

**Center Harbor Board of Selectmen
Meeting Minutes
Wednesday, October 27, 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, Ann Xavier, Parks & Recreation Director Sandy Frost and Selectmen's Administrative Assistant Robin Woodaman were also in attendance.

AGENDA REVIEW: No changes were made to the agenda.

MEETING MINUTES:

- **October 20, 2021 Board of Selectmen's public hearing and meeting:** Mr. Ricciardi motioned to approve the minutes of the October 20, 2021 Board of Selectmen's meeting as presented. Mr. Viens seconded the motion and the vote was unanimous.

APPOINTMENTS:

PARKS & RECREATION DIRECTOR SANDY FROST:

- **Proposed Parks & Recreation Department 2022 budget:**
 - **Wages:** \$18,540 proposed for 2022, \$18,000 appropriated in 2021.
 - **Wages – Lifeguards:** \$13,000 proposed for 2022, \$14,000 appropriated in 2021. Ms. Frost reported anticipating hiring a mostly new staff in 2022; the starting hourly wage for a lifeguard is \$12.
 - **Wages – Boat Launch:** \$6,000 proposed for 2022, \$6,000 appropriated in 2021.
 - **Special details – concerts:** \$265 proposed for 2022, \$265 appropriated in 2021.
 - **Telephone:** \$1,200 proposed for 2022, \$1,200 appropriated in 2021.
 - **Band concerts:** \$3,000 proposed for 2022, \$2,400 appropriated in 2021. Ms. Frost reported she is working on contracting one more concert.
 - **Portables:** \$4,000 proposed for 2022, \$4,720 appropriated in 2021. Mr. Viens asked if all the portables the Town contracts for are in this line item; the portables at the Municipal and Schoolhouse buildings come from the Executive line item.
 - **Printing & advertising:** \$1,500 proposed for 2022, \$2,000 appropriated in 2021.
 - **Bath house maintenance:** \$600 proposed for 2022, \$600 appropriated in 2021.
 - **Tennis & field maintenance:** \$1,000 proposed for 2022, \$1,000 appropriated in 2021.
 - **Beach park maintenance:** \$1,000 proposed for 2022, \$1,000 appropriated in 2021.
 - **Aquatic weed treatment:** \$1 proposed for 2022, \$1 appropriated in 2021.
 - **General supplies:** \$2,000 proposed for 2022, \$2,000 appropriated in 2021.
 - **Equipment:** \$250 proposed for 2022, \$250 appropriated in 2021.
 - **Basketball court:** \$1 proposed for 2022, \$1 appropriated in 2021.
 - **Playground improvements:** \$1 proposed for 2022, \$1 appropriated in 2021.
 - **Miscellaneous:** \$400 proposed for 2022, \$400 appropriated in 2021.
 - **Total:** \$52,758 proposed for 2022, \$53,838 appropriated in 2021.
- **Proposed Patriotic Purposes 2022 budget:**

- **Special details – fireworks:** \$3,500 proposed for 2022, \$4,000 appropriated in 2021. Ms. Frost reported the proposal is based on Police Chief Mark Chase and Fire Chief Tyler Driscoll’s input on their staffing for the fireworks.
- **General supplies:** \$1,300 proposed for 2022, \$800 appropriated in 2021.
- **Footrace:** \$7,200 proposed for 2022, \$7,200 appropriated in 2021. Mr. Ricciardi asked about the 2021 appropriation for the footrace, which was cancelled due to Covid; it was explained any unused appropriations go back into the general fund.
- **Fireworks:** \$19,250 proposed for 2022, \$19,250 appropriated in 2021.
 - **Total:** \$31,250 proposed for 2022, \$31,250 appropriated in 2021.
- **Band concert:** Mr. Drenkhahn motioned to sign a contract, in the amount of \$1,400, with Annie & The Orphans for an August 12, 2022 concert; each party reserves the right to cancel due to the possible risk of the Covid-19 pandemic. Mr. Ricciardi seconded the motion and the vote was unanimous.

PUBLIC INPUT:

KAREN PONTON:

- **LCHIP monitoring report:** Ms. Ponton reported the LCHIP monitoring report for the Town House, which is due every five years, has been submitted.

SELECTMEN’S REPORTS:

MR. RICCIARDI:

- **Fire Station floor:** Mr. Ricciardi reported researching the cost of epoxy floors; there are hundreds of companies that do this application and thought the cost would be less than the figure of \$30,000 that Fire Chief Tyler Driscoll reported. Mr. Drenkhahn reported the company he works for applied an epoxy floor a number of years ago; it was a larger floor space than the Fire Station and the cost was approximately \$30,000.

UNFINISHED BUSINESS:

PROPOSED 2022 BUDGET:

- **Code Enforcement:** Code Enforcement Officer Bill Doucette submitted the following proposed budget via email:
 - **Wages:** \$21,000 proposed for 2022, \$21,000 appropriated in 2021.
 - **Telephone:** \$700 proposed for 2022, \$700 appropriated in 2021.
 - **Mileage:** \$1,800 proposed for 2022, \$1,800 appropriated in 2021.
 - **Supplies:** \$100 proposed for 2022, \$100 appropriated in 2021.
 - **Equipment:** \$250 proposed for 2022, \$0 appropriated in 2021. Mr. Doucette reported plans to purchase an infra-red temperature gun and an electrical circuit test for inspection purposes.

TOWN BOAT LAUNCH ENGINEERING SERVICES: At the October 20th Select Board meeting, the Selectmen opened the following proposals:

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

Road Agent Jeff Haines was asked to review the proposals and make his recommendation to the Selectmen. Mr. Haines submitted a memo, via email, reporting he reviewed the proposals and noted the following differences:

- Difference in the amount of survey work that is necessary for the project as defined. Quantum sees the need for more survey.
- Collins sees the need for geotechnical borings where Quantum does not.
- Collins has budgeted for four on-site meetings where Quantum has budgeted for six.
- Collins appears to charge around two-thirds of Quantum's costs for this project as defined for preparation of plans and specifications as well as the garnering of permits. Mr. Haines reported this could be related to the size of the firm, an interest in obtaining work in this geographical region or just a difference of opinion in the work volume necessary for the tasks.

Mr. Haines reported both proposals appear complete. He recommends the Board consider entering into a contract with Collins Engineers, Inc. for the purpose of providing the Town with boat launch engineering services through a "Notice to Proceed". Mr. Haines recommended a contingency of 15% plus an estimated amount for the State application fees. He reported Collins Engineering will provide a "Preliminary Opinion of Probable Construction Costs" within four weeks from receiving the "Notice to Proceed". Mr. Viens motioned to award the contract to Collins Engineering, in the amount of \$45,855, based on Mr. Haines' recommendation. Mr. Drenkhahn seconded the motion and the vote was unanimous. Mr. Ricciardi motioned to sign the "Notice to Proceed" with Collins Engineering, in the amount of \$45,855. Mr. Drenkhahn seconded the motion and the vote was unanimous.

HIGH HAITH ROAD PARKING: Ms. Woodaman reported Deputy Town Clerk Sheila Mohan has been researching deeds along High Haith Road to determine the Town's right-of-way.

NEW BUSINESS:

VILLAGE SCHOOLHOUSE REPAIRS REQUEST FOR PROPOSALS: The Selectmen opened, and reviewed, the following proposals received:

Target New England	
▪ Building repairs	\$16,875
▪ Chimney repairs	\$ 6,775

Mr. Drenkhahn expressed his concerns that Target New England left the bandstand roof uncovered, and unprotected from the elements, during their repairs earlier this year. The Selectmen would like to discuss the project with Target New England and Code Enforcement Officer Bill Doucette at their November 3rd meeting.

LIBRARY TRUSTEES: Mr. Viens reported Annette Nichols, Chair of the Library Trustees, requested the Selectmen appoint two new Trustees. Mr. Viens reported the Selectmen need written documentation of the Library Trustee's vote to request the Selectmen vacate two Trustee appointments that were made in error.

TOWN HOUSE CLEAN UP: Ms. Ponton reported receiving a quote of \$150 from Turnkey Construction to clean up behind the Town House. Mr. Drenkhahn motioned to authorize Turnkey Construction to clean up behind the Town House in the amount of \$150. Mr. Ricciardi seconded the motion and the vote was unanimous.

ADDITIONAL BUSINESS:

STATE OF NEW HAMPSHIRE:

- **State of New Hampshire Floodplain Management Program:** Mr. Viens reported attending the virtual meeting regarding updating the flood hazard information and issuing new floodplain maps. He reported links will be sent to the Select Boards with a link to the first draft; it will show the existing map with an overlay of proposed revisions.

PUBLIC INPUT:

KAREN PONTON:

- **Schoolhouse chimney repairs:** Ms. Ponton reported the Schoolhouse chimney is original to the building (1886) and explained the importance of having a mason who understands historic chimneys look at it. She reported improper mortar causes problems with the original bricks. Ms. Ponton reported she has information on repointing mortar joints in historic chimneys and the names of masons familiar with this process; she will forward this information to the Selectmen.
- **Schoolhouse bathroom repairs:** Ms. Ponton reported issues with the bathroom include dampness, moisture and mold; she feels the problem with the floor is due to the moisture and she hopes this will be addressed as part of the repairs. Mr. Viens reported Code Enforcement Officer Doucette will oversee the project.

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

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

Cannon	TML 218-4
Guarino	TML 226-45

ANNOUNCEMENT:

VETERAN'S DAY: Mr. Viens reported the Town Offices will be closed Veteran's Day, Thursday, November 11th.

ADJOURNMENT: At 6:40 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