

**Center Harbor Board of Selectmen
Meeting Minutes
Wednesday, December 15, 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, Bob Dionne, Lianne Dionne, Tim Nefores and Code Enforcement Officer Bill Doucette were also in attendance.

AGENDA REVIEW: There will be a non-public session at the end of the meeting.

MEETING MINUTES:

- **December 8, 2021 Board of Selectmen's meeting:** Mr. Drenkhahn motioned to approve the minutes of the December 8, 2021 Board of Selectmen's meeting as presented electronically. Mr. Ricciardi seconded the motion and the vote was unanimous.

APPOINTMENTS:

CODE ENFORCEMENT OFFICER BILL DOUCETTE:

- **Gravel pit conditions:** Mr. Doucette asked for clarification of the Zoning Board of Adjustment's January 28, 2002 condition number 3: "Maximum hours of operation, 7:00 a.m. to 6:00 p.m. daily, five and a half days a week. The time of operation is March 15 to November 15." He noted that a complaint had been made about operating outside of approved hours. Mr. Doucette contacted Ambrose Brothers and provided a copy of the original conditions for their reference.
- **Schoolhouse repairs:** This discussion was moved to a non-public session at the end of the meeting.

PUBLIC INPUT: None

SELECTMEN'S REPORTS: None

UNFINISHED BUSINESS:

PROPOSED 2022 BUDGET: New budget worksheets were presented. The Board decided to dedicate the next meeting (December 22, 2022) to a budget workshop to try and finalize the preliminary budget.

ROAD AGENT JEFF HAINES: Mr. Haines submitted a memo regarding the following:

- **Library:** Mr. Haines reported reaching out to Jason Ross of HEB Engineering twice but has yet to hear back from him regarding the costs to prepare construction plans and bid documents for the outside drainage by the Library. He reported meeting with two Library Trustees and Jeff Taylor, of Viking Roofing, regarding the Library's roof.
- **Temporary boat ramp repairs:** Mr. Haines reported being in communication with three masonry product representatives regarding products available for a temporary repair to the boat ramp and hopes to meet with contractors experienced in these types of products on

site as soon as possible to get their thoughts, options and cost estimates for a temporary repair that would buy some time to secure funding for the long-term fix. Mr. Ricciardi will look into possible grant applications for stormwater runoff/boat launch repair by applying for ARPA funds.

NEW BUSINESS:

SALE OF TOWN-OWNED PROPERTY: The Selectmen opened the following proposals for the advertised sale of town-owned property:

	<u>1992 Utility trailer</u>	<u>2003/2004 Arctic Cat ATV</u>
Adam Schaub	\$107.51	\$1,227.00
Robert Dionne	\$250.00	\$ 900.00

Mr. Viens motioned to sell the 2003/2004 Arctic Cat ATV to Adam Schaub, the highest bidder, and the 1992 utility trailer to Robert Dionne, the highest bidder. Mr. Ricciardi seconded the motion and the vote was unanimous.

ACCEPTANCE OF UNANTICIPATED FUNDS PER RSA 31:95-b: Mr. Ricciardi motioned to accept a \$500 donation from the Moultonboro Lions Club to assist the Town's needy during the holidays. Mr. Drenkhahn seconded the motion and the vote was unanimous. A Thank you will be sent to the Lions Club for their generous donation.

TRANSFER TO THE GENERAL FUND FROM THE TRUSTEES OF THE TRUST FUNDS: Mr. Drenkhahn motioned to request the Trustees of the Trust Funds transfer the following to the Town's General Fund for reimbursement to the General Fund:

Town Roads Repairs & Maintenance Expendable Trust Fund	\$175,442.91
Town Buildings Repairs & Maintenance Expendable Trust Fund	\$ 46,964.98
Town Fuelraiser Expendable Trust Fund	\$ 1,407.86
Center Harbor Memorial Park Trust Fund	\$ 4,250.00

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

TRANSFER TO THE GENERAL FUND FROM THE TOWN TREASURER: Mr. Ricciardi motioned to request Town Treasurer Jeannie DeGrace transfer the following to the Town's General Fund for reimbursement to the General Fund:

Parks & Recreation Revolving Fund	\$4,585.50
Police Department Special Detail Revolving Fund	\$6,937.50
Heritage Commission Fund	\$7,970.00

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

POLICE DEPARTMENT EXPENDITURES: Police Chief Mark Chase submitted a memo requesting permission to make a year-end purchase of one new portable radio. He requested \$2,500 come from the Police Department’s “Equipment” line item and \$1,311.80 from the Police Department “Special Detail Revolving Fund”. Mr. Drenkhahn motioned to approve Chief Chase’s request to purchase a new portable radio. Mr. Ricciardi seconded the motion and the vote was unanimous.

PROPERTY TAX ABATEMENT: Mr. Drenkhahn motioned to abate the following property tax:

Allen	TML 102-8	\$500	Veteran’s exemption was not applied
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Mr. Ricciardi seconded the motion and the vote was unanimous.

ASSESSING SERVICES: Mr. Drenkhahn motioned to contract with Commerford, Nieder, Perkins LLC for general assessing services for 2022 – 2024; the rates are the same as in 2021:

- Pick-up services: \$70 per pick-up
- Assessing work: \$94 per man-hour
- Appeal services: \$110 per man-hour

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

COPIER MAINTENANCE: Mr. Drenkhahn motioned to contract with Twin Rivers Office Machines, Inc., in the amount of \$472, for maintenance of the Police Department’s copier. Mr. Ricciardi seconded the motion and the vote was unanimous.

ADDITIONAL BUSINESS:

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

Murphy	TML 206-11
Moran	TML 208-30
White	TML 105-3

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.

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

PUBLIC INPUT:

KAREN PONTON:

- **Copier maintenance:** Ms. Ponton inquired about the copier maintenance for the Library noting that they had a separate contract.
- **Cemetery repairs:** Ms. Ponton inquired about Cemetery repairs. Mr. Viens will contact Charley Hanson, Chair of the Cemetery Trustees, for an update.

NON-PUBLIC SESSION: At 6:35 p.m. Mr. Ricciardi motioned to go into a non-public session per RSA 91-A:3, II(c) to discuss matters which could affect someone's reputation. Mr. Viens seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Ricciardi – aye, Mr. Drenkhahn – aye. At 6:45 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 6:45 p.m. Mr. Viens reconvened the Board of Selectmen's meeting.

SCHOOLHOUSE REPAIRS: There was a discussion on the schoolhouse repairs; the work has not been completed to the Town's satisfaction at this time.

MR. DRENKHAHN: At 6:48 p.m. Mr. Drenkhahn excused himself from the meeting to attend to some personal business.

ADJOURNMENT: At 7:05 p.m. Mr. Viens motioned to adjourn the Board of Selectmen's meeting. Mr. Ricciardi seconded the motion and the motion passed.

Respectfully submitted,

Harry Viens,
Chair, Board of Selectmen