

**Town of Center Harbor  
36 Main Street  
Center Harbor, NH 03226**

**Board of Selectmen  
Meeting Minutes  
Wednesday, March 20, 2024**

**MEETING NOTIFICATION:** Notification of this meeting was posted on the Town’s website and the Municipal Building and Post Office bulletin boards.

**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. Sandy Frost, Ann Xavier, Jill Weed, Stephany Marchut-Lavallee, Gayle Lacasse, Ginny Fisher and Selectmen’s Administrative Assistant Robin Woodaman were also in attendance.

**ELECTION OF SELECT BOARD CHAIR:** Mr. Drenkhahn motioned to elect Mr. Viens Chair of the Select Board this year. Mr. Ricciardi seconded the motion. Mr. Viens recused himself from voting. The motion passed.

**AGENDA REVIEW:** The Selectmen will hold a non-public session to review an elderly exemption application.

**MEETING MINUTES:**

- **March 12, 2024 Board of Selectmen’s meeting:** Mr. Ricciardi motioned to approve the March 12, 2024 Board of Selectmen’s meeting minutes as presented electronically. Mr. Viens seconded the motion and the vote was unanimous.

**APPOINTMENTS:**

**LIBRARY TRUSTEES SANDY FROST AND ANN XAVIER:**

- **Appointment to fill Library Trustee vacancy:** Ms. Frost, Library Board of Trustees Chair, requested, per the Library Board of Trustees, that Jill Weed be appointed a Library Trustee to the position vacated by Corina Locke’s resignation; this would be for a term of one-year. Mr. Viens motioned to appoint Jill Weed as a Library Trustee for a term of one year. Mr. Drenkhahn seconded the motion. Mr. Ricciardi recused himself from voting. The motion passed.
- **Library Board of Trustees structure:**
  - Chair - Sandy Frost
  - Secretary - Ann Xavier
  - Treasurer - Clara Gamboa de Levin
  - Trustees – Stephany Marchut-Lavalle, Jill Weed
- **Library Board of Trustees meeting:** Ms. Frost reported the Library Board of Trustees will meet on Monday, March 25<sup>th</sup> and will discuss alternate trustees.
- **Library basement:** Ms. Xavier reported the Library Trustees would like to work towards making the basement into usable, ADA compliant public space.

## **SELECTMEN'S REPORTS:**

### **MR. VIENS:**

- **Heritage Commission (HC) meeting:** Mr. Viens reported on the March 18<sup>th</sup> HC meeting:
  - **Town House:**
    - The HC requested the Selectmen ask Road Agent Jeff Haines to construct a berm in the parking area; this has already been discussed with Mr. Haines.
    - There are permits in place for the new parking area.
    - The septic system will be located in the old parking area.
    - The HC would like to have a well installed utilizing Heritage Funds.
    - The HC would like to install a screen for powerpoint presentations.
    - The HC would like to pursue a historic plaque for the Schoolhouse building.

### **MR. DRENKHAHN:**

- **Energy Committee (EC):** Mr. Drenkhahn reported on the March 18<sup>th</sup> EC meeting:
  - **EC meeting with the Select Board:** Mr. Drenkhahn reported the EC would like to meet with the Select Board on Wednesday, March 27<sup>th</sup> to discuss a solar project that the Board would support.

## **PUBLIC INPUT:**

### **SANDY FROST:**

- **NH Land & Community Heritage Investment Program (LCHIP):** Ms. Frost reported attending a LCHIP Zoom webinar on grant writing with plans for writing a grant application for funding repairs at the Canoe House.

## **UNFINISHED BUSINESS:**

### **CANOE HOUSE:**

- **Windows:** After discussing window options, the Selectmen would like an estimate on double-hung windows made with a long-lasting material with white trim. Ms. Frost will relay this information to White House Construction for an estimate.
- **State of New Hampshire historical designation:** Ms. Fisher, Chair of the Heritage Commissioners, reported the Heritage Commission would like to apply for the State of New Hampshire historical designation working in conjunction with the Parks & Recreation Department.

**RECEPTIONIST SPACE:** The Selectmen previously discussed the possibility of sectioning an area of the Selectmen's office for receptionist space. The Code Compliance Officer reported the reconfiguring can be done at a reasonable cost. Mr. Drenkhahn motioned to move forward with reconfiguring the Board of Selectmen's office. Mr. Ricciardi seconded the motion and the vote was unanimous.

**BEAN ROAD, MOULTONBOROUGH PROPOSED DEVELOPMENT PROJECT:** Mr. Viens reported the Select Board will meet with Town Attorney Chris Boldt next week to discuss the proposed project.

**NEW BUSINESS:**

**SELECT BOARD ASSIGNMENTS:** The following will be the Select Board’s representation for this year:

- Mr. Viens – Conservation Commission, Heritage Commission
- Mr. Ricciardi – Planning Board
- Mr. Drenkhahn – Energy Committee

**TOWN BOARD, COMMISSION AND COMMITTEE APPOINTMENTS:** Mr. Viens motioned to appoint the following for three-year terms:

- **Planning Board:**
  - Charley Hanson, Steven Brown, Alan Rilla.
- **Zoning Board of Adjustment:**
  - Bernard Volz, George Lamprey, Gregory Hime (Alternate), Timothy Nefores (Alternate), Alison Toates (Alternate).
- **Heritage Commission:**
  - David Hughes
- **Conservation Commission:**
  - Gregory Hime

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

**NEW COMMITTEES:**

- **Town Government Transparency Committee:** Mr. Drenkhahn would like research conducted on government transparency and live-streaming meetings in towns with populations under 1,200. Mr. Drenkhahn will draft the “charge” for the committee for the Selectmen’s review.
- **Snow Clearing from Sidewalks Committee:** Ms. Lacasse thanked the Selectmen for presenting her petitioned warrant article at the Town Meeting. She volunteered to serve on the committee. Mr. Ricciardi will draft the “charge” for the committee for the Selectmen’s review.

Requests for volunteers will be posted on the Town’s website.

**RETROACTIVE WAGES:** Mr. Viens motioned to approve the retroactive wages for 2024. Mr. Ricciardi seconded the motion and the vote was unanimous.

**LAKE STREET ISLAND:** Todd Andrews, of Turnkey Construction, LLC, emailed the Selectmen regarding the possibility of a planting makeover at the Lake Street island. Mr. Andrews will be informed that the island is the spot for dogs and asked for a cost proposal.

**CORRESPONDENCE:**

**KAREN PONTON:**

- **Moultonborough Planning Board (PB) public hearing:** Ms. Ponton reported, via email, that she watched the Moultonborough PB’s public hearing on proposed zoning amendments. She gave a short summary; the proposed amendments to their West Village Overlay District would allow a developer to build 74 units on the Koss property. Mr. Ricciardi also reported watching the meeting and understood the number of units allowed would be far less. The Moultonborough PB voted 5-2 to add these proposed amendments to their May Town Meeting ballot. A new plan with individual wells for the Koss property has been filed.

**BAY DISTRICT SEWER (BDS) COMMISSION:** The Selectmen received, and reviewed, correspondence from the BDS reporting the BDS spent over \$150,000 this past year for emergency repairs to the sewer infrastructure. Beginning in 2024, the BDS will implement billing on a six-month basis with the rates expected to increase approximately 45% over the 2023 bills.

**ADDITIONAL BUSINESS:**

**PARKS & RECREATION DEPARTMENT:**

- **Facility Use Application:** Mr. Viens motioned to sign the Facility Use Application, approved by Parks & Recreation Director Sandy Frost, for the Lakes Region Bass Chasers use of the boat launch during their fishing derby scheduled for October 16, 2024. Mr. Drenkhahn seconded the motion and the vote was unanimous.

**RIGHT-TO-KNOW LAW:** The Selectmen received information on updates to the Right-to-Know Law (RSA 91-A). Town Attorney Chris Boldt will be asked to present a workshop for Town employees, and members of Town Boards, Commissions and Committees.

**STATE OF NEW HAMPSHIRE:**

- **State of New Hampshire Department of Revenue Administration (NH DRA):**
  - **NH DRA Form MS-232 “Report of Appropriations Actually Voted”:** Mr. Drenkhahn motioned to sign the NH DRA Form MS-232 “Report of Appropriations Actually Voted” in the amount of \$3,612,437. 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. 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.

**CONSTRUCTION PERMIT APPLICATION:** The Selectmen reviewed electronically the following approved construction permit application:

Driscoll

TML 102-42

**PUBLIC INPUT:**

**STEPHANY MARCHUT-LAVALLE:**

- **Granite block:** Ms. Marchut-Lavalle reported a granite block in front of the Library is tipping over. Road Agent Jeff Haines will be asked to look at it.

**NON-PUBLIC SESSION:** At 7:00 p.m. Mr. Viens motioned to go into a non-public session per RSA 91-A, II(c) to discuss matters which discussed in public could adversely affect a person's reputation. Mr. Ricciardi seconded the motion. Roll call: Mr. Viens – aye, Mr. Ricciardi – aye, Mr. Drenkhahn – aye. Mr. Viens, Mr. Ricciardi, Mr. Drenkhahn and Ms. Woodaman were present for a review of a property owner's financial information to determine eligibility for an elderly property exemption. At 7:02 p.m. Mr. Viens motioned to end the non-public session. Mr. Ricciardi seconded the motion. Roll call: Mr. Viens – aye, Mr. Ricciardi – aye, Mr. Drenkhahn – aye.

**RECONVENE:** At 7:02 p.m. Mr. Viens reconvened the Board of Selectmen's meeting.

**ELDERLY EXEMPTION:** Mr. Drenkhahn motioned to approve an elderly property exemption. Mr. Viens seconded the motion and the vote was unanimous.

**ADJOURNMENT:** At 7:03 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,

Robin Woodaman  
Selectmen's Administrative Assistant