

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

**Board of Selectmen  
Meeting Minutes  
Wednesday, March 6, 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. Roland Garland, Stephany Marchut-Lavallee, Alex Markarian, David Walker, Attorney Derek Kline and Selectmen's Administrative Assistant Robin Woodaman were also in attendance.

**AGENDA REVIEW:** The Selectmen will hold a non-public session to discuss the hiring of a public employee after all other business has been conducted.

**MEETING MINUTES:**

- **February 28, 2024 Board of Selectmen's meeting:** Mr. Viens motioned to approve the February 28, 2024 Board of Selectmen's meeting minutes as presented electronically. Mr. Drenkhahn seconded the motion and the vote was unanimous.

**APPOINTMENTS:**

**EDWIN KLINE (ATTORNEY DEREK KLINE WAS IN ATTENDANCE, EDWIN KLINE WAS NOT):**

- **Kline Road Irrevocable Letter of Credit:**
  - **Planning Board (PB):** Mr. Ricciardi reported on the PB's March 5<sup>th</sup> meeting: Motion to recommend that the selectmen release the letter of credit as the final As-Built plan for Kline Road has been approved: Peter Loudon motions to recommend the release of the letter of credit per the approval of the As-Built plan as presented. Seconded by David Nelson. All were in favor.
  - **Release of Irrevocable Letter of Credit:** Mr. Ricciardi motioned to release the \$50,000 Irrevocable Letter of Credit for Kline Road. Mr. Drenkhahn seconded the motion and the vote was unanimous.

**PUBLIC INPUT:**

**ALEX MARKARIAN:**

- **Meeting minutes:** Mr. Markarian reported he tries to come to Select Board meetings, reads the minutes and finds them to be an accurate representation of the meetings.

**STEPHANY MARCHUT-LAVALLEE:**

- **Trees on upper half of College Road:** Ms. Marchut-Lavalle asked why some trees on the upper half of College Road (a scenic road) were flagged; the releases the Selectmen signed a couple of weeks ago were all for trees on the other side of College Road. Ms. Marchut-Lavalle was asked to contact Road Agent Jeff Haines for clarification.

**DAVID WALKER:**

- **American Rescue Plan Act (ARPA) funds:** Mr. Walker asked if there were any ARPA funds left; Mr. Drenkhahn reported the Selectmen would have to get back to him. There was reference made to information Attorney Kline requested as part of a Right-to-Know request which indicates approximately \$30,000 is left. Mr. Walker asked if the Selectmen remembered if the balance of the ARPA funds would be appropriated prior to Town Meeting; Mr. Drenkhahn replied probably not.

**UNFINISHED BUSINESS:**

**CANOE HOUSE REPAIRS:**

- **Window replacement:** Parks & Recreation Director Frost reported, via email, that David Frost, of White House Construction, who has a working relationship with Custom Slate and Copper with work performed at the Castle in the Clouds, suggested a company in Keene that does period restoration work – Mr. Frost feels this company would be reasonable. The Selectmen discussed the window replacement being done in tandem with the roof and flashing work. The Selectmen will wait for an estimate.
- **Slate roof and copper flashing replacement:** Ms. Frost recommended the Select Board contract with Custom Slate and Copper, in the amount of \$11,650 for the roof slate replacement and copper flashing replacement. Mr. Ricciardi motioned to contract with Custom Slate and Copper, in the amount of \$11,650, for the Canoe House roof slate replacement and copper flashing replacement. Mr. Viens seconded the motion and the vote was unanimous.

**SCHOOLHOUSE REPAIRS:**

- **Mold remediation:** Center Harbor Historical Society President Roland Garland informed the Selectmen, via email, that the Historical Society paid for the cost to remediate the mold on their collection; the building is owned by the Town, the Historical Society leases the building – the Society had discussed contribution to the cost for the mold remediation in the building. Mr. Viens asked how much the Society would contribute; Mr. Garland explained the Society will discuss the amount after the Town has received the final bill. Mr. Garland submitted pictures of areas of mold in the building. All Brite Cleaning & Restoration, Inc. submitted an estimate of \$13,462.46 for mold remediation in the building. A Request for Proposals (RFP) for the mold remediation will be issued.

**PORTABLE RESTROOM FACILITIES:** Parks & Recreation Director Sandy Frost submitted the following information on portable restroom facilities:

Service Type	Randlett Trucking	Clean Restroom Rentals
Rental- handicap	\$275 per 4 weeks	\$130 per 4 weeks

Rental – standard	\$200 per 4 weeks	\$110 per 4 weeks
Delivery/setup/removal		\$75 (one-time fee)

Mr. Viens motioned to contract with Clean Restroom Rentals for the portable restroom facilities rentals for 2024. Mr. Ricciardi seconded the motion and the vote was unanimous. Ms. Frost has arranged with Randlett Trucking for a portable restroom facility to be at the Town House for one month beginning March 8<sup>th</sup> so that meetings may be held in that location.

**FIREWORKS:** Mr. Drenkhahn motioned to sign the following contracts with Pyrotecnico Fireworks Inc.

- July 4, 2025 (rain date July 7, 2025)                      \$22,500
- July 4, 2026 (rain date July 6, 2026)                      \$25,000

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

**NEW BUSINESS:**

**SENTERS MARKET SIGN OVERVIEW:** The Selectmen received, and reviewed, an overview of Senter's Market signage.

**ADDITIONAL BUSINESS:**

**MONTHLY REPORT:** The Selectmen received, and reviewed, Police Chief Mark Chase's monthly Police Department report.

**STATE OF NEW HAMPSHIRE**

- **State of New Hampshire Department of Revenue Administration (NH DRA):**
  - **NH DRA "Permanent Application for Property Tax Credits/Exemptions":**  
Mr. Drenkhahn motioned to sign the following NH DRA "Permanent Application for Property Tax Credits/Exemptions":

Tewksbury	TML 101-40
Brown Savage Family Trust	TML 218-49

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

- **Current Use:** Mr. Drenkhahn motioned to send a letter to the Rich Family Trust (TML 209-7 and 209-8) informing them that their property will no longer qualify for current use due to construction and a Land Use Change Tax will be assessed. Mr. Viens seconded the motion and the vote was unanimous.

- **State of New Hampshire Department of Environmental Services (NH DES):**
  - **NH DES "Annual Post-Closure Report":** Mr. Drenkhahn motioned to sign the NH DES "Annual Post-Closure Report" for the Center Harbor Landfill, 77 Keyser Road. Mr. Ricciardi seconded the motion and the vote was unanimous.

**PAYROLL AND CURRENT BILLS PAYABLE:** Mr. Drenkhahn 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. Drenkhahn motioned to approve the general journal entries as presented. Mr. Ricciardi seconded the motion and the vote was unanimous.

**CONSTRUCTION PERMIT AND PERMIT BY NOTIFICATION (PBN) APPLICATIONS:** The Selectmen received, and reviewed electronically, the following construction permit and permit by notification (PBN) applications:

Mulcahy	TML 221-46
Lamprey (PBN)	TML 226-75
Viens (2 PBN's)	TML 216-23

**PUBLIC INPUT:**

**ROLAND GARLAND:**

- **Canoe House and cemetery gate:** Center Harbor Historical Society President Roland Garland submitted information on the Canoe House and a picture of the cemetery gate. He mentioned that the information on the importance of the historical building (Canoe House) may be useful if grants were applied for or donations requested.
- **Schoolhouse:** Mr. Garland reported that the Center Harbor Historical Society, tenants of the Schoolhouse, are concerned about the condition of the building and the Town's plans for repairs. He asked that the conditions assessment report and the Town's Health Officer's report be looked at. Mr. Garland expressed concern from hot top placed over the building's siding and trapping moisture under the building causing mildew on floor joists which are weakening the supports and rotted windows which are painted shut. Mr. Drenkhahn explained someone will be hired to address the work. Mr. Garland asked the Select Board to tour the inside of the building.

**SELECTMEN'S REPORTS:**

**MR. RICCIARDI:**

- **Cemetery:**
  - **Gate:** Mr. Ricciardi reported StandFast is planning to have the cemetery gate and rail sections installed by Memorial Day. Setting the pillars will be coordinated with Road Agent Jeff Haines.
  - **Picket fence:** Mr. Ricciardi reported emailing Cemetery Trustee Mae Williams regarding gathering volunteers to scrape, sand and paint the two remaining sides of the picket fence. He asked Ms. Williams if she would speak about this at Town Meeting.
- **Election team meeting:** There is an election team meeting scheduled for Thursday, March 7<sup>th</sup> at 3:00 p.m. Mr. Viens will attend.

- **State of New Hampshire Department of Environmental Services (NH DES) water infrastructure seminar:** Mr. Ricciardi will ask Planning Board member Allan Rilla to attend the NH DES water infrastructure seminar for possible grant funds for the stormwater drainage project.

**NON-PUBLIC SESSION:** At 6:32 p.m. Mr. Drenkhahn motioned to go into a non-public session per RSA 91-A:3, II(b) for the purpose of hiring a public employee. Mr. Ricciardi seconded the motion. Roll call: Mr. Drenkhahn – aye, Mr. Viens – aye, Mr. Ricciardi- aye. Mr. Drenkhahn, Mr. Viens, Mr. Ricciardi and Ms. Woodaman were present for a discussion on hiring a part-time receptionist/data entry clerk. At 6:42 p.m. Mr. Drenkhahn motioned to end the non-public session. Mr. Ricciardi seconded the motion. Roll call: Mr. Drenkhahn – aye, Mr. Viens – aye, Mr. Ricciardi – aye.

**RECONVENE:** 6:42 p.m. Mr. Drenkhahn reconvened the Board of Selectmen’s meeting.

**PART-TIME RECEPTIONIST/DATA ENTRY CLERK:** Mr. Drenkhahn motioned to offer the part-time receptionist/data entry clerk position to an individual discussed in the non-public session pending a successful background check. Mr. Ricciardi seconded the motion and the vote was unanimous. The individual’s name will be made public if the employment offer is accepted and the background check is successful.

**ADJOURNMENT:** At 6:43 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