

**Center Harbor Board of Selectmen  
Meeting Minutes  
Wednesday, October 6, 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. Karen Ponton, Town Clerk/Tax Collector Mary Richardson and Selectmen's Administrative Assistant Robin Woodaman were also in attendance.

**AGENDA REVIEW:** No changes were made to the agenda.

**MEETING MINUTES:**

- **September 22, 2021 Board of Selectmen's public hearing and meeting:** Mr. Drenkhahn motioned to approve the minutes of the September 22, 2021 Board of Selectmen's public hearing and meeting as presented electronically. Mr. Ricciardi seconded the motion and the vote was unanimous.

**APPOINTMENTS:**

**TOWN CLERK/TAX COLLECTOR MARY RICHARDSON:**

- **Proposed 2022 budget:** Ms. Richardson's proposed budget reflects four elections in 2022; there was one in 2021.
  - **Moderator:** \$700 proposed for 2022, \$175 appropriated in 2021.
  - **Deputy Moderator:** \$600 proposed for 2022, \$150 appropriated in 2021.
  - **Election wages:** \$2,600 proposed for 2022, \$800 appropriated in 2021. Ms. Richardson requested an increase in the hourly wages for election workers; they have been compensated at \$7.25 per hour for many years. Ms. Richardson proposed the ballot clerks be compensated at \$11 per hour and the supervisors of the checklist at \$13 per hour; she explained they have more responsibilities than in the past. Ms. Richardson reported the Moultonborough election workers are compensated at \$13 per hour.
  - **Town Clerk salary:** \$39,140 proposed for 2022, \$38,000 appropriated in 2021. Ms. Richardson reported the 2022 proposal represents a 3% increase.
  - **Deputy Town Clerk salary:** \$10,500 proposed for 2022, \$10,500 appropriated in 2021. Ms. Richardson reported the 2022 proposal represents a 2% increase.
  - **Advertising and printing:** \$500 proposed for 2022, \$100 appropriated in 2021.
  - **Meals:** \$700 proposed for 2022, \$175 appropriated in 2021.
  - **Tax Collector salary:** \$19,570 proposed for 2022, \$19,000 appropriated in 2021. Ms. Richardson reported the 2022 proposal represents a 3% increase.
  - **Tax Collector expense:** \$4,400 proposed for 2022, \$4,400 appropriated in 2021.

## **PUBLIC INPUT:**

### **KAREN PONTON:**

- **Town House floors:** Ms. Ponton reported the floors at the Town House are almost finished and look amazing. Mr. Ricciardi reported looking through the window at the floor; it looks great. Mr. Viens expressed the Town's appreciation to Ms. Ponton and the Heritage Commissioners for their hard work, the building looks great.
- **David Reilly memorial tree:** Ms. Ponton reported donations have been received for the tree to be planted at the Town House in memory of David Reilly.

## **SELECTMEN'S REPORTS:**

### **MR. VIENS:**

- **High Haith Road and parking:** Mr. Viens reported Quantum Construction Consultants LLC (QCC) Senior Project Manager Jim Bouchard emailed information on the 2008 survey work performed as part of the High Haith Bridge replacement project. Mr. Bouchard reported the corridor is a Prescriptive Highway Easement (PHE) based on recovery of some pins, stone walls, fence lines and recorded plans; the PHE is 18 feet from the roadway centerline and 8 feet from the reconstructed roadway edge of the pavement. The Selectmen requested Town Attorney Chris Boldt review Mr. Bouchard's information, and if vehicles can park within the 8' PHE, the "No Parking" signs will be removed. Mr. Drenkhahn suggested wooden stakes be installed to keep vehicles from parking beyond the PHE.
- **High Haith Boat Launch:** There was discussion regarding enforcing launching and parking at the boat launch for Center Harbor residents only. Mr. Ricciardi suggested the Selectmen consider a hefty fine for violations, which was mentioned at the September 22<sup>nd</sup> public hearing - \$75 for the first offence and \$300 for the second. Signs have been posted saying Center Harbor parking permits are required.

### **MR. RICCIARDI:**

- **Planning Board (PB):** Mr. Ricciardi reported on the October 5<sup>th</sup> PB meeting:
  - **Vendor list:** Mr. Ricciardi reported there was discussion regarding the Town compiling a vendor list to use as a pool when issuing Request for Proposals.
  - **New resident welcome package:** Mr. Ricciardi reported there was discussion regarding compiling a welcome package for new residents explaining the Town functions under a "Permissive Ordinance", which means the Town Ordinances state what you can do, if it is not listed in the ordinance, it is not allowed. The welcome package could be on the Town's website and mailed to new property owners. Mr. Ricciardi will work on a draft.
  - **Section 5 of the Zoning Ordinances:** Mr. Ricciardi reported the PB will propose some changes to Section 5 of the Town's Zoning Ordinances - Construction, Buildings, Non-Conforming Uses and Structure for vote at Town Meeting. He explained there has been some confusion with Permit by Notifications (PBN) issued in the past.
  - **PB Secretary:** Mr. Ricciardi reported Rachel Xavier is the new PB Secretary.
  - **Lakes Region Planning Commission (LRPC):**

- **Wake boats report:** Mr. Ricciardi reported PB member, and the Town's representative to the LRPC, Mark Hildebrand submitted a copy of LRPC's final report on wake boats. He explained, when a wake boat is launched, the ballast tanks are empty – the tanks are then filled to create the wake. Mr. Ricciardi reported a concern is the impact the wake has on the environment such as loon nests and erosion of the waterfront. The ballast tanks are emptied prior to removing the boat from the water, however, not all the water comes out. Mr. Ricciardi reported another concern is the water left in the ballast tanks which could cause cross contamination between lakes if the wake boat is used on different water bodies.

### **UNFINISHED BUSINESS:**

**VILLAGE SCHOOLHOUSE REPAIRS:** The Selectmen reviewed an email from Center Harbor Historical Society President Roland Garland reporting on additional needed repairs; these will be included in the Request for Proposals.

**2022 BUDGET PUBLIC HEARINGS:** The 2022 Budget Public Hearings will be held on:

- Saturday, January 22, 2022 at 9:00 a.m.
- Wednesday, February 2, 2022 at 6:00 p.m.

### **PROPOSED 2022 BUDGET:**

- **NH Humane Society:** \$2,600 requested for 2022, \$2,600 appropriated in 2021. Mr. Viens motioned to sign the NH Humane Society contract, in the amount of \$2,600, for their services. Mr. Drenkhahn seconded the motion and the vote was unanimous.
- **CASA:** \$1,000 requested for 2022, \$1,000 appropriated in 2021.
- **American Red Cross:** \$1,000 requested for 2022, \$1,000 appropriated in 2021.
- **Community Action Program:** \$8,800 requested for 2022, \$8,800 appropriated in 2021.
- **Winnepesaukee Wellness Center:** \$6,000 requested for 2022, \$6,000 appropriated in 2021.
- **Interlakes Community Caregivers:** \$1,200 requested for 2022, \$1,200 appropriated in 2021.
- **Mid-State Health Center:** \$500 requested for 2022. This is the first funding request from Mid-State Health Center. Mr. Viens motioned to send a letter requesting they submit a petitioned warrant article to request 2022 funding. Mr. Drenkhahn seconded the motion and the vote was unanimous.
- **Pemi-Baker Community Health:** \$2,665.58 requested for 2022. This is the first funding request from Pemi-Baker Community Health. Mr. Viens motioned to send a letter requesting they submit a petitioned warrant article to request 2022 funding. Mr. Drenkhahn seconded the motion and the vote was unanimous.
- **Heritage Commission:** \$1,000 proposed for 2022, \$1,000 appropriated in 2021.
- **Zoning Board of Adjustment:** \$500 proposed for 2022, \$500 appropriated in 2021.
- **Center Harbor Town Band:**
  - **Band Director stipend:** \$4,000 proposed for 2022, \$4,000 appropriated in 2021.
  - **Special details for concerts:** \$500 proposed for 2022, \$500 appropriated in 2021.

- **Town Band members fees:** \$10,500 proposed for 2022, \$9,600 appropriated in 2021.
- **Music purchase & materials:** \$500 proposed for 2022, \$500 appropriated in 2021.
- **Supplies/postage/copies:** \$600 proposed for 2022, \$400 appropriated in 2021.
- **Music library upkeep:** \$800 proposed for 2022, \$550 appropriated in 2021.
- **Association of Concert Bands:** \$275 proposed for 2022, \$275 appropriated in 2021.
  - **Total Town Band:** \$17,175 proposed for 2022, \$15,825 appropriated in 2021.

### **NEW BUSINESS:**

**NH DIVISION OF HISTORICAL RESOURCES MOOSE PLATE GRANT AWARD:** The Selectmen received notification that the Town was awarded \$9,750 for the Centre Harbor Town House window rehabilitation project.

- **Resolution:** That Harry Viens, Chair of the Board of Selectmen, is duly authorized to enter into contracts or agreements on behalf of the Town of Center Harbor with the State of New Hampshire, acting by and through the Department of Natural and Cultural Resources, and is further authorized to execute any documents on behalf of the Municipality which may be in his/her judgement desirable or necessary to effect the purpose of this resolution.
- **Municipality Certification of Authority:** Mr. Viens motioned to execute the Municipality Certification of Authority attested by Town Clerk Mary Richardson. Mr. Ricciardi seconded the motion and the vote was unanimous.
- **Grant Agreement:** Mr. Viens motioned to sign the New Hampshire Division of Historical Resources Grant Agreement (Grant #MP-21-01) accepting \$9,750 for the Center Harbor Town House window rehabilitation project. Mr. Ricciardi seconded the motion and the vote was unanimous.

**WITHDRAWAL FROM EXPENDABLE TRUST FUND (ETF):** Mr. Viens motioned to sign the following amended request to the Trustees of the Trust Funds for withdrawals from an ETF to be deposited in the Town's general fund:

|                     |           |
|---------------------|-----------|
| Vehicle Repairs ETF | \$ 633.40 |
|---------------------|-----------|

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

### **PLANNING BOARD (PB):**

- **PB appointment:** Mr. Drenkhahn motioned to appoint Allan Rilla as a member of the PB for a term of three years per PB Chairman Charley Hanson's recommendation. Mr. Ricciardi seconded the motion and the vote was unanimous.

### **ADDITIONAL BUSINESS:**

### **PAKRS & RECREATION DEPARTMENT:**

- **2021 revenue report:** Parks & Recreation Director Sandy Frost submitted the following 2021 revenue report:

|  | <b><u>2021 Revenue</u></b> | <b><u>2020 Revenue</u></b> |
|--|----------------------------|----------------------------|
| Boat launch  | \$12,628                   | \$17,940                   |
| ○ (2021 figures were down due to weather conditions throughout the summer) |                            |                            |
| Footrace   | \$0                        | \$0                        |
| Fishing tournaments  | \$180                      | \$180                      |
| ○ (one more tournament is scheduled for 10/20/2021)                        |                            |                            |
| Swim & tennis lessons  | \$697                      | \$0                        |
| Bandstand facility use   | \$150                      | \$0                        |
| <b>Total revenue</b>   | <b>\$13,655</b>            | <b>\$18,208</b>            |

- **2022 Band concert:** Mr. Viens motioned to sign the contract with the Carter Mountain Band, in the amount of \$600, for a concert scheduled for August 19, 2022; either party may cancel/void the contract due to any Covid related circumstances. Mr. Ricciardi seconded the motion and the vote was unanimous.

**CENTER HARBOR HISTORICAL SOCIETY:** Mr. Viens reported the Historical Society is a non-functioning society; there are not enough members. He reported Historical Society President Roland Garland is working to get volunteers; however, there is a possibility the Historical Society may have to cease operating, the Town does not want this to happen. Mr. Viens reported if that happened, the Historical Society's funds, per State RSA, would go to the Town. He reported another issue is that a volunteer received an inappropriate communication from another member of the Historical Society (not Mr. Garland).

### **CORRESPONDENCE:**

**PUBLIC INPUT:** None

### **STATE OF NEW HAMPSHIRE:**

- **State of New Hampshire Department of Environmental Services (NH DES):**
  - **NH DES Utility Maintenance Statutory Permit by Notification:** The Selectmen received notification of NH DES Utility Statutory Permit by Notification for 228 Waukewan Road, TML 226-79.
- **State of New Hampshire Department of Revenue Administration (NH DRA):**
  - **NH DRA "Assessment of Land Use Change Tax – Form A-5":** Mr. Viens motioned to sign the following NH DRA "Assessment of Land Use Change Tax – Form A-5":

|        |           |
|--------|-----------|
| Moller | TML 209-1 |
| Martin | TML 209-6 |
| Pateuk | TML 209-5 |

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:

|                     |              |
|---------------------|--------------|
| Ramsey (demolition) | TML 205-19   |
| Hulkow              | TML 225-6    |
| Savage              | TML 221-34   |
| Smith               | TML 215-10.4 |
| Langevin            | TML 101-2    |

**ADJOURNMENT:** At 6:51 p.m. Mr. Drenkhahn motioned to adjourn the Board of Selectmen's meeting. Mr. Ricciardi seconded the motion and the motion passed.

Respectfully submitted,

Robin Woodaman  
Selectmen's Administrative Assistant