

**Center Harbor Board of Selectmen
Board of Selectmen's Meeting
Wednesday, July 22, 2015**

CALL TO ORDER: At 7:00 p.m. Chairman Harry Viens called the Board of Selectmen's meeting to order. Selectmen Richard Hanson (via speakerphone) and Richard Drenkhahn were present. Police Chief Mark Chase, Kim Baker and Selectmen's Administrative Assistant Robin Woodaman were also in attendance.

APPROVAL OF MINUTES:

- **July 15, 2015 Board of Selectmen's meeting:** Mr. Hanson motioned to accept the minutes of the July 15, 2015 Board of Selectmen's meeting. Mr. Drenkhahn seconded the motion and the vote was unanimous.

KIM BAKER:

- **Heritage Commission (HC):**
 - **Architectural assessment:** Heritage Commissioner Kim Baker reported the Heritage Committee (HC) is seeking proposals from qualified architects for the assessment of the Town House building in order to proceed with applying for a building assessment grant. She reported she has a list of specialized architects and was requesting proposals from those who are within a 60 mile radius. A copy of the Town's purchasing policies will be forwarded to Ms. Baker for reference on the Town's bidding process; purchases between \$2,501 and \$10,000 require three (3) documented proposals and purchases of more than \$10,000 require the formal bid process.
 - **Town House assessment grant:** Ms. Baker reported a 50% financial match is required as part of the building assessment grant. She asked if approximately \$5,000 could be utilized from the Town's Building Repairs & Maintenance Expandable Trust Fund (ETF) as the Town's match for the grant. Mr. Viens reported the Town does not have funds this year and explained the funds would have to either be appropriated at the 2016 Town Meeting or the HC could fundraise for the funds. Ms. Woodaman explained the Selectmen could enter into an agreement after the first of the year with the chosen specialized architect with the stipulation that the contract is "pending Town Meeting approval"; then, if the funds are appropriated at Town Meeting, the architect could proceed right away.
 - **Donations:** There was discussion regarding the process for donations to be made to the HC; if the donation is under \$5,000, the acceptance would be on the Selectmen's agenda; donations of over \$5,000 would require the Selectmen to hold a public hearing on the acceptance.

POLICE CHIEF MARK CHASE:

- **Training grants:** Chief Chase reported, due to declining revenues, the Police Academy will no longer offer specialized training grants. There was discussion regarding the impact this may have on the Police Department's "training" budgetary line item.

- **Highway safety grants:** Chief Chase reported the State has adjusted the eligibility process for highway safety grants; to be eligible, a town has to have a minimum of 45 accidents in order to qualify. He reported Center Harbor used to have that many accidents, but the number has decreased over the years due to the safety grants; Center Harbor does not qualify for the grants for 2016. Chief Chase reported he utilized the safety grants during peak overtime periods such as Motorcycle Week.
- **Police coverage:** Chief Chase reported the State Police are covering the Town less; therefore the Town's officers may be required to work longer shifts. Mr. Viens explained the Town needs the coverage and should not have an under-sized staff. Mr. Hanson reported Chief Chase deserves credit for balancing the Police Department shifts, including putting himself on the weekend schedules. Chief Chase reported he tries to treat everyone fairly.
- **Statistics:** Chief Chase reported on the following statistics to date:
 - **Calls for service:** 173 calls for service above this time last year.
 - **Arrests:** 12 arrests above this time last year.
 - **Accidents:** The same as this time last year.
- **New Hampshire Chiefs of Police Association:** Chief Chase reported he is a Sergeant at Arms for the New Hampshire Chiefs of Police Association. The Selectmen congratulated him on this position.
- **Meeting rules:** There was discussion regarding the Selectmen establishing meeting rules to help a possible situation when a public speaker may get out of hand.
- **July 4th traffic control:** Mr. Hanson reported there was no police officer at the base of Route 25B by Kelsea Ave. Chief Chase explained, as in past years, the cruiser led the parade. He reported a lack of staffing during the July 4th day and plans to double the staffing in the future; he reported adequate staffing for the fireworks. There was discussion regarding volunteers on traffic control; Chief Chase reported four (4) hours of training are required to traffic control and explained there may be an issue with the Town's insurance carrier if untrained volunteers were on traffic control.
- **Security systems Request for Proposals (RFP):** Chief Chase will work with Ms. Woodaman on the RFP for security systems.

NON-PUBLIC SESSION: At 7:42 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. Viens seconded the motion. Mr. Viens, Mr. Hanson and Mr. Drenkhahn were polled and all voted to go into the non-public session. Mr. Viens, Mr. Hanson, Mr. Drenkhahn and Chief Chase were present for a discussion regarding a Police Department personnel matter. At 7:49 p.m. Mr. Drenkhahn motioned to end the non-public session. Mr. Hanson seconded the motion. Mr. Viens, Mr. Hanson and Mr. Drenkhahn were polled and all voted to end the non-public session.

RECONVENE: At 7:49 p.m. Mr. Viens reconvened the Board of Selectmen's meeting.

OLD BUSINESS:

2014 AUDIT:

- **Management letter:** The Selectmen reviewed, and approved, the 2014 management letter for the audit.

NEW BUSINESS:

ACCEPTANCE OF UNANTICIPATED FUNDS: Mr. Drenkhahn motioned to accept the following donations for the July 4, 2015 footrace:

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|---------------------------------|---------------------------------|
| ▪ Bootleggers | \$700 |
| ▪ Jackie's Boutique | \$250 |
| ▪ Meredith Village Savings Bank | \$250 |
| ▪ The Edge | \$250 |
| ▪ E.M. Heath | \$250, plus water, oranges, ice |
| ▪ Dewey's Ice Cream Parlor | Children's mini cones |

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

The Selectmen will hold a public hearing, per the provisions of RSA 31:95, on August 5, 2015 to accept the Town of Moultonborough's donation of \$6,250 towards the July 4, 2015 fireworks.

ZONING ORDINANCES:

- **Events:** There was discussion regarding the feasibility, and desirability, of proposing an amendment to the Town's zoning ordinances to allow events at pre-existing motels, restaurants and bed & breakfasts in the Town's residential zone subject to their being able to demonstrate compliance with other restrictions such as parking. Mr. Drenkhahn reported he is opposed to proposing changes to the zoning ordinances; he reported if twenty-five (25) registered voters want to change the zoning ordinances, they can submit a petitioned warrant article. Mr. Hanson reported his is in favor of proposing changes to the zoning ordinances as a way to encourage and invite more economic development in Town. Mr. Viens suggested the Selectmen hold a public hearing to receive public input; Mr. Hanson and Mr. Drenkhahn agreed.

PROPERTY TAX ABATEMENT: Mr. Viens motioned to approve the following property tax abatement:

Hilltop Partnership LC

TML 308-30

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

STONE WALL DAMAGE: Mr. Viens reported a resident mentioned that they believe a Town plow damaged their stone wall this past winter. He requested the Town's insurance carrier be notified and he (Mr. Viens) will contact the property owner.

ADDITIONAL BUSINESS:

FIRE DEPARTMENT:

- **Commendation of Fire Department member:** The Selectmen received notification of Lieutenant Adam Schaub's assistance to a visitor whose experienced vehicle trouble late in the evening; Lieutenant Schaub assisted the visitor with locating lodging for the evening and repaired the visitor's vehicle the next day. The Selectmen will send Lieutenant Schaub a letter of commendation expressing their appreciation for this assistance and compassion for this individual.
- **Fire Department's 100th anniversary:** Mr. Viens reported the Fire Department will celebrate its 100th anniversary in 2016 and reported they would like to see more fireworks to celebrate the occasion.

TOWN BAND:

- **Fire Station staffing:** Town Band Director Carlos Martinez asked if the Fire Station should be staffed during band concerts so concert attendees would have access to the restrooms. There was discussion regarding future rentals of portable toilets for the concerts. There was discussion regarding the necessity for the concerts to be held in the Fire Station during inclement weather, which would require the presence of a member of the Fire Department. The Selectmen would like funds appropriated to the Town Band's 2016 budget for Fire Department special details and rentals of portable toilets.

CURRENT BILLS PAYABLE: The Selectmen reviewed, and approved, the payroll and accounts payable manifests as presented.

ADJOURNMENT: At 8:36 p.m. Mr. Hanson motioned to adjourn the Board of Selectmen's meeting. Mr. Drenkhahn seconded the motion and the vote was unanimous.

Respectfully submitted,

Robin Woodaman
Selectmen's Administrative Assistant

