

**Center Harbor Board of Selectmen  
Meeting Minutes  
Wednesday, October 13, 2021**

**CALL TO ORDER:** At 6:02 p.m. Chairman Harry Viens called the Board of Selectmen's meeting to order. Selectmen William Ricciardi and Richard Drenkhahn were present. Karen Ponton, Police Chief Mark Chase and Selectmen's Administrative Assistant Robin Woodaman were also in attendance.

**AGENDA REVIEW:** Mr. Viens reported the Selectmen will have a non-public session regarding pending litigation.

**MEETING MINUTES:**

- **October 6, 2021 Board of Selectmen's public hearing and meeting:** Mr. Ricciardi referenced the Wednesday, February 3, 2022 budget hearing, it should be Wednesday, February 2, 2022. Mr. Drenkhahn motioned to approve the minutes of the October 6, 2021 Board of Selectmen's meeting with the correction of the budget hearing date. Mr. Ricciardi seconded the motion and the vote was unanimous.

**APPOINTMENTS:**

**POLICE CHIEF MARK CHASE:**

- **Proposed 2022 Police Department budget:** Chief Chase reported the proposed budget is based on a zero-increase approach, the same approach as in years past. He reported there are some operational cost increases out of his control; higher technology costs, fuel costs and increased number of on-call hours required due to the State Police reducing coverage. Chief Chase reported there is over a 5 percent national cost of living increase that has not been figured into the proposed 2022 budget. He reported beginning the recruitment process for Officer MacLeod's replacement and requested \$6,000 from the American Rescue Plan Act (ARPA) be set aside in the event the Police Department receives an applicant that is deserving of a greater salary than he has budgeted. These funds would only be used if necessary, if they are not needed for the full-time officer's position, then he would request a smaller amount to increase the Administrative Assistant's position from 12 to 16.5 hours per week.
  - **Full time wages:** \$278,399 proposed for 2022, \$268,683 appropriated in 2021. Chief Chase reported his proposal includes either a 3% or 4% merit increase.
  - **Overtime:** \$11,337 proposed for 2022, \$11,042 appropriated in 2021.
  - **Enforcement grants:** \$2,000 proposed for 2022, \$2,000 appropriated in 2021.
  - **Special Details:** \$1 proposed for 2022, \$1 appropriated in 2021.
  - **On-call:** \$13,013 proposed for 2022, \$11,042 appropriated in 2021. Chief Chase explained the increase is due to the State Police reducing coverage.
  - **Part time wages:** \$1 proposed for 2022, \$1 appropriated in 2021.
  - **Support staff:** \$13,036 proposed for 2022, \$12,536 appropriated in 2021. Chief Chase reported, if ARPA funds are not needed for the new Police Officer, he would like to utilize some of the funds to increase the Administrative Assistant's position to 16.5 hours per week. He explained how helpful it is to have the Administrative Assistant at the counter to assist individuals with administrative items - when the Administrative Assistant is not on duty, the officer on duty is called in to assist with these items.
  - **Prosecutor:** \$8,400 proposed for 2022, \$8,000 appropriated in 2021.
  - **Investigations:** \$1,000 proposed for 2022, \$1,000 appropriated in 2021.
  - **Telephone:** \$6,048 proposed for 2022, \$5,150 appropriated in 2021.
  - **Radio maintenance & repair:** \$600 proposed for 2022, \$600 appropriated in 2021.
  - **Vehicle maintenance & repair:** \$4,000 proposed for 2022, \$4,000 appropriated in 2021.

- **Dues & subscriptions**: \$1,200 proposed for 2022, \$1,200 appropriated in 2021.
- **Training**: \$5,000 proposed for 2022, \$5,000 appropriated in 2021.
- **Computer**: \$11,818 proposed for 2022, \$7,695 appropriated in 2021. Chief Chase reported the 2021 appropriation was low due to \$4,000 in computer services being pre-paid in 2020.
- **Office supplies**: \$1,700 proposed for 2022, \$1,700 appropriated in 2021.
- **Oil, tires & lube**: \$3,500 proposed for 2022, \$3,500 appropriated in 2021.
- **Gasoline**: \$13,720 proposed for 2022, \$12,750 appropriated in 2021. There was discussion regarding the projected increase in the cost of fuel and the possibility of utilizing any unexpanded 2021 funds in this line item to pre-buy for next year; a contract would have to be in place by December 31, 2021.
- **Uniforms**: \$4,000 proposed for 2022, \$4,000 appropriated in 2021.
- **Equipment**: \$4,000 proposed for 2022, \$4,000 appropriated in 2021.
- **Radio lease**: \$1 proposed for 2022, \$1 appropriated in 2021.
- **Miscellaneous**: \$500 proposed for 2022, \$500 appropriated in 2021.
- **Public relations**: \$500 proposed for 2022, \$500 appropriated in 2021.
  - **Total**: \$383,774 proposed for 2022, \$363,791 appropriated in 2021. Chief Chase reported the proposed budget could be reduced by \$2,000 if 2022 computer expenses are pre-paid in 2021. Mr. Viens suggested budgeting \$383,774; the Selectmen can review this in the future.
- **Cruiser Capital Reserve Fund (CRF)**: Chief Chase recommended increasing the proposed appropriation to the Cruiser CRF from \$25,000 to \$27,500.
- **Future budget items**:
  - **Body cameras**: Chief Chase reported he will recommend a 2023 warrant article for the purchase of body cameras; some of the funding will be through a grant.
  - **Card access system**: Chief Chase reported the Police Department's card access system is in need of updating now and will cost several thousands of dollars to repair if it fails.
  - **Copier**: Chief Chase reported a new copier will be needed in a couple of years.
- **Monthly report**: The Selectmen received, and reviewed, the Police Department's report for September.

## **PUBLIC INPUT:**

### **KAREN PONTON:**

- **Town House**: Ms. Ponton reported the Town House floors have been done; she submitted pictures via email. Ms. Ponton and the Selectmen commented on how nice the floor look.

## **SELECTMEN'S REPORTS:** None

## **UNFINISHED BUSINESS:**

## **PROPOSED 2022 BUDGET:**

- **Planning Board (PB)**:
  - **Expenses**: \$500 proposed for 2022, \$500 appropriated in 2021.
  - **Professional fees**: \$4,500 proposed for 2022, \$4,500 appropriated in 2021.
  - **Supplies**: \$100 proposed for 2022, \$100 appropriated in 2021.
    - **Total PB**: \$5,100 proposed for 2022, \$5,100 appropriated in 2021.
- **Health insurance**: The Selectmen received notification from HealthTrust that the Guaranteed Maximum Rate (GMR) increase for medical coverage from July 1, 2022 through June 30, 2023 is 6.2%.
- **Firefighter's life insurance**: \$7,146 proposed for 2022, \$6,956 appropriated in 2021.

- **Computer support:** The Selectmen received a proposal of approximately \$21,000 for 2022 computer support from Lakes Region Computer. Ms. Woodman will research the cost for the accounting software support.
- **Gasoline:** The Town currently purchases gasoline from Stafford & Sons and diesel from Irving. The Selectmen discussed the possibility of purchasing gasoline and diesel at a lower rate if it's purchased from the same company; the Selectmen would like a Request for Proposals issued for the purchase of gasoline and diesel.

**HIGH HAITH BOAT LAUNCH PARKING:** Mr. Viens reported, per Town Attorney Chris Boldt's recommendation, research be conducted on the layout of High Haith Road to determine the Town's actual right-of-way. Mr. Viens requested Sheila Mohan be asked to research this matter. Mr. Drenkhahn requested a review of the Selectmen's minutes where they approved the "No Parking" signs installed on a property.

**KLINE ROAD:** The Selectmen received a copy of letters from BAG Land Consultants Certified Wetland Scientist to Conservation Commissioner Maureen Criasia and State of New Hampshire Department of Environmental Services (NH DES) Wetland Specialist Kristin Duclos offering additional information concerning the environmental impact of the Kline Road Project (NH DES file #2021-01076).

**HAZARD MITIGATION PLAN:** The Selectmen received, and reviewed, the Town's updated Hazard Mitigation Plan.

### **NEW BUSINESS:**

**BOAT RAMP ENGINEERING PROPOSALS:** No proposals were submitted for the boat ramp engineering Request for Proposals. Ms. Woodman reported Road Agent Jeff Haines met with an engineer; Mr. Haines thought he would not be able to submit a proposal by the due date (today), but would submit one. Mr. Drenkhahn asked if Quantum Construction Consultants (QCC) had submitted a new proposal; they have not. He questioned if QCC would be disqualified for not submitting a sealed proposal.

### **ZONING BOARD OF ADJUSTMENT (ZBA):**

- **Alternate member:** Mr. Viens motioned to appoint Alison Toates for a three-year term as an alternate member of the ZBA. Mr. Ricciardi seconded the motion and the vote was unanimous.

### **ADDITIONAL BUSINESS:**

### **PARKS & RECREATION DEPARTMENT:**

- **Halloween:** Parks & Recreation Director Sandy Frost reported, at this time, the CDC does not recommend indoor Halloween parties; Fire Chief Tyler Driscoll also shared information regarding the public not being able to go inside the Plymouth Fire Station. Ms. Frost reported this Halloween will be an outside event with a "Halloween Scavenger Hunt & Halloween Treats" on Sunday, October 31<sup>st</sup> from 5:00 p.m. to 7:00 p.m. Trick or treating will also be on the 31<sup>st</sup> from 5:00 p.m. to 7:00 p.m.

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

- **State of New Hampshire Division of Forests and Lands:** Mr. Drenkhahn motioned to recommend to the State of New Hampshire Division of Forests and Lands that Fire Chief Tyler Driscoll be appointed as Center Harbor's Forest Fire Warden. Mr. Ricciardi seconded the motion and the vote was unanimous.
- **State of New Hampshire Department of Environmental Services (NH DES):** The Selectmen received copies of NH DES communications with the following:
  - Walsh TML 105-4

- NH DES Request for More Information – Shoreland Permit Application (File Number 2021-02875)
- Eversource Energy Center Harbor Right-of-Way
  - NH DES Utility Statutory Permit-by-Notification (File Number 2021-03143)

**U.S. DEPARTMENT OF HOMELAND SECURITY:**

- **FEMA Flood Insurance Rate Maps:** The Selectmen received notification that the flood hazard mapping for Center Harbor will commence under the FEMA’s Risk Mapping, Assessment and Planning Program. The Workmap Meeting will be conducted virtually on Tuesday, October 26, 2021 at 9:00 a.m. The Selectmen were informed that it usually takes several years from the release of work maps before the final versions of the flood plain maps become effective.

**PUBLIC INPUT:** None

**PAYROLL AND CURRENT BILLS PAYABLE:** Mr. Drenkhahn motioned to approve the payroll and accounts payable manifests as presented. Mr. Ricciardi seconded the motion and the vote was unanimous.

**GENERAL JOURNAL ENTRIES:** Mr. Drenkhahn motioned to approve the general journal entries as presented. Mr. Ricciardi seconded the motion and the vote was unanimous.

**CONSTRUCTION PERMITS:** The Selectmen reviewed the approved construction permit applications:

Nefores	TML 220-44
Huesing	TML 221-12
Xavier	TML 221-46
Happy Moose LLC	TML 206-8
Moynihan	TML 221-52

**NON-PUBLIC SESSION:** At 7:06 p.m. Mr. Viens motioned to go into a non-public session per RSA 91-A:3, II(e) to discuss pending litigation. 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 discussion regarding a new lawsuit. At 7:12 p.m. Mr. Viens motioned to end the non-public session. Mr. Ricciardi seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Ricciardi, aye, Mr. Drenkhahn – aye.

**RECONVENE:** At 7:12 p.m. Mr. Viens reconvened the Board of Selectmen’s meeting.

**PENDING LEGAL MATTER:** The Selectmen will research a pending legal matter. Mr. Viens requested Attorney Laura Spector Morgan be contacted regarding this matter.

**ADJOURNMENT:** At 7:13 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