

**Center Harbor Board of Selectmen
Meeting Minutes
Wednesday, November 17, 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, Bette Miller, George Gurney, Fire Chief Tyler Driscoll, Code Compliance Officer Bill Doucette and Selectmen's Administrative Assistant Robin Woodaman were also in attendance.

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

MEETING MINUTES:

- **November 10, 2021 Board of Selectmen's meeting:** Mr. Drenkhahn motioned to approve the minutes of the November 3, 2021 Board of Selectmen's meeting as presented electronically. Mr. Ricciardi seconded the motion and the vote was unanimous.

APPOINTMENTS:

FIRE CHIEF TYLER DRISCOLL:

- **American Rescue Plan Act (ARPA) funds:**
 - **Fire Station floor:** Chief Driscoll reported receiving an additional estimate of \$18,000 for the Fire Station floor and he is waiting for another estimate.
 - **Fire Station repairs:** Chief Driscoll reported he and Code Compliance Officer Bill Doucette have worked together on the restroom repairs; they don't believe anything has been done to the restrooms since the 1970's. Chief Driscoll reported additional items to be addressed include lighting, painting and the gear washer and dryer. Mr. Doucette will submit the project specifications in order to request proposals. There was discussion regarding this possibly being a 2022 warrant article; the amount of funding with ARPA will depend on the final project cost estimate.
- **State of New Hampshire Emergency Relief and Recovery:** Mr. Driscoll reported on the possibility of a State grant up to \$50,000 with a 10% match from the Town; these funds could help bring the current emergency medical supplies and equipment up to the next level. He reported there are numerous medically trained members of the Fire Department including an Emergency Medicine doctor.
- **4-wheeler:** Chief Driscoll reported the 4-wheeler with the trailer will be advertised for sale.
- **2021 budget:** Chief Driscoll reported the Fire Department's end-of-the-year budget numbers look good.
- **Bean Road development project:** Chief Driscoll reported being in contact with the Moultonborough Fire Chief regarding the proposed development of 30 duplexes, totaling 60 3-4-bedroom units. He reported they are not advertised as low income or elderly housing. Chief Driscoll reported concerns with increased traffic, motor vehicle accidents

and medical calls. He reported the area has good mutual aid coverage. Mr. Viens reported he attended the Moultonborough Planning Board's meeting and will report on the meeting during the "Selectmen's Reports" section of the agenda.

LIBRARY TRUSTEES ANN XAVIER AND KAREN PONTON:

- **Proposed 2022 Library budget:** Ms. Ponton submitted the Library's proposed 2022 budget and reported comparing it to the 2019 expenditures due to the impact Covid had on the 2020 expenditures. She reported the warrant article appropriating funds will only address the Town's appropriation, not funding from the Nichols Fund. Ms. Ponton reported Mr. Nichols' estate distributes dividends to various charities every year including the Nichols Memorial Library.
 - **Wages:** \$67,000 proposed for 2022, \$66,964 expended in 2019.
 - **Health insurance, workers' compensation, unemployment, fuel, cleaning, electricity:** These costs are covered by the Town's operating budget.
 - **Furnishings/equipment:** \$1 proposed for 2022, \$0 expended in 2019.
 - **Repairs/maintenance:** \$1 proposed for 2022, \$1,283 expended in 2019. Ms. Ponton reported there were unanticipated technology repairs incurred in 2021 (\$3,141 to date). Mr. Ricciardi asked if the Library received donated funds towards new computers. Ms. Ponton explained the Library did, but there was no provision for maintenance and additional items needed.
 - **Supplies:** \$1 proposed for 2022, \$1,503 expended in 2019.
 - **Telephone:** \$1,500 proposed for 2022, \$1,417 expended in 2019.
 - **Travel:** \$1 proposed for 2022, \$88 expended in 2019.
 - **Collection development:** \$1 proposed for 2022, \$0 expended in 2019.
 - **Books & periodicals:** \$10,000 proposed for 2022, \$10,730 expended in 2019.
 - **Landscaping:** \$1 proposed for 2022, covered by the Town in 2019.
 - **Special projects from gifts:** \$1 proposed for 2022, \$640 expended in 2019. Ms. Ponton reported this funds the Squam Lakes Science Center pass, and Library memberships.
 - **Professional development:** \$1 proposed for 2022, \$315 expended in 2019.
 - **Program projects:** \$1 proposed for 2022, \$107 expended in 2019.
 - **Miscellaneous:** \$1 proposed for 2022, \$112 expended in 2019.
 - **Computer maintenance:** \$2,040 proposed for 2022, \$595 expended in 2019.
 - **Legal & professional services:** \$1,000 proposed for 2022, \$0 expended in 2019.
 - **Total:** \$81,550 proposed for 2022, \$83,754 expended in 2019.
- **Library update:** Ms. Xavier updated the Selectmen on the following:
 - **Staffing:** Ms. Xavier reported a temporary employee, on loan from the Meredith Library, works on Mondays, another assistant works on Thursdays and a new employee will start on December 6th.
 - **State of the building:** Ms. Xavier reported the state of the building is not very good. She reported water is going into the building due to roof issues and the gutters needing to be replaced; on September 25, 2019, \$1,750 was approved for custom gutters, but they were never installed and the funds were never spent. Mr. Viens requested Mr. Doucette have someone look at the roof; Ms. Xavier reported she has requested a couple of roofing companies to look at roof issues. She reported

asking Target New England, who are working on the Schoolhouse chimney, to look at the Library's roof. There was discussion regarding the outside drainage and condition of the basement. Mr. Doucette reported he feels the issue is that the gutters don't work; if the gutter problem is addressed, it may remediate the other issue. There was reference to a drainage report previously conducted by H.E. Bergeron; Ms. Ponton reported the plan references tying the gutters into underground drainage. Mr. Viens requested a Request for Proposals be issued. Ms. Ponton expressed her concern that this could be a very expensive project. Mr. Drenkhahn requested Road Agent Jeff Haines review H.E. Bergeron's report.

PUBLIC INPUT:

KAREN PONTON:

- **Town House cleanup:** Ms. Ponton read a text she received from Todd Andrews of Turnkey Construction. Mr. Andrews reported his crew cleaned up the Town House grounds and he was not going to charge the Town, it is a contribution. Mr. Andrews complimented the Town on the rehabilitation of the building.

SELECTMEN'S REPORTS:

MR. VIENS:

- **Bean Road development project:** Mr. Viens reported attending the Moultonborough Planning Board's meeting regarding the proposed development on Bean Road; there was no public input. He reported the developer requested a waiver of the Planning Board's required traffic study; it was denied. The developer also requested a permit for excavation; that was also denied. Mr. Viens reported the Planning Board discussed having a dialog with Center Harbor regarding safety and fire concerns. Mr. Viens reported, when public input is accepted, he will request an environmental impact study be conducted. He explained it is a low recharge area with 10,000 cubic feet a day; the developer is planning to conduct a well test pumping 70,000 cubic feet. Mr. Viens expressed his concern for additional traffic on Kelsea Ave. from the development. Mr. Ricciardi suggested Center Harbor resident, and President of the Lake Kanasatka Watershed Association, Kirk Meloney be asked to attend due to potential impact on the Lake Kanasatka watershed.

UNFINISHED BUSINESS:

PROPOSED 2022 BUDGET:

- **Executive:**
 - **Selectmen's wages:** \$18,000 proposed for 2022, \$18,000 appropriated in 2021.
 - **Administrative Assistant and Clerical wages:** The Selectmen will discuss proposed wages at a future meeting.
 - **Telephone:** \$1,875 proposed for 2022, \$1,875 appropriated in 2021.
 - **Professional services:** \$2,500 proposed for 2022, \$2,000 appropriated in 2021.
 - **Equipment maintenance:** \$2,900 proposed for 2022, \$2,900 appropriated in 2021.

- **Computer support and service:** \$23,000 proposed for 2022, \$16,500 appropriated in 2021. There was discussion regarding the costs associated with increased computer needs.
- **Printing and advertising:** \$7,000 proposed for 2022, \$5,000 appropriated in 2021. There was discussion regarding the additional advertising required in 2021 for items such as public hearings, Request for Proposals, and hiring employees.
- **Dues and memberships:** \$4,600 proposed for 2022, \$4,600 appropriated in 2021.
- **Conferences, professional development:** \$100 proposed for 2022, \$100 appropriated in 2021.
- **Postage and supplies:** \$6,500 proposed for 2022, \$6,500 appropriated in 2021.
- **Miscellaneous:** \$500 proposed for 2022, \$500 appropriated in 2021. Due to Covid, portable restroom facilities were placed in back of the Municipal Building; these costs were charged to this line item. In the event portables are needed in 2022, the Selectmen will propose a new line item "Portables". The cost for the portables at the Town Beach, High Haith Boat Launch and the ballpark are expended in the Parks & Recreation budget.
- **Gift baskets:** \$1,000 proposed for 2022, \$1,000 appropriated in 2021.
- **Bank fees and chargebacks:** \$1 proposed for 2022, \$1 appropriated in 2021.
- **Office equipment and software:** \$1 proposed for 2022, \$1 appropriated in 2021.
- **Employee background checks:** \$450 proposed for 2022, \$100 appropriated in 2021.
- **Joint Loss Management Committee:** \$1 proposed for 2022, \$100 appropriated in 2021.
- **Employee wellness program:** \$450 proposed for 2022, \$400 appropriated in 2021.
- **Portables:** \$2,000 proposed for 2022, \$0 appropriated in 2021.
 - **Total:** \$70,878 proposed for 2022 (excluding wages), \$68,577 appropriated in 2021 (excluding wages).
- **Conservation Commission:** \$1,000 proposed for 2022, \$750 appropriated in 2021.
- **Copiers:** Ms. Woodaman reported the two administrative office copiers will be seven years old in 2022; she was informed that replacement parts are difficult to locate after seven years. The Selectmen requested a Request for Proposals be issued for a lease/purchase of the copiers to be voted on at Town Meeting. Mr. Drenkhahn suggested the Selectmen consider a warrant article to establish an Equipment Capital Reserve Fund.

VOLUNTEER APPRECIATION EVENT: Mr. Drenkhahn reported Kaylon Sweets, of Osterio Poggio, would like to work with the Selectmen for the volunteer appreciation event. Mr. Viens reported there were approximately 30 – 35 people at the last event and recommended Mr. Drenkhahn proceed with scheduling the event at Osterio Poggio. Mr. Ricciardi suggested hosting the event on Wednesday, December 15th at 5:00 p.m. with the Selectmen's meeting beginning at 7:00 p.m.; Mr. Viens and Mr. Drenkhahn agreed.

VILLAGE SCHOOLHOUSE REPAIRS: The Selectmen received an email from Center Harbor Historical Society President Roland Garland requesting the inspection, and possible repairs, of the inside plumbing under the bathroom and kitchen towards the back of the building where the water supply comes in. Mr. Garland reported, for many years, there has been a large amount of rust

when the water is first turned on and a loss of water pressure within fifteen minutes. Target New England will be asked to look at this area.

NEW BUSINESS:

2021 PROPERTY TAX WARRANT: Mr. Viens motioned to sign the 2021 Tax Collector's property tax warrant in the amount of \$3,320,138.08; the two percent discount date is December 10, 2021 and the due in full date is December 20, 2021. Mr. Ricciardi seconded the motion and the vote was unanimous.

2022 LANDSCAPING SERVICES: The Selectmen received, and reviewed, the following proposals received for the 2022 landscaping services:

Turnkey Construction	\$23,845
Miracle Farms Landscaping	approximately \$34,000 depending on the number of mowings, fertilizer treatments, garden services etc.

Mr. Viens requested clarification of the number of lawn mowings and garden services. Mr. Drenkhahn estimated there would be six months, or 26 weeks, of lawn cuttings. Mr. Viens motioned to contract with Turnkey Construction, in the amount of \$23,845, for 2022 landscaping services pending clarification of the number of lawn mowings. Mr. Drenkhahn seconded the motion and the vote was unanimous.

REPLACEMENT OF A SEPTIC SYSTEM: The Selectmen were notified that a replacement septic system was installed at 775 Winona Road within the Town's setback requirements and without a Town-issued construction permit. Mr. Doucette reported after receiving the State of New Hampshire approval for the system, he called and left messages for the septic designer regarding the need to apply for a variance and a construction permit; his calls were not returned. Mr. Doucette reported the Town should have approved it prior to the State's approval. He explained the State can waive setback requirements, but it can't waive Town requirements. Mr. Doucette recommended the Selectmen consider fining the designer and installer, who were contracted by the property owner to file all necessary permits. Mr. Ricciardi referred to Town Ordinance 4:3 Penalties:

In case of violation of this Ordinance, the Selectmen of the Town of Center Harbor may institute any appropriate action or proceeding to prevent such violation; to restrain, correct, or abate such violation; or to prevent the unlawful occupancy or any building, structure, or land. Any person, firm, or corporation which violates any provision of this Ordinance shall be punishable by a fine of not more than two hundred seventy-five (\$275.00) dollars per day for a first offense and five hundred (\$500.00) dollars per day for subsequent offenses.

Mr. Viens motioned for the Selectmen to send letters to the designer and installer fining each \$275 per day, per Town Ordinance 4:3 "Penalties", from their receipt of the letter until the date the complete variance application is submitted to the Town's Zoning Board of Adjustment. Mr. Ricciardi seconded the motion and the vote was unanimous.

HIGH HAITH BOAT LAUNCH DAMAGE: The Selectmen were informed by Parks & Recreation Director Sandy Frost, via email, that a company removing a barge at the High Haith Boat Launch removed six large rocks and placed to the side using heavy equipment, the wooden fence was partially removed and then replaced at an angle not parallel to the rest of the fence. Ms. Frost reported Road Agent Jeff Haines will remove the large rocks, fix the fence post and put stone fill in the ramp area where the rocks were removed. The Selectmen will look at the boat launch area. Mr. Viens requested Mr. Haines meet with the Selectmen to discuss this matter.

TOWN REPORT COVER: The Selectmen agreed with Planning/Zoning Clerk Aimee Manfredi-Sanschagrin's suggestion to have a picture of the Town employees on the cover of the 2021 Town Report.

ADDITIONAL BUSINESS:

PARKS & RECREATION DEPARTMENT:

- **2022 band concert:** Mr. Viens motioned to contract with The Lakes Region Woodwind Quintet, in the amount of \$900, for an August 22, 2022 performance; either party may cancel/void this agreement if any Covid-19 related circumstances arise. Mr. Drenkhahn seconded the motion and the vote was unanimous. This will decrease the Parks & Recreation Department's "band concert" line item by \$100.

LAKE KANASATKA WATERSHED MANAGEMENT PLAN: Lake Kanasatka Watershed Association President Kirk Meloney submitted to the Selectmen, Conservation Commission and Planning/Zoning copies of the Lake Kanasatka Watershed Management Plan, prepared by FB Environmental Engineering. Mr. Meloney asked the Town to review Section 2.4 on the plan to make sure they are correct for Center Harbor.

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:

Rilla	TML 102-10
West	TML 226-4
J&C Holding, LLC	TML 227-8
Holtzmann	TML 212-2
Abelson	TML 212-14

PUBLIC INPUT: None

NON-PUBLIC SESSION: At 7:32 p.m. Mr. Drenkhahn motioned to go into a non-public session per RSA 91:A:3, II(e) to discuss pending litigation. Mr. Ricciardi seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Ricciardi – aye, Mr. Drenkhahn – aye. Mr.

Viens, Mr. Ricciardi and Mr. Drenkhahn were present for a discussion regarding pending litigation.

At 7:45 p.m. Mr. Ricciardi motioned to end the non-public session. Mr. Viens seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Ricciardi – aye, Mr. Drenkhahn – aye.

RECONVENE: At 7:45 p.m. Mr. Viens reconvened the Board of Selectmen’s meeting.

ADJOURNMENT: At 7:46 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