

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

**Board of Selectmen
Meeting Minutes
Wednesday, April 10, 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 Harry Viens called the Board of Selectmen’s meeting to order. Selectmen William Ricciardi and Richard Drenkhahn were present. Charley Hanson and Selectmen’s Administrative Assistant Robin Woodaman were also in attendance.

AGENDA REVIEW: Mr. Ricciardi would like the Selectmen to have a non-public session per RSA 91-A:3, II (a) to discuss an employee’s compensation.

MEETING MINUTES:

- **March 27, 2024 Board of Selectmen’s meeting:** Mr. Drenkhahn motioned to approve the March 27, 2024 Board of Selectmen’s meeting minutes as presented electronically. Mr. Ricciardi seconded the motion and the vote was unanimous.

APPOINTMENTS:

CHARLEY HANSON:

- **Inter-Municipal Ambulance contract:** Mr. Hanson, Center Harbor’s representative on the Inter-Municipal Ambulance Committee, reported full representation from all four communities at a recent meeting. The communities are Center Harbor, Moultonborough, Meredith and Sandwich. He reported the contract expires in 2025, but the goal is to have a new contract for the various towns to review by September of 2024.
- **Ambulance space:** Mr. Hanson reported ambulance space is needed in either Center Harbor or Moultonborough. Due to Moultonborough hiring full-time firefighters, there is no room for an ambulance and staff. Mr. Viens requested specifications on needed space be submitted to the Selectmen. There was discussion regarding the benefit to Center Harbor residents if an ambulance was housed at the Fire Station. The Selectmen, Mr. Hanson, Fire Chief Tyler Driscoll and Code Compliance Officer Bill Doucette will review existing space in the Center Harbor Fire Station and discuss possible renovations needed to house an ambulance and two ambulance staff members. There was discussion regarding other towns in the inter-municipal ambulance agreement contributing towards renovation costs.

SELECTMEN’S REPORTS:

MR. RICCIARDI:

- **State of New Hampshire Department of Environmental Services (NH DES) webinars:** Mr. Ricciardi reported he and Road Agent Jeff Haines attended two webinars on the NH

DES grant process for stormwater management funding; there is a qualifying pre-application and the final application. NH DES will decide on the awards in the fall and funding would be in 2025. Mr. Haines is taking the lead on the application process.

MR. VIENS:

- **Volunteer standards policy:** Mr. Viens reported speaking with Town Attorney Chris Boldt regarding a volunteer standards policy. Attorney Boldt feels it is a good idea; the volunteers represent the town. Attorney Boldt will draft a policy for the Selectmen’s review.

PUBLIC INPUT: None

UNFINISHED BUSINESS:

CANOE HOUSE:

- **Windows:** White House Construction submitted information on windows; Mr. Ricciardi will contact White House Construction for more specific information.

NEW COMMITTEES:

- **Right to Know Committee (Town Government Transparency Committee):** Mr. Drenkhahn submitted the following draft charge:

Introduction:

At the March 13, 2024, Town Meeting, the voters voted to form a committee to study adding an Ordinance to its Town Ordinances entitled “Town Government Transparency” that will state the following: All public meetings held in the Cary Mead meeting room shall be lived-streamed in real-time for the public to view on the Town’s internet website immediately after the conclusion of each meeting. This committee will be known as the Right to Know committee. This committee should have five members all in good standing with the Town.

Charge:

The Charge of the Right to Know Committee will be multi-faceted and focus on the necessity and viability of such an ordinance and what would be best for the Town of Center Harbor and its Taxpayers.

First, research other Towns in New Hampshire similar in size which have adopted this policy. Inquire about the pros and cons these towns have experienced once they have started the streaming process.

Second, research the potential for malicious use of the Town Website because of streaming and storing said recordings. Is there a risk of Hacking?

Third, research companies that provide the equipment for this purpose and its cost. This should include a minimum of three companies. Be sure to include annual expenditures for hosting, storage, and licensing?

Fourth, determine if all meetings should be streamed or just a select few.

Fifth, Prepare a report for the Selectboard with options, recommendations, and associated costs for the project.

Other Tasks:

The following are some of the rudimentary tasks that should be done as you begin to carry out your charge:

1. Appoint a chair and Secretary to run the meetings and take appropriate minutes. Agendas and minutes should be submitted to the Board of Selectmen's Office at selectmen@centerharbornh.gov for their review and posting on the Town's website. Public meetings require 24-hour posting notification.
2. The Committee will report to the Selectmen.
3. Meet once per month.

Being on a committee such as this takes a commitment of your time and talents. The Board of Selectmen appreciates your willingness to participate for the betterment of your community.

- **Snow Clearing from Sidewalks Committee:** Mr. Ricciardi submitted the following draft charge:

Introduction:

At the 3/13/2024 town meeting, as a result of a petitioned warrant article, the voters voted to establish a committee to research and propose suggestions for the removal of snow and ice on all sidewalks in the town of Center Harbor, NH.

Charge:

The charge of the Sidewalk Snow Removal Committee (SSRC) will be as follows:

- Identify all sidewalk locations within the town of Center Harbor.
- Assess the condition of the sidewalks and suggest a plan to repair them if needed.
- Discuss different approaches for the clearing and/or removal of snow and ice, for the safe travel of pedestrians who choose to use the sidewalks.
- Research the comparative costs of buying/operating/storing snow removal equipment vs. hiring an independent contractor to clear and maintain the sidewalks during the snow season.

Other Tasks:

The following are some of the rudimentary tasks that should be done as you begin to carry out your charge:

1. Appoint a chair and Secretary to run the meetings and take appropriate minutes. Agendas and minutes should be submitted to the Board of Selectmen's Office at selectmen@centerharbornh.gov for their review and posted on the Town's website. Public meetings require 24-hour posting notification.
2. The Committee will report to the Selectmen.
3. Meet once per month.

Being on a committee such as this takes a commitment of your time and talents. The Board of Selectmen appreciates your willingness to participate for the betterment of your community.

Adoption of committee charges: Mr. Viens motioned to adopt the above committee charges as presented above. Mr. Ricciardi seconded the motion and the vote was unanimous.

- **Volunteer application:** The Selectmen reviewed the Town of Moultonborough's volunteer application form. The forms ask prospective volunteers to indicate volunteering areas of interest along with their business, education, special training and other volunteer efforts. The Selectmen would like a similar application drafted for their review.

FIRE DEPARTMENT FORD F-350: Mr. Ricciardi motioned to authorize Mr. Viens to sign the "payment Request and Partial Acceptance" certificate for the Fire Department's Ford F-350. Mr. Drenkhahn seconded the motion and the vote was unanimous.

NEW BUSINESS:

REQUEST FOR PROPOSALS (RFP):

- **Schoolhouse building mold remediation:** The Selectmen did not receive any sealed proposals. They reviewed All Brite Cleaning & Restoration, Inc.'s March 1, 2024 proposal of \$13,462.46. Mr. Drenkhahn motioned to contract with All Brite Cleaning & Restoration, Inc. in the amount of \$13,462.46 for mold remediation from the Schoolhouse building. Mr. Ricciardi seconded the motion and the vote was unanimous.

ACCEPTANCE OF GIFT PER RSA 31:95:

- **Donation of oil painting:** Mr. Viens motioned to accept an oil painting of Center Harbor Bay done by Vynnie Hale. Mr. Ricciardi seconded the motion and the vote was unanimous.

TAX ANTICIPATION NOTE (TAN):

- **2024 TAN agreement:** Mr. Drenkhahn motioned to enter into a TAN agreement with Meredith Village Savings Bank in the amount of \$2,000,000. Mr. Ricciardi seconded the motion and the vote was unanimous.
- **TAN draw:** Mr. Drenkhahn motioned to draw \$500,000 on the TAN. Mr. Ricciardi seconded the motion and the vote was unanimous.

PARKS & RECREATION DEPARTMENT:

- **Facility Use applications:** Mr. Viens motioned to sign the following Facility Use applications per Parks & Recreation Director Sandy Frost’s recommendation:
 - Library’s use of the bandstand.
 - Moultonborough Academy’s prom grand march use of the bandstand May 4, 2024

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

LIBRARY BUILDING MAINTENANCE: Sandy Frost, Chair of the Library Trustees, requested clarification on internal maintenance work performed at the Library and paid for by the Library. Reference was made to the following policy:

- **Building Maintenance and Repairs Policy:** No modification, alteration, repair (non-emergency), construction and/or deconstruction of any part of a Town of Center Harbor building or structure will occur without prior approval from the Board of Selectmen. This is to supplement the current Town Purchasing Policy, as well as the Building Maintenance and Repairs Expendable Trust Fund that was passed at a Town Meeting. For example, this would include, but not be limited to painting, decorating, electrical and/or plumbing, floor coverings, and the like.

Recently, the Library’s Director requested electricity be installed in an upstairs closet for a microwave and mini refrigerator. Code Compliance Officer Bill Doucette approved the plans for the installation with separate outlets for each appliance. The Library Trustees approved the work to be done and paid for by the Library. The work was done, but not approved by the Selectmen. Mr. Drenkhahn reported the Selectmen want to know of, and approve, any and all plans for work on Town-owned buildings.

ADDITIONAL BUSINESS:

MONTHLY REPORT: The Selectmen received, and reviewed, Police Chief Mark Chase’s report for March.

STATE OF NEW HAMPSHIRE:

- **State of New Hampshire Department of Revenue Administration (NH DRA):**
 - **State of NH DRA “Notice of Intent to Cut Wood or Timber”:** Mr. Viens motioned to sign the following NH DRA “Notice of Intent to Cut Wood or Timber” for the tax year 2025:

Edward Dane RE Trust

TML 216-21

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

- **State of NH DRA “Certification of Yield Taxes Assessed”:** Mr. Viens motioned to sign the following NH DRA “Certification of Yield Taxes Assessed”:

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

- **Reminder letters for NH DRA “Report of Timber Cut”**: Mr. Viens motioned to send reminder letters to the following property owners reminding them of the due dates for submitting the April 1, 2023 – March 31, 2024 “Report of Timber Cut”:

Bigelow	TML 220-5
Pateuk	TML 209-5
George	TML 103-20 and 217-7

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

- **State of NH DRA “Excavation Tax Assessment”**: Mr. Viens motioned to sign the following NH DRA “Excavation Tax Assessment”:

Ambrose Brothers, Inc.	TML 220-29
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Mr. Ricciardi seconded the motion and the vote was unanimous.

- **State of NH DRA “Permanent Application for Property Tax Credits/Exemptions”**: Mr. Viens motioned to sign the following NH DRA “Permanent Application for Property Tax Credits/Exemptions” Veteran’s Exemption:

Shute and Roz Family Revocable Trust	TML 226-18
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Mr. Drenkhahn seconded the motion and the vote was unanimous.

- **State of New Hampshire Department of Transportation (NH DOT)**:

- **MUNICIPAL WORK ZONE AGREEMENT FOR STATEWIDE STATE PROJECT: 44070 FEDERAL PROJECT: X-A005(330)**

THIS AGREEMENT, executed in duplicate, made and entered into this third day of April 2024, between the New Hampshire Department of Transportation, hereinafter called the “DEPARTMENT” and the Town of Center Harbor, hereinafter called the “TOWN.”

WITNESSETH that,

WHEREAS, the DEPARTMENT will resurface sections of NH 11, NH 25, NH 28, and NH 113. One of the five sections included in this project are located in Center

Harbor. Paving starts from a pavement joint east of Pleasant St in Meredith easterly to a pavement joint at Lake St in Center Harbor (NH 25).

WHEREAS, The State Legislature has delegated the Commissioner of the DEPARTMENT with full authority to control traffic in highway/bridge construction work zones on Class I, II, and III highways; RSA 228:21, 236:1, and 228:37;

WHEREAS, The Department intends to use a combination of flaggers and/or uniformed officers, as appropriate, to control traffic and ensure public and worker safety; and

NOW, THEREFORE, in consideration of the above premises, it is mutually agreed as follows:

A. The DEPARTMENT shall construct a project Statewide, resurfacing a section of NH 25 in the TOWN.

B. The DEPARTMENT will be responsible for the management and operation of the highway(s) throughout the duration of the construction of the project. This authority is also granted contractually, not statutorily, for Class IV, V, and VI highways. This includes the authority to determine the most appropriate way to control traffic within the construction work zone limits of the project.

C. The DEPARTMENT, as of April 1, 2013, will only compensate for the use of police officers that have successfully completed an NHDOT approved course on the Safe and Effective Use of Law Enforcement in Work Zones

IN WITNESS WHEREOF, the parties here have affixed their signatures, the Town of Center Harbor, New Hampshire, on this 10th day of April, 2024; The Department of Transportation on this ____ day of _____, 2024.

NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION

By: _____: Director of Project Development

Mr. Viens motioned to enter into the above-referenced NH DOT agreement. Mr. Ricciardi seconded the motion and the vote was unanimous.

TOWN OF CENTER HARBOR

By: Harry Viens, Chairman of the Select Board

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.

GENERAL JOURNAL ENTRIES: Mr. Viens motioned to approve the general journal entries as presented. Mr. Drenkhahn seconded the motion and the vote was unanimous.

RECESS: At 7:11 p.m. Mr. Viens recessed the Board of Selectmen's meeting for a telephone non-meeting with counsel to discuss area development.

RECONVENE: At 7:18 p.m. Mr. Viens reconvened the Board of Selectmen's meeting.

RIGHT-TO-KNOW TRAINING: Town Attorney Chris Boldt will conduct right-to-know training for town employees and town board/commission/committee members on June 3rd at 10:00 a.m.

CORRESPONDENCE:

DAVID DRISCOLL:

- **55 Mosswood Road (TML 203-36) owned by Mariamne Gurney:** Mr. Driscoll, of David Driscoll designs, submitted correspondence responding to abutters concerns including copies of:
 - The March 20, 2007 executed subdivision plan,
 - The January 2, 2007 letter from Patrick Wood, Esq., to the Center Harbor Planning Board,
 - The February 14, 2007 Center Harbor Zoning Board of Adjustment notification of a granted variance,
 - The February 20, 2007 Center Harbor Planning Board meeting minutes with the motion to approve the subdivision,
 - The December 19, 2006 photos and recommendations by the Center Harbor Road Agent,
 - The March 26, 2024 Shoreland Impact Permit,
 - The March 28, 2024 Subsurface Disposal System construction approval,

REGINA NADEAU:

- **55 Moss Road (TML 203-4):** The Selectmen received correspondence from Attorney Nadeau, on behalf of John McLanahan, stating opposition to the granting of a construction permit to Mariamne Gurney. Attorney Nadeau asked that she be notified of any pending building permit applications and/or when such application is placed on the Selectboard agenda.

KAREN PONTON:

- **Canoe House window repairs:** Ms. Ponton, via email, asked the Selectmen to reconsider replacing the historic Canoe House windows with double-hung windows made with long-lasting materials with white trim. The existing 3-over-3 double hung wood sash windows are a character-defining feature and replacing them with contemporary windows will compromise its historic architectural integrity. Ms. Ponton feels the glass can easily be replaced in the existing window sashes and the sashes can be repaired, realigned and painted (as was done with some of the Town House windows). Ms. Ponton reported that installing new, contemporary windows will no doubt render the Canoe House ineligible for

the NH State Register of Historic Places and grants from the NH Division of Historical Resources such as Mooseplate and LCHIP grants.

Mr. Ricciardi pointed out that the existing windows may not be original to the Canoe House. That and other changes over time may have already compromised the historic architectural integrity of the building. The windows are 6-over-6 double hung wood sash windows and they may not be repairable.

- **Harbor Landing, Moultonborough conditional use permit:** Ms. Ponton notified the Selectmen, via email, that the Harbor Landing Development on Bean Road in Moultonborough is on the Town of Moultonborough's Planning Board April 10, 2024 agenda for a boundary line adjustment and a conditional use permit.

PAT TARPEY:

- **Lake Winnepesaukee Association:** Ms. Tarpey, President of the Lake Winnepesaukee Association, reported via email, that the Lake Winnepesaukee Association has been awarded a grant to develop a watershed-based plan for Center Harbor Bay in Lake Winnepesaukee. Ms. Tarpey would like to meet with the Select Board to discuss the project and the formation of a Steering Committee. Ms. Tarpey will be asked to meet with the Selectmen on Wednesday, April 17th.

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

White	TML 105-3.1
Tracy	TML 224-35

PUBLIC INPUT: None

NON-PUBLIC SESSION: At 7:31 p.m. Mr. Ricciardi motioned to go into a non-public session per RSA 91-A:3, II (a) to discuss an employee's compensation. Mr. Drenkhahn seconded the motion. Roll call: Mr. Viens – aye, Mr. Ricciardi – aye, Mr. Drenkhahn – aye. Mr. Viens, Mr. Ricciardi and Mr. Drenkhahn were present for a discussion about an employee's compensation and possible merit increase. At 7:33 p.m. Mr. Ricciardi motioned to end the non-public session. Mr. Drenkhahn seconded the motions. Roll call: Mr. Viens – aye, Mr. Ricciardi – aye, Mr. Drenkhahn – aye.

RECONVENE: At 7:33 p.m. Mr. Viens reconvened the Board of Selectmen's meeting.

ADJOURNMENT: At 7:34 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