

**Center Harbor Board of Selectmen  
Meeting Minutes  
Wednesday, October 20, 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. Annette Nichols, Robert Nichols, Karen Ponton, Karen Karagozian, Harold Karagozian, Bette Miller, Sarah Heath, JoAnn Wood, Susan Gurney, George Gurney, Shannon Whalen, Margaret Adams, William Adams Fire Chief Tyler Driscoll, Road Agent Jeff Haines, Quantum Construction Consultant Senior Project Manager Jim Bouchard and Selectmen's Administrative Assistant Robin Woodaman were also in attendance.

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

**MEETING MINUTES:**

- **October 13, 2021 Board of Selectmen's public hearing and meeting:** Mr. Drenkhahn motioned to approve the minutes of the October 13, 2021 Board of Selectmen's meeting as presented. Mr. Ricciardi seconded the motion and the vote was unanimous.

**APPOINTMENTS:**

**FIRE CHIEF TYLER DRISCOLL:**

- **Calls for service:** Chief Driscoll reported there are typically between 330 and 370 calls for service per year; as of October 16, 2021, there have been 137 emergency services calls and 120 fire calls.
- **Proposed 2022 Fire Department budget:**
  - **Wages:** \$133,964 proposed for 2022, \$49,964 for Fire Chief and \$84,000 for Firefighters wages were appropriated in 2021 (\$133,964 total appropriation in 2021).
  - **Special Detail wages:** \$1 proposed for 2022, \$1 appropriated in 2021.
  - **Telephone:** \$2,424 proposed for 2022, \$1,911 appropriated in 2021. Chief Driscoll reported on anticipated telephone costs in 2022.
  - **Mileage:** \$1 proposed for 2022, \$1 appropriated in 2021.
  - **Vehicle and equipment maintenance:** \$18,000 proposed for 2022, \$18,000 appropriated in 2021.
  - **Dues and subscriptions:** \$3,300 proposed for 2022, \$2,800 appropriated in 2021.
  - **Training:** \$3,500 proposed for 2022, \$3,500 appropriated in 2021.
  - **Medical supplies:** \$3,000 proposed for 2022, \$2,000 appropriated in 2021. Chief Driscoll reported an increase in medical supplies.
  - **Office supplies:** \$750 proposed for 2022, \$750 appropriated in 2021.
  - **Postage:** \$50 proposed for 2022, \$50 appropriated in 2021.
  - **Auxiliary supply fund:** \$1,200 proposed for 2022, \$1,200 appropriated in 2021.
  - **Vehicle fuel:** \$1,700 proposed for 2022, \$1,700 appropriated in 2021.
  - **Diesel fuel:** \$2,500 proposed for 2022, \$2,500 appropriated in 2021.
  - **Hardware supplies:** \$1,800 proposed for 2022, \$1,800 appropriated in 2021.

- **Protective equipment**: \$8,500 proposed for 2022, \$8,000 appropriated in 2021.
- **Radios**: \$6,500 proposed for 2022, \$4,000 appropriated in 2021. Chief Driscoll reported the current radios are 19 years old and will need to begin to be replaced.
- **New equipment**: \$9,000 proposed for 2022, \$9,000 appropriated in 2021.
- **Uniforms**: \$2,000 proposed for 2022, \$1,500 appropriated in 2021.
- **Firefighter evaluations**: \$1 proposed for 2022, \$1 appropriated in 2021.
  - **Total**: \$198,191 proposed for 2022, \$192,678 appropriated in 2021.
- **Proposed 2022 EMD & Health Officer budget**:
  - **Wages**: \$5,000 proposed for 2022, \$5,000 appropriated in 2021.
  - **Supplies**: \$250 proposed for 2022, \$250 appropriated in 2021.
    - **Total**: \$5,250 proposed for 2022, \$5,250 appropriated in 2021.
- **Emergency Operations Plan (EOP)**: Chief Driscoll submitted information from Homeland Security and Emergency Management regarding the Town's eligibility for \$4,000 in funds with an in-kind match of \$4,000. Mr. Viens motioned to sign the EOP funding application. Mr. Ricciardi seconded the motion and the vote was unanimous.
- **Fire Station bathroom repairs**: Chief Driscoll reported he and Code Compliance Officer Bill Doucette have plans for the bathroom repairs and suggested, due to the donation of a cardiac monitor to the Fire Department, he asked if some of the American Rescue Plan Act (ARPA) funds could be used for this project. The Selectmen asked Chief Driscoll to submit a cost estimate.
- **Medical supplies**: Chief Driscoll requested ARPA fund be utilized to update medical supplies.
- **Overhead doors**:
  - **Motors**: Chief Driscoll reported there is one more motor to be replaced.
  - **Painting**: Chief Driscoll reported there is plenty of life left in the overhead doors and reported receiving an estimate of \$800 to paint the outside of them. Mr. Drenkhahn motioned to approve the expenditure of \$800 to paint the outside of the overhead doors. Mr. Ricciardi seconded the motion and the vote was unanimous.
- **New fire engine**: Chief Driscoll asked if the cost of outfitting the new fire engine would be funded through the Fire Engine Capital Reserve Fund in the same manner as the Police Cruiser Capital Reserve Fund is utilized to outfit new cruisers; the Selectmen reported that would be the method for funding outfitting the engine.
- **Old inflatable boat**: Chief Driscoll reported the old inflatable boat has been brought back to life and hopes to purchase a small engine for the boat. He reported it will be a great boat for the smaller lakes.
- **Mini splits**: Chief Driscoll reported he would like to see a future purchase of mini splits for the office and back room.
- **Extraction equipment**: Chief Driscoll reported he would like to see a future purchase of newer extraction equipment.
- **Rescue vehicle**: Chief Driscoll reported he would like to see a future purchase of a pickup with a utility body and move the current rescue vehicle to Station 2.
- **4-wheeler**: Chief Driscoll reported, now that the Fire Department has a side-by-side, the old 4-wheeler is not being used and recommended the Selectmen consider selling it. Mr. Haines reported the State auction is this weekend and he could ask if they are still taking items for the auction. Mr. Viens motioned to authorize Chief Driscoll to sell the Artic Cat 4-wheeler with the trailer. Mr. Ricciardi seconded the motion and the vote was unanimous.

- **Environmental Protection Agency (EPA):** Chief Driscoll reported meeting with EPA representatives regarding the PFAS contamination in some areas of the Village; the EPA is working on this.

## **ROAD AGENT JEFF HAINES:**

- **Proposed 2022 Highway Department budget:**
  - **Wages:** \$180,149 proposed for 2022, \$180,232 appropriated in 2021. Mr. Haines reported he has restructured the wages with the new employee.
  - **Wages overtime:** \$25,994 proposed for 2022, \$25,998 appropriated in 2021.
  - **Part time winter maintenance:** \$750 proposed for 2022, \$750 appropriated in 2021.
  - **Telephone:** \$1,200 proposed for 2022, \$1,000 appropriated in 2021.
  - **Subcontract:** \$30,000 proposed for 2022, \$30,000 appropriated in 2021.
  - **Trees:** \$2,500 proposed for 2022, \$2,500 appropriated in 2021.
  - **Sidewalks:** \$2,000 proposed for 2022, \$2,000 appropriated in 2021.
  - **Vehicle maintenance & repairs:** \$40,000 proposed for 2022, \$40,000 appropriated in 2021.
  - **Sign maintenance:** \$2,500 proposed for 2022, \$2,500 appropriated in 2021.
  - **General maintenance & repairs:** \$1 proposed for 2022, \$1 appropriated in 2021.
  - **Training:** \$500 proposed for 2022, \$500 appropriated in 2021.
  - **Uniforms:** \$3,000 proposed for 2022, \$3,000 appropriated in 2021.
  - **Sand & gravel:** \$20,000 proposed for 2022, \$20,000 appropriated in 2021.
  - **Road salt:** \$50,000 proposed for 2022, \$50,000 appropriated in 2021. Mr. Haines reported a 30% increase in road salt prices and explained funds from the Winter Maintenance Expendable Trust Fund may have to be used if road salt goes over budget in 2022.
  - **Culverts:** \$1 proposed for 2022, \$1 appropriated in 2021.
  - **Cold patch & bituminous:** \$1 proposed for 2022, \$1 appropriated in 2021.
  - **Vehicle gas, oil & grease:** \$18,000 proposed for 2022, \$18,000 appropriated in 2021. Mr. Haines reported he will research the possibility of encumbering any unspent 2021 funds. He reported the Town purchases diesel at the State bid price and gas from Stafford Oil, who provides great service.
  - **Building maintenance:** \$2,000 proposed for 2022, \$2,000 appropriated in 2021.
  - **Dock & fountain maintenance:** \$2,000 proposed for 2022, \$2,000 appropriated in 2021.
  - **Road improvements:** \$1 proposed for 2022, \$1 appropriated in 2021.
  - **New equipment:** \$1 proposed for 2022, \$1 appropriated in 2021.
  - **Medical testing:** \$300 proposed for 2022, \$300 appropriated in 2021.
    - **Total:** \$380,898 proposed for 2022, \$380,785 appropriated in 2021.
- **Capital Reserve Funds (CRF) and Expendable Trust Funds (ETF):**
  - **Road repairs ETF:** \$300,000 proposed for 2022, \$300,000 appropriated in 2021. Mr. Viens requested a list of upcoming road projects. Mr. Haines reported the 2021 projects have not been completed yet; after they are completed, he will submit a list of 2022 road projects.

- **PW Truck/Equipment CRF**: Mr. Haines requested funds be appropriated to this CRF in 2022 in anticipation of replacing the 2015 Ford F550. (\$1 was appropriated in 2021).
- **Boat ramp engineering proposals received**: The Selectmen opened, and reviewed, the following proposals received:

Quantum Construction Consultants	\$77,100
Collins Engineering	\$45,855

There was discussion regarding the scope of the project. Quantum Construction Consultants, LLC (QCC) Senior Project Engineer Jim Bouchard estimates the total project could cost between \$250,000 and \$300,000. Mr. Viens reported there is approximately \$130,000 in the Parks & Recreation Revolving Fund. Mr. Bouchard reported the State of New Hampshire Department of Environmental Services (NH DES) has a funding program, but the Town would not know if it qualifies until September of 2022; Mr. Haines will research this. There was discussion regarding proposing the boat ramp reconstruction project as a 2022 warrant article with funding with bond proceeds; a bond would require a 2/3 margin to pass. Mr. Haines was asked to review the proposals and submit his recommendation to the Selectmen by the end of the month.

**LIBRARY TRUSTEE ANNETTE NICHOLS**: Mr. Viens reported the Selectmen will hear Ms. Nichols report; there will be no discussion or public input. He reported, if Ms. Nichols report involves any individual by name, a non-public session would be required. Ms. Nichols reported no names will be discussed.

- **Interim Librarian's resignation**: Ms. Nichols reported the Interim Librarian has submitted her written resignation; the Library's Board will meet next week to accept her resignation.
- **Library Trustees**: Ms. Nichols reported the Library's by-laws allowing two non-Center Harbor residents to be Trustees, is in conflict with the State's RSA's, which say the Trustees have to be residents of the Town. She reported, in 2019, the Select Board appointed two non-Center Harbor residents as Library Trustees; their terms will expire in 2022. She requested the Selectmen vote to vacate these two appointments. Mr. Viens reported he is not sure if the Selectmen have the authority to do so and asked if the two Trustees would resign. Mr. Ricciardi asked if Ms. Nichols, as Chair of the Trustees, could ask for their resignations; if the RSA's say the Trustees have to be residents, they don't have a choice. Ms. Nichols reported one Trustee was ready to submit her resignation this evening and she is not sure about the second Trustee. Mr. Viens motioned to vacate the two Library non-resident Trustee appointments subject to Town Counsel's legal guidance. Mr. Drenkhahn seconded the motion and the vote was unanimous. Mr. Viens will contact Town Attorney Chris Boldt tomorrow regarding this matter.

Ms. Nichols reported she will not fulfill her term but will stay so that there will be a quorum at meetings until the Trustee vacancies have been backfilled with two new Trustees. She reported there are two full positions and two alternate positions available. Ms. Nichols reported four out of five Trustees positions will be voted on at the March 2022 Town Meeting.

**PUBLIC INPUT:** None

**SELECTMEN'S REPORTS:** None

**UNFINISHED BUSINESS:**

**PROPOSED 2022 BUDGET:**

- **Lakes Region Planning Commission:** \$2,013 proposed for 2022, \$1,875 appropriated in 2021.
- **Computer support services:** \$25,800 proposed for 2022, \$16,500 appropriated in 2021. There was discussion regarding the additional costs for web support and online vehicle registrations and tax payment software.
- **Capital Reserve Funds (CRF) & Expendable Trust Funds (ETF):**
  - **CRF's:**
    - **S.C.B.A.:** \$5,000 proposed for 2022, \$5,000 appropriated in 2021.
    - **FD Engine:** \$75,000 proposed for 2022, \$75,000 appropriated in 2021.
    - **Safety Building:** \$10,000 proposed for 2022, \$10,000 appropriated in 2021.
    - **PD Cruiser:** \$27,500 proposed for 2022, \$25,000 appropriated in 2021.
    - **PW Truck or Equipment:** \$15,000 proposed for 2022, \$1 appropriated in 2021.
    - **Computer Equipment:** \$5,000 proposed for 2022, \$10,000 appropriated in 2021.
    - **Revaluation of Property:** \$20,000 proposed for 2022, \$20,000 appropriated in 2021.
      - **Total CRF's:** \$157,500 proposed for 2022, \$145,001 appropriated in 2021.
  - **ETF's:**
    - **Building Repairs:** \$35,000 proposed for 2022, \$35,000 appropriated in 2021.
    - **Energy Conservation:** \$1 proposed for 2022, \$1 appropriated in 2021.
    - **Town Roads:** \$300,000 proposed for 2022, \$300,000 appropriated in 2021.
    - **Vehicle Repairs:** \$15,000 proposed for 2022, \$15,000 appropriated in 2021.
    - **Beautification:** \$2,000 proposed for 2022, \$3,500 appropriated in 2021.
    - **Properties Stewardship:** \$800 proposed for 2022, \$800 appropriated in 2021.
    - **Winter Maintenance:** \$10,000 proposed for 2022, \$10,000 appropriated in 2021.
      - **Total ETF's:** \$331,301 proposed for 2022, \$332,801 appropriated in 2021.

**COLLEGE ROAD TRAFFIC STUDY:** The Selectmen received an email from James Locke requesting an appointment to review the College Road traffic study which was conducted over the

summer. Ms. Woodaman reported Police Chief Mark Chase has not received the report; he has a call in to Lakes Region Planning Commission to find out the status.

**NEW BUSINESS:**

**2022 LANDSCAPING SERVICES REQUEST FOR PROPOSALS (RFP):** The Selectmen reviewed, and approved, a draft of the 2022 Landscaping Services RFP.

**ADDITIONAL BUSINESS:**

**SHIRLEY WHITE:** Center Harbor Historical Society President Roland Garland reported, via email, that Shirley White, a good and faithful friend of the Historical Society, passed away; he requested information on Ms. White's passing be posted on the Town's website. Mr. Ricciardi had asked Mr. Garland to make sure this would be acceptable with Ms. White's next-of-kin.

**STATE OF NEW HAMPSHIRE:**

- **State of New Hampshire Department of Environmental Services (NH DES):** The Selectmen received notification of the following NH DES Shoreland Permit Application:

- Druker TML 105-12

Mr. Viens motioned to send a letter to the property owner explaining a construction permit may be required and informing them that all work has to comply with the Town's Water Resources Ordinance. Mr. Ricciardi seconded the motion and the vote was unanimous.

**PUBLIC INPUT:** Ms. Ponton requested information regarding posting the notice of Ms. White's passing on the Town's website. It was explained the next-of-kin will be asked permission and no religious reference should be included on the notice.

**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.

**ADJOURNMENT:** At 7:30 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