

**Center Harbor Board of Selectmen  
Meeting Minutes  
Wednesday, May 24, 2023**

**CALL TO ORDER:** At 6:00 p.m. Chairman Richard Drenkhahn called the Board of Selectmen's meeting to order. Selectmen Harry Viens and William Ricciardi were present. Karen Ponton, Ann Xavier, Code Compliance Officer Bill Doucette and Selectmen's Administrative Assistant Robin Woodaman were also in attendance.

**AGENDA REVIEW:** Code Compliance Officer Bill Doucette would like an appointment with the Selectmen.

**MEETING MINUTES:**

- **May 17, 2023 Board of Selectmen's meeting minutes:** Mr. Viens motioned to approve the minutes of the May 17, 2023 Board of Selectmen's meeting as presented electronically. Mr. Ricciardi seconded the motion and the vote was unanimous.

**APPOINTMENTS:**

**KAREN PONTON:**

- **Koss/Bean Road project:**
  - **Petitioned warrant articles:** Ms. Ponton questioned the language for the petitioned warrant articles; should the wording be as a question – yes, they should. Mr. Drenkhahn recommended Ms. Ponton refer to the original warrant article which established the reciprocal use of beaches between Center Harbor and Moultonborough for the wording to rescind that agreement. Ms. Ponton reported there will be two petitioned warrant articles: one to rescind the use of the beach by Moultonborough residents and one to limit the use of the boat launch to Center Harbor residents and their guests only.

**CODE COMPLIANCE OFFICER BILL DOUCETTE:**

- **Construction permits:** Mr. Doucette recommended the Select Board require the submission of electronic building plans with construction permit applications. He explained a hard copy of the building plans is now required, but those plans are not kept after the construction is completed – electronic plans would be filed with the property file. Mr. Viens motioned to require the submission of electronic building plans and all related materials with construction permit applications. Mr. Ricciardi seconded the motion and the vote was unanimous.
- **Brooks House storage:** There was discussion regarding the need for cleaning and organizing the items stored in the Brooks House. Mr. Doucette recommended the Select Board consider tearing the building down and rebuilding a proper storage structure.

## **PUBLIC INPUT:**

### **CHAIR OF THE LBIRARY TRUSTEES ANN XAVIER:**

- **Trophy heads:** Ms. Xavier reported, with the exception of the moose head, the trophy heads have been cleaned and are back in place at the Library. She explained the moose head is bolted to the wall and will be repaired in place.
- **Summer aide:** Ms. Xavier reported a ten-hour per week summer aide will be hired. She reported this employee might begin employment prior to the Town receiving the background check.
- **Outside reading room:** Ms. Xavier reported the Library Trustees discussed the addition of an outdoor, gazebo-type reading room; it would be funded by the Library. Ms. Xavier reported people want to make donations to the Library, no more memorial benches are needed, but the reading room could have memorializing plaques. There was discussion regarding the location of the reading room. Mr. Viens recommended the Library Trustees look at the proposed site and determine the structure's dimensions.

## **SELECTMEN'S REPORTS:**

### **MR. VIENS:**

- **Koss development, Bean Road, Moultonborough:** Mr. Viens reported contacting State Representative Tom Ploszaj requesting Mr. Ploszaj contact the State of New Hampshire Department of Environmental Services (NH DES) to register the Town's concerns with the Koss development project on Bean Road, Moultonborough. The Selectmen received a copy of Mr. Ploszaj's email to NH DES Hydrogeologist Andrew Koff and Mr. Koff's May 24, 2023 response; as of May 24, 2023, the NH DES community well siting program has not received any recent submittals on the Koss Construction project and they are committed to sharing, via email, any submittals they receive with both the Towns Center Harbor and Moultonborough.

### **MR. RICCIARDI:**

- **Library drainage:** Mr. Ricciardi reported he, Ms. Xavier and Road Agent Jeff Haines met with a Miracle Farms representative regarding the Library drainage project. He reported Miracle Farms will submit two proposals; one proposes using a small machine to excavate the earth and the other one proposes digging by hand. He explained, if this doesn't work, the recommendation is to dig deeper.

### **MR. DRENKHAHN:**

- **Koss development, Bean Road, Moultonborough:**
  - **Anti-proposal website:** Mr. Drenkhahn reported speaking to a property owner who suggested the creation of an anti-proposal website where potential buyers searching online would be able to see an anti-proposal website. Mr. Ricciardi expressed liability concerns. Mr. Viens reported as long as the website contains true information about the project, it is

protected speech. Mr. Drenkhahn reported someone would have to be hired to create and maintain this website.

### **UNFINISHED BUSINESS:**

#### **LC CENTER HARBOR:**

- **Applications for Tax Exemption:** Mr. Drenkhahn motioned to sign a letter to LC Center Harbor requesting additional information for the applications for tax exemption. Mr. Ricciardi seconded the motion and the vote was unanimous.

**ISO RATING:** The Selectmen received, and reviewed, the following email from Fire Chief Tyler Driscoll:

*I have been putting a lot of time into working with ISO to see why our rating decreased, being that we have added a fire truck and have stuff at the station most days for at least 8 hours of the day, and what we can do in the future to improve it. The good news is the overall rating is not affecting our local businesses or residents. We lost most of our points for not having the minimum number of certified FF on a 911 call in our town. CHFD has adjusted their run cards so that we have more automatic aid coming in. Hopefully that will help get the number of certified FF on our calls up. ISO has approved of Automatic Aid being used. This is a huge issue for several departments due to a lack of FF, EMTS and participation on volunteer and call FD. We lost points for not documenting all the hours that we are currently training in a year, especially driver operator training. We have developed a plan to improve our documentation to the ISO level. Hose testing was not being performed yearly until the Spring of 2022. We will now be hose testing every year which is following the NFPA standard. The department also lost points for not having updated pre plans for our large target hazard buildings in town. Department members will be working on this and putting these plans in Emergency Reporting, which is the software reporting program we use. Lakes Region Dispatch is upgrading their computer system in the Fall of 2023; this will also help our overall ISO rating the next time they come to do one.*

Mr. Ricciardi reported the Fire Department has added a new fire truck, new equipment and increased training and feel the rating should increase, not decrease. Mr. Viens reported issues are record keeping and training.

### **NEW BUSINESS:**

#### **PERSONNEL:**

- **Boat Launch Attendant:** Mr. Drenkhahn motioned to re-hire Greg Reid as a seasonal Boat Launch Attendant. Mr. Ricciardi seconded the motion and the vote was unanimous.

**TOWN WATER RESOURCE ORDINANCE (SECTION 10) DISCREPANCY:** The Selectmen received an email from previous employee Aimee Manfredi-Sanschagrín who reported being contacted by Conservation Commission Chair Maureen Criasia regarding a discrepancy in

the Town's water resource ordinance verbiage; Ms. Criasia asked if Ms. Manfredi-Sanschagrin could work on this discrepancy. Mr. Drenkhahn motioned to authorize Ms. Manfredi-Sanschagrin to work on the water resource ordinance discrepancy with the inclusion of the new Planning/Zoning Administrative Assistant. Mr. Viens seconded the motion and the vote was unanimous.

### **ADDITIONAL BUSINESS:**

#### **STATE OF NEW HAMPSHIRE:**

- **State of New Hampshire Department of Revenue Administration (NH DRA):**
  - **Veteran's Credit Qualifications Worksheet:** Mr. Drenkhahn motioned to approve the following NH DRA Veteran's Credit Qualifications Worksheet:

Parent Living Trust  
Hale 2004 Revocable Trust

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

**BELKNAP COUNTY COMMISSIONERS:** The Selectmen received the Belknap County 2022 Annual Report.

**PAYROLL AND CURRENT BILLS PAYABLE:** Mr. Drenkhahn motioned to approve the payroll and accounts payable manifests as presented. Mr. Viens seconded the motion and the motion passed.

### **CORRESPONDENCE:**

**SANDY FROST:** Parks & Recreation Director Sandy Frost submitted the following email:  
**Town beach and boat launch:**

*Hello Board of Selectmen,  
I see on the agenda that Mrs. Ponton has an appointment to discuss "petitioned warrant articles to beach and boat launch use by only Center Harbor residents and their guests". I will be at the Division 3 Track & Field State Championships and cannot attend your meeting.*

*The Koss project has stirred up opinions by many. Over a year ago you asked the Department Heads to share their concerns on this project. As stated before, I feel it will affect the use of the Center Harbor Town Beach a great deal with increased population. We have a very small beach with limited facilities.*

*I am not in favor of closing the boat launch to Center Harbor residents and their guests only. This would cause "major upset to all boaters" who utilize, enjoy, and pay for use. The boat ramp takes in a great amount of revenue to help the Town of Center Harbor in many ways, including maintenance of Parks and Recreation facilities.*

*Best wishes with your meeting,  
Sandy*

**PUBLIC INPUT:**

**KAREN PONTON:**

- **Planning/Zoning Administrative Assistant:** Ms. Ponton asked for an update on hiring a new staff member. Mr. Drenkhahn reported a new employee has been hired and will begin employment on May 31<sup>st</sup>.

**NON-PUBLIC SESSION:** At 6:37 p.m. Mr. Drenkhahn motioned to go into a non-public session per RSA 91-A:3, II(a) to discuss a personnel matter. Mr. Ricciardi seconded the motion. Roll call: Mr. Drenkhahn – aye, Mr. Viens – aye, Mr. Ricciardi – aye. Mr. Drenkhahn, Mr. Viens and Mr. Ricciardi were present for a discussion regarding a personnel matter. At 6:48 p.m. Mr. Viens motioned to end the non-public session. Mr. Drenkhahn seconded the motion. Roll call: Mr. Drenkhahn – aye, Mr. Viens – aye, Mr. Ricciardi – aye.

**RECONVENE:** At 6:48 p.m. Mr. Drenkhahn reconvened the Board of Selectmen’s meeting.

**ADJOURNMENT:** At 6:49 p.m. Mr. Drenkhahn motioned to adjourn the meeting. Mr. Viens seconded the motion and the motion passed.

Respectfully submitted,

Robin Woodaman  
Selectmen’s Administrative Assistant