

**Center Harbor Board of Selectmen  
Meeting Minutes  
Wednesday, December 1, 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, James Locke, Lisa Herrick, Jean Meloney, Code Compliance Officer Bill Doucette, Police Chief Mark Chase, Road Agent Jeff Haines and Selectmen's Administrative Assistant Robin Woodaman were also in attendance.

**PUBLIC HEARING:** At 6:00 p.m. Mr. Viens opened the public hearing regarding proposed changes to the road speed limits on College Road (north) and Main Street. There was discussion regarding reducing the speed limit on both roads to 25 miles per hour and adding signage to College Road North specifying no through trucking in excess of 12,000 GVW the same as College Road South. Mr. Locke reported he is in favor of reducing the speed limit and referred to the traffic study reporting 600 vehicles traveling on College Road per day and averaging 45 – 50 miles per hour.

Chief Chase reported he supports the residents, and with the Town conducting the speed study and holding a public hearing, the 25 miles per hour speed limit can be legally enforced. There was discussion regarding the placement of the signs; the no through trucking signs will be placed towards the beginning of the road. Mr. Ricciardi asked Chief Chase for his thoughts on lines of the road. Chief Chase reported lines are effective, but some residents didn't care for it. Mr. Haines reported plans for re-paving College Road in 2 – 3 years and recommended not putting lines on the road until after that is finished. Mr. Locke reported the consensus is that the neighbors don't like the idea of lines. Mr. Ricciardi reported no one wants to see speed bumps, but asked about temporary speed bumps. Chief Chase reported any time an obstacle is placed on a public road, it is a safety concern; roads are not like parking lots.

Mr. Viens reported the public hearing will be kept open while the Selectmen conduct their additional business.

**AGENDA REVIEW:** Mr. Viens reported he would like to add a discussion regarding Covid under "New Business."

**MEETING MINUTES:**

- **November 17, 2021 Board of Selectmen's meeting:** Mr. Ricciardi motioned to approve the minutes of the November 17, 2021 Board of Selectmen's meeting as presented electronically. Mr. Drenkhahn seconded the motion and the vote was unanimous.

**APPOINTMENTS:**

**ROAD AGENT JEFF HAINES:**

- **High Haith Boat Launch damage:** Mr. Haines reported receiving a call from John Murphy, who had received a call from Marine Patrol regarding his barge off of the High Haith Boat Launch; Mr. Murphy informed Mr. Haines that he would be pulling the barge

from the lake two days later – he did not ask to use town property. Mr. Haines reported speaking with Police Sergeant Scott Weiss who informed him there was no issue with the barge being there for a couple of days, it was not blocking town property. Mr. Haines reported rocks were removed and a section of the fence was disassembled while the barge was being removed; everything but the rocks was cleaned up. He reported the Highway crew picked up the rocks and replaced one fence post (\$12); he does not have a problem with the condition of the property. The Selectmen are all set with this matter.

- **Library roof and drainage issues:** Mr. Haines reported he and Quantum Construction Consultants, LLC (QCC) Senior Project Manager Jim Bouchard reviewed the drainage plans prepared by HEB Engineers; Mr. Bouchard indicated additional details are needed in order to solicit bids for the project. He reported the plan also does not include location of any of the utilities. Mr. Ricciardi questioned why so much detail is needed to get water away from the Library's roof when the building is not bigger than a decent size house. Mr. Haines explained the foundation is stone veneered with concrete; water is transferring through and an engineering design is needed to remedy the situation. Mr. Viens reported biddable plans are needed for financial planning, there is not enough time to get this prior to Town Meeting. He recommended the Selectmen propose a warrant article to create an Expendable Trust Fund to begin to accumulate funds. Mr. Haines questioned if the building can survive one more year. Ms. Ponton reported there are photographs from two years ago documenting the inside of the basement and feels one year won't make a difference. Mr. Ricciardi asked if Randy Bickford, of East Coast Foundations, should be asked to look at the foundation. Ms. Ponton recommended referring to the Library's building conditions assessment report, including the experts recommended plans. There was discussion regarding getting the current document ready for bidding. The Selectmen would like to review the scope of services in the Town's agreement with HEB Engineers. Mr. Haines will contact HEB.
- **Boat ramp and drainage project:** The Selectmen received Collins Engineering's update for the boat ramp and drainage project. Mr. Haines reported borings will be drilled on December 14<sup>th</sup>. Mr. Viens reported Collins' preliminary cost estimate of \$525,000 is considerably higher than was projected by Quantum Construction Consultants. Mr. Ricciardi requested a cost breakout between the boat ramp and the drainage. Mr. Haines reported some form of temporary repairs may be available to give the Town time to garnish funding; he will research this. Mr. Viens reported, at a minimum, there should be a warrant article to create an Expendable Trust Fund for this project.

#### **CODE ENFORCEMENT OFFICER BILL DOUCETTE:**

- **Schoolhouse repairs:** There was discussion regarding Target New England's proposal, in the amount of \$17,775, for repairs to the supports and floor; it was reported there are no structural support posts. Ms. Ponton recommended the Selectmen refer to the Schoolhouse's building conditions assessment report; areas addressed in the report are eligible for grant funding similar to the grants the Town House has received for rehabilitation. She reported the next grant cycle begins in early 2022 with the award notification in October. Mr. Viens asked if the building is safe for use. Mr. Doucette reported it is not; however, if that area (the bathroom area) was shut off and portable

restroom facilities on site, the building could be used. Target New England will finish the work they are currently contracted for and Mr. Doucette will review the building conditions report.

### **PUBLIC INPUT:**

#### **JEAN MELONEY:**

- **College Road speed limit:** Ms. Meloney reported she is in favor of the 25 miles per hour speed limit and the sign to limit through trucks; she reported additional enforcement would be appreciated.

#### **KAREN PONTON:**

- **High Haith Road parking:** Ms. Ponton asked the status of parking on High Haith Road. Mr. Viens reported research is being done on the Town's right-of-way on the conservation property.

### **SELECTMEN'S REPORTS:**

#### **MR. RICCIARDI:**

- **Properties with junk:** Mr. Ricciardi reported receiving complaints, via email, regarding properties with junk in their yards. He referred to the Town's ordinance regarding the number of non-registered vehicles allowed on a property. Mr. Viens requested Police Chief Chase be asked to check on non-registered vehicles. Mr. Drenkhahn reported the Town has received complaints for years about property with junk. Mr. Ricciardi suggested he approach the property owner with an offer to have a volunteer crew clean up the property; Mr. Viens and Mr. Drenkhahn have no objection to Mr. Ricciardi's plan.

### **UNFINISHED BUSINESS:**

#### **PROPOSED 2022 BUDGET:**

- **Copiers:** The Selectmen reviewed information on a lease/purchase of two copiers submitted by Twin Rivers Office Machines. Mr. Ricciardi submitted pricing on the same copiers he obtained online. The information submitted will be used for budgetary purposes; a Request for Proposals will be issued in early 2022.

**BEAN ROAD, MOULTONBOROUGH DEVELOPMENT:** The Selectmen received notification from the Town of Moultonborough's Land Use Department of a public hearing scheduled for Wednesday, December 8, 2021 at 7:00 p.m. regarding the proposed development on Bean Road in Moultonborough. Mr. Viens reported expressing the Town's concerns to the Lakes Region Planning Commission. He also plans to attend the December 8<sup>th</sup> meeting.

### **NEW BUSINESS:**

**CLEANING SERVICES:** The Selectmen, opened, and reviewed, the following proposal received for cleaning services:

Joyce Janitorial Service

\$192 per week

Mr. Viens motioned to award the cleaning services contract to Joyce Janitorial Services in the amount of \$192 per week for cleaning the Library, Police Department and Administrative areas of the Municipal Building. Mr. Drenkhahn seconded the motion and the vote was unanimous.

**SELECTMEN'S MEETING SCHEDULE:** The Selectmen will continue to meet weekly during the budget process.

**LIBRARY TRUST FUNDS:** Mr. Viens reported, when the Library Association dissolved, the proper filings were not done with the Attorney General's Office in regards to transferring eight trust funds to the Trustees of the Trust Funds. He reported a cy pres petition will need to be filed with the Attorney General's Office; Mr. Viens has been meeting with Town Attorney Chris Boldt regarding this. Mr. Viens reported an odd number of Library Trustees is required, all have to be residents of the Town and a minimum of three is required. Ms. Xavier reported the Library Trustees have determined there will be five Trustees.

**LITTLE FREE LIBRARY:** Karen Ponton, Treasurer of the Nichols Memorial Library, emailed the Selectmen reporting the Library's Board of Trustees wholeheartedly supports Tiffany Letts request to place a Little Free Library in Center Harbor. Ms. Ponton reported Library Trustee Sandy Frost (the Town's Parks & Recreation Director) suggested placing the Little Free Library at the playground due to its popularity with the children. Mr. Drenkhahn motioned to approve the placement of a Little Free Library at the Town's playground. Mr. Ricciardi seconded the motion and the vote was unanimous.

**COVID:**

- **Municipal Building protocols:** Mr. Viens expressed his concern for increasing number of Covid cases and asked if additional precautions, such as masking requirements, should be instituted in the Municipal Building. Health Officer Tyler Driscoll will be asked for his recommendation.
- **Volunteer appreciation gathering:** Mr. Ricciardi, referring to Mr. Viens' Covid concerns, asked if the December 15<sup>th</sup> volunteer appreciation gathering should be postponed. Mr. Viens agreed and suggested the Selectmen plan for a Spring gathering, depending on the status of Covid. With Mr. Viens and Mr. Ricciardi favoring postponing the event, the event is postponed. Mr. Viens requested notification be posted on the Town's website informing volunteers that, out of an abundance of caution, the gathering is postponed.

**ADDITIONAL BUSINESS:**

**PUBLIC HEARING – SPEED LIMITS ON COLLEGE ROAD AND MAIN STREET:** At 7:10 p.m. Mr. Viens closed the public hearing. Mr. Ricciardi motioned to proceed with 25 miles per hour speed limits on College Road (North) and Main Street, to initiate a truck weight limit of under 12,000 pounds for through vehicles on College Road (North) and posting signage. Mr. Drenkhahn seconded the motion and the vote was unanimous.

**DEPARTMENT REPORTS:** The Selectmen received, and reviewed, the Police and Parks & Recreation Departments monthly reports for November.

**ATLANTIC BROADBAND:** The Selectmen received a complaint from a resident regarding Atlantic Broadband. There was discussion regarding the possibility of the Town researching the possibility of contracting with a new provider.

**STATE OF NEW HAMPSHIRE:**

- **State of New Hampshire Department of Environmental Services (NH DES):** Mr. Viens motioned to sign a letter to the following property owner explaining that a Town-issued construction permit may be required for her to do the work pertaining to the NH DES Expedited Minimum Impact Wetlands Permit Application:

Chute                      TML 223-3

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

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

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

Tinel	TML 211-27
Copsey	TML 221-20
Haines	TML 215-10

**PUBLIC INPUT:**

**KAREN PONTON:**

- **Town auditor:** Mr. Ponton requested permission for the Library Trustees to contact the Town's auditor regarding an audit of the Library's books; this is fine with the Selectmen.

**NON-PUBLIC SESSION:** At 7:32 p.m. Mr. Ricciardi motioned to go into a non-public meeting per RSA 91-A:3, II(e) to discuss pending litigation. Mr. Drenkhahn 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 an update from Mr. Ricciardi on pending litigation. At 7:45 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 7:46 p.m. Mr. Viens reconvened the Board of Selectmen's meeting.

**ADJOURNMENT:** At 7:47 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