

**Center Harbor Board of Selectmen
Meeting Minutes
Wednesday, December 22, 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, Police Chief Mark Chase and Selectmen's Administrative Assistant Robin Woodaman were also in attendance.

AGENDA REVIEW: Mr. Viens reported Chief Chase requested a meeting with the Selectmen in a public and non-public session. He suggested the Selectmen meet with Chief Chase for both purposes in the "Appointments" portion of the meeting; Mr. Ricciardi and Mr. Drenkhahn agreed.

MEETING MINUTES:

- **December 15, 2021 Board of Selectmen's meeting:** Mr. Drenkhahn motioned to approve the minutes of the December 15, 2021 Board of Selectmen's meeting as presented electronically. Mr. Ricciardi seconded the motion and the vote was unanimous.

APPOINTMENTS:

POLICE CHIEF MARK CHASE:

- **Computer expense line item:** Chief Chase reported on issues trying to tie his records in with the computer expense line item; he stressed the necessity for all Police Department invoices to have his signature for approval. He reported in 2020, the Police Department's budget pre-paid \$4,000 in computer services; with the pre-payment, the line item should be in the black by \$1,000, but the Town shows it negative by approximately \$400. There was discussion regarding the Town switching computer service companies approximately November 1, 2020 and two months of the Police Department's computer service (\$505 per month) was expended in 2020, which Chief Chase was not aware of. Chief Chase reported Lakes Region Computer had been asked to email the Police Department invoices directly to him, they did not do that – invoices were sent to the Selectmen's email. Ms. Woodaman reported the invoices for computer service for Administration, Highway Department, Fire Department, Parks & Recreation Department and the Police Department were all emailed to the Selectmen's email and then processed for payment. Going forward, all Police Department invoices will go to Chief Chase.
- **Non-public session:** At 6:15 p.m. Mr. Viens motioned to go into a non-public session per RSA 91-A:3, II(b) to discuss hiring a public employee. 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, Mr. Drenkhahn and Chief Chase were present for a discussion regarding a potential replacement Police Officer. At 6:30 p.m. Mr. Ricciardi motioned to end the non-public session. Mr. Drenkhahn seconded the motion and the vote was unanimous. Roll call: Mr. Viens – aye, Mr. Ricciardi – aye, Mr. Drenkhahn – aye.

RECONVENE THE BOARD OF SELECTMEN'S MEETING: At 6:30 p.m. Mr. Viens reconvened the Board of Selectmen's meeting.

PUBLIC INPUT: None

SELECTMEN'S REPORTS: None

UNFINISHED BUSINESS:

PROPOSED 2022 BUDGET: The following items were discussed:

- **Center Harbor Historical Society:** \$1,000 requested for 2022, \$1,000 appropriated in 2021.
- **Executive Printing & Advertising:** \$5,000 was appropriated in 2021, as of this date, \$8,297 has been expended. Ms. Woodman reported \$5,499 of that total was for advertising. There was discussion regarding the number of newspaper ads run for items such as help wanted and Requests for Proposals. Mr. Ricciardi questioned if the Town received the best rate possible for advertising. The Selectmen will propose \$7,000 for 2022.
- **Portable restrooms:** Parks & Recreation Director Sandy Frost submitted information on portable restroom rentals; 4 standard porta potties at \$175 each per month and 1 handicap porta potty at \$200 per month. Mr. Ricciardi reported this amount is more than the same company charges his business and asked Ms. Frost to research this proposal further.
- **Transfer Station:** Mr. Ricciardi asked if the cost for the Transfer Station increased every year. Mr. Viens explained there are capital equipment purchases included in the cost. Mr. Drenkhahn reported, per the Town's agreement with Meredith, the Town has the ability to pay for the capital equipment purchases over time.
- **Library Roof and Drainage Expendable Trust Fund (ETF) warrant article:** The Selectmen had previously discussed proposing the creation of an ETF to address the Library's roof and drainage. After further discussion, they decided to increase the Town Buildings Repairs & Maintenance ETF by \$50,000 for these purposes.
- **Health insurance:** \$186,414 appropriated in 2021, \$177,823 expended to date. Ms. Woodman reported an employee who had single coverage left employment in April; his replacement began in September and has family coverage. She explained the proposed 2022 budget of \$220,280 reflects that difference (single versus family) and an employee who has 2-person coverage will be leaving December 31st; the proposed budget reflects anticipating the new employee with family coverage. This proposed amount can be changed based on when a new employee is hired and his/her health insurance needs.
- **Total proposed budget:** \$3,276,294 proposed for 2022, \$3,056,834 appropriated in 2021, \$2,849,087 expended to date in 2021. The Selectmen expressed their concern with the increase, but with costs rising, they do not see an area to reduce. Mr. Viens reported expenditures typically come under appropriations and unexpended funds go to increase the Town's unreserved fund balance.

LIBRARY ROOF: The Selectmen received, and reviewed, Viking Roofing's proposal in the amount of \$474,918 to replace the existing slate roof and restore the original gutters on the Library. Mr. Ricciardi questioned the need to replace the whole slate roof and expressed his understanding that there are sections of slate that need to be repaired/replaced, but not the whole roof. He recommended a second opinion be obtained and reported he will contact a builder he knows for

recommendations. Mr. Viens referred to Viking Roofing's proposal in the amount of \$6,800 for a new snow rail at the back entrance which would eliminate the water problem from the gutters. There was discussion regarding the Selectmen meeting with Viking Roofing Representative Josh Hansen to review his proposal.

HIGH HAITH ROAD PARKING: Mr. Viens reported he will contact Squam Lakes Conservation Society (SLCS) Executive Director Roger Larochelle regarding any easement issues pertaining to parking in the Town's right-of-way on conservation land. He explained Town ordinances require a 50' buffer to the wetlands; the Town's right-of-way is inside the buffer zone and the Town could violate its own ordinance if parking was allowed. Mr. Drenkhahn reported the Town can override its own ordinances. Mr. Ricciardi questioned if the boat launch was there prior to the conservation easement; it was. He asked if the ordinance was in place prior to the conservation easement or the ordinance was after the easement; Mr. Viens is not sure, this will have to be researched.

SCHOOLHOUSE REPAIRS: The Selectmen received, and reviewed, an email from Karen Ponton reporting the new exterior hardware on both front doors is not period appropriate in style and appearance; they do not even match each other. The Selectmen asked that this be forwarded to Code Enforcement Officer Bill Doucette so that he can address this with Target New England.

AMERICAN RESCUE PLAN ACT (ARPA) GRANT: Mr. Ricciardi reported he and Ms. Ponton met to discuss the possibility of applying for an ARPA grant for the drainage project at the Town's boat launch on Lake Winnepesaukee. Road Agent Jeff Haines has been asked to obtain the cost estimates for the drainage project separate from the boat launch repairs. Ms. Ponton recommended the grant engineer be asked if Center Harbor is eligible to apply; she explained some grants require pre-approval of the project. She questioned if the Town is eligible to apply for a grant and referenced a list of towns who have approved projects, Center Harbor is not on the list. Mr. Ricciardi will follow this up after the first of the year.

AMBROSE GRAVEL PIT: Code Compliance Officer Bill Doucette reported, via email, that he received a complaint on December 13, 2021 regarding the operation at the Ambrose Gravel Pit reporting they were not following the conditions of operations, specifically that they are not supposed to be in operation after November 15th of each year until March 15th of the following year. The complaint also stated that they were in violation of the noise ordinance regarding the hours of operation. Mr. Doucette reported placing a telephone call to Rob Ambrose requesting operations to cease immediately; Mr. Ambrose said they would.

NEW BUSINESS:

FIRE DEPARTMENT:

- **Firefighter:** Mr. Viens motioned to hire Max McClaskie as a firefighter subject to a successful background check. Mr. Drenkhahn seconded the motion and the vote was unanimous.

TRANSFER TO THE GENERAL FUND FROM THE TRUSTEES OF THE TRUST FUNDS: Mr. Ricciardi 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 Buildings Repairs & Maintenance Expendable Trust Fund \$35,352.48

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

VEHICLE REGISTRATIONS: The Selectmen were informed that the Town Clerk's Municipal Agent program for vehicle registrations has been down since yesterday; Lakes Region Computer is in contact with the State of New Hampshire for technical support. Town Clerk Mary Richardson reported Elle King, Town Clerk of Holderness, has agreed to help process Center Harbor registrations until the program is back up, but needs authorization from the Selectmen. Mr. Drenkhahn motioned to agree to assistance from the Town of Holderness for registration processing due to Center Harbor's program being down. Mr. Ricciardi seconded the motion and the vote was unanimous.

SIGN ORDINANCE COMPLIANCE:

- **Gusto Market:** Mr. Drenkhahn referenced the number of signs installed at Gusto Market and requested Code Compliance Officer Bill Doucette be asked if they are in compliance with the sign ordinance. Mr. Viens reported, if they are not in compliance, they will be required to come into compliance.
- **Business sign inventory:** There was discussion regarding the Selectmen's previous efforts to have businesses comply with the sign ordinance which included them submitting a sign inventory. Previous Code Compliance Officer Ken Ballance had worked on creating a sign inventory database from the inventories submitted. The Selectmen discussed completing the database and requiring all businesses to comply with the ordinance.

ADDITIONAL BUSINESS:

STATE OF NEW HAMPSHIRE:

- **State of New Hampshire Department of Environmental Services (NH DES):** Mr. Drenkhahn motioned to sign a letter to the following property owner explaining that a Town-issued construction permit may be required for him to do the work pertaining to the NH DES Wetlands and Non-Site Specific Permit 2021-01076:

Kline TML 223-3

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

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

Kernen TML 220-20

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.

PUBLIC INPUT:

KAREN PONTON:

- **High Haith Road parking:** Ms. Ponton reported her recollection is that the property owner did not want parking on his portion of High Haith Road and even though the Town ordinances state that parking is allowed on that side of the road, the Selectmen agreed to put up “No Parking” signs which violated the Town ordinance. Mr. Drenkhahn reported the Selectmen tried to appease the property owner and now there are repercussions.

CORRESPONDENCE:

- **New Hampshire Interscholastic Athletic Association (NHIAA):** The Selectmen reviewed a letter from NHIAA to Parks & Recreation Director Sandy Frost thanking her for all she did during the past fall tournament season.

SELECTMEN’S MEETING: The Selectmen will not meet on Wednesday, December 29, 2021.

ADJOURNMENT: At 7:28 p.m. Mr. Drenkhahn motioned to adjourn the Board of Selectmen’s meeting. Mr. Ricciardi seconded the motion and the vote was unanimous.

Respectfully submitted,

Harry Viens,
Chair, Board of Selectmen