks because of their service in critical infrastructure sectors.
- **Invest in water, sewer, and broadband infrastructure**, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

A Public Hearing, per RSA 31:95-b, to accept unanticipated funds, has been scheduled for Wednesday, September 8, 2021 at 6:00 p.m.

WEB UPDATE PROCESS: The Selectmen received information on issues with the web update process for the Town’s tax maps. CAI Technologies reported the cost would be \$1,200 to add Pictures and Sketches to the update tool. Mr. Viens motioned to approve this expenditure, subject to there not being any additional annual charges. Mr. Drenkhahn seconded the motion and the vote was unanimous.

#2 FUEL OIL BID: The Selectmen received an email from Trish Temperino, Assistant Superintendent of the Inter-Lakes School District asking if the Town would be interested in joining the SAU in bidding on #2 fuel oil for this year. The Selectmen expressed their appreciation in being asked to participate, but will decline the offer and will issue an RFP for the Town’s heating fuels.

BOAT LAUNCH RAMP: Road Agent Jeff Haines submitted information on refurbishing boat launch ramps in anticipation of repairing the Town’s boat launch on Lake Winnepesaukee. Mr. Viens reported there was discussion regarding widening the ramp. Mr. Drenkhahn reported two white stripes should be added to the ramp to assist.

ADDITIONAL BUSINESS:

ZONING BOARD OF ADJUSTMENT (ZBA): The Selectmen were notified of the following ZBA’s decisions:

Ambrose Brothers: Motion for Rehearing	Granted
Drukker: Variance	Granted
Dupuis: Variance	Granted

STATE OF NEW HAMPSHIRE:

● **State of New Hampshire Department of Transportation (NH DOT):**

- **Snake River Bridge:** The Selectmen received an email from Janan Hays showing her email exchange with NH DOT representative Kevin Daigle regarding the Snake River Bridge. Mr. Daigle reported NH DOT received bids; the low bidder was 4.6% higher than NH DOT’s estimate – the project did receive director approval. Mr. Daigle reported the project needs to get the Governor and Council approval

before any pre-construction meetings can be scheduled; this should take a couple of months.

- **NH Division of Public Health Services:** The Selectmen received, and reviewed, the analytical results for Hawkins Pond water samples taken July 22, 2021; the samples met EPA requirements.
- **State of New Hampshire Department of Revenue Administration (NH DRA):**
 - **NH DRA “MS-1 Form, Inventory of Valuation”:** The Selectmen reviewed the Town’s valuation for the 2021 NH DRA “MS-1 Form, Inventory of Valuation”. Mr. Viens motioned to sign the MS-1 after the elderly exemption asset and income section is completed and the signature page is printed. Mr. Drenkhahn seconded the motion and the vote was unanimous.

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.

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

White	TML 105-3
Maxfield	TML 102-73
Lemire (demo)	TML 209-2
Libby Ellard Trust	TML 224-29
Xavier	TML 221-39
Gerli	TML 216-8
Walsh	TML 105-4
Hobson	TML 224-33
Michaud	TML 225-14
Martin	TML 222-24

PUBLIC INPUT:

KAREN BENOIT:

- **Sale of school:** Ms. Benoit asked what school property would be sold relating to the letter from Lakes Region Mutual Aid. Mr. Viens explained it is the State School property in Laconia.

NON-PUBLIC SESSIONS: At 6:56 p.m. Mr. Viens motioned to go into a non-public session per RSA 91-A:3, II(b) to discuss hiring a public employee and a non-public session per RSA 91-A:3, II(c) to discuss matters which, if discussed in public could affect the reputation of a person. Mr. Drenkhahn seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Ricciardi – aye, Mr. Drenkhahn – aye. Mr. Viens, Mr. Ricciardi, Mr. Drenkhahn and Ms. Woodaman were present for a discussion regarding hiring a Highway Department employee and a discussion of accrued interest on a welfare lien. At 7:09 p.m. Mr. Viens motioned to end the non-public session. Mr. Drenkhahn seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Ricciardi – aye, Mr. Drenkhahn – aye.

RECONVENE: At 7:09 p.m. Mr. Viens reconvened the Board of Selectmen's meeting.

HIGHWAY DEPARTMENT:

- **New employee:** Mr. Viens motioned to authorize Road Agent Jeff Haines to offer a position in the Highway Department based on his (Mr. Haines) recommendation. Mr. Ricciardi seconded the motion and the vote was unanimous.
- **Employee wage increase:** Mr. Viens motioned to authorize a wage increase for a Highway Department employee based on his (Mr. Haines) recommendation. Mr. Ricciardi seconded the motion and the vote was unanimous.

WELFARE LIEN INTEREST: Mr. Viens motioned to waive interest on an elderly resident's welfare lien. Mr. Ricciardi seconded the motion and the vote was unanimous.

ADJOURNMENT: At 7:11 p.m. Mr. Viens motioned to adjourn the Board of Selectmen's meeting. Mr. Drenkhahn seconded the motion and the vote was unanimous.

Respectfully submitted,

Robin Woodaman
Selectmen's Administrative Assistant