

**MINUTES OF HAVERHILL SELECTBOARD REGULAR MEETING**  
**Monday, March 29, 2010**  
**Draft Subject to Review, Correction and Approval at Following Meeting**

**Board Members Present:** Roderick Ladd, David Joslin, Lynn Wheeler, Wayne Fortier and Peter Heilemann (arrived at 6:15).

**Town Manager:** Glenn English

**Administrative Assistant/Finance Officer:** Jo Lacaillade

**Members of the Police Department:** Chief Cecil Smith; Sergeant Byron Charles; Detective Wallace Trott; Officers Robert Martin, Brandon Alling, Greg Collins, and Ron Fournier; officer elect Phillip Blanchard and Keith Brown; Lorimarie Petersen and Janet Surette-Mills

**Life Safety and Fire Code Inspector:** Jim Fortier

**Members of the Public Present:** Harold Brown, Nancy Millette Douchet, Kelly White, Gary Scruton, Janice Scruton, Ruth Taylor, Joel Godston, Martha Trott, Lisa Charles, Dick Guy, Suzette Smith, Wendy Wacholik, Dustin Palm, Aaron Palm, Wesley Eaton, Patti Eaton, Ty Brown, Brandon Brown, Dalton Brown, Rebecca Kimball, Peter Blanchard, Sabrina Brown, Alicia Alling, Bernie Marvin from The Bridge Weekly, Ed Ballam from the Journal Opinion etal.

**Call Meeting to Order:** Chairman Ladd called the meeting to order at 6:00p.m.

**Approval of Agenda:** Lynn Wheeler made a motion to approve the agenda, Dave Joslin seconded the motion which carried unanimously.

**Consent Agenda:** Dave Joslin made a move to consent agenda; Lynn Wheeler seconded the motion which carried unanimously.

**Public Hearings: None**

**Scheduled Public Appearance(s):**

- **Appointment of Police Officers:** Sergeant Charles introduced Officers Keith Brown and Phil Blanchard. He spoke of the three key words that the officers needed to think about as they took their oaths tonight, those being **Commitment** is an inner core value to see something through; **Courage** gives you strength it sees you through fear and difficult times; and **Honor** being the most important because without honor commitment and courage are nothing. Chairman Ladd administered the oath.

- **Heidi Lyman-Business Park:** Heidi had not arrived yet so this item was passed over.
  
- **Lisbon Main Street Program:** TM English introduced Ruth Taylor as the Main Street Director in Lisbon and former Main Street Director in Littleton and Nancy Millette Douchet who worked with Littleton during their downtown revitalization. Ruth talked about the Main Street Program. The State coordinating program is no longer in existence. At this point she does not believe a Town can become part of the “official” Main Street Program without a State coordinating agency but a town can use the format of the program without being official. It is a volunteer driven program and requires the commitment of time and financial resources of the community; she reviewed some of the funds that might be available to help with this process. TM English said that there is some discussion that the State will have a coordinating agency again. Ruth reviewed the process of becoming a Main Street Community. Lynn Wheeler reiterated that what Ruth was saying was that the Town could model the program without becoming an official Town; Ruth concurred. Ruth outlined the different things that Lisbon has been doing with their Main Street Program and hopes for the future of that program; the community financial support; the numbers of volunteers necessary for the program. Chairman Ladd wanted to know what affect Lisbon has seen in pulling dollars into the community. Ruth said that there hasn’t been a lot yet but the program is really in its early stages and spoke of the positive changes thus far. Nancy Millette Douchet said that before there was a Main Street program in Littleton she was their Town Promoter; from 1993 to 1997. She worked with the Chamber and the Economic Development Task Force. She said she was responsible for bringing Wal\*Mart to Littleton; and was part of opening the Littleton Opera House. She designed and distributed the Littleton press kit which contained all the information that anyone would want to know when considering moving to Littleton. She said that she is willing to volunteer to help coordinate a program as a Town promoter for Haverhill. Lynn Wheeler said that there is a group already in place that is working on the downtown issues. TM English said that the Town has a lot of stuff going for it right now, and just needs an overriding initiative to improve the downtown. There was discussion about the Winnifred Moran Fund that might have some money available for the downtown beautification project. Ruth said that a minimum of a three year commitment is required to join the Main Street program which includes financial support and a paid director. The Board thanked Ruth for her information.

**Town Manager’s Report:** TM English said that the Town needs to schedule a public hearing to accept the grants that were awarded for the Woodsville Armory. Lynn Wheeler made a motion to schedule a public hearing for the next meeting per to RSA 31:95-b to accept two grants; one for \$7,500 and the other for \$17,175.89 for projects at the Woodsville Armory. The motion was seconded by Wayne Fortier and carried unanimously.

TM English said that the representative for the Northern Grafton County Health Emergency Planning team and the Town had previously entered into a memo of agreement with this organization in terms of epidemics and pandemics and working together to set up pods for distribution of drugs and vaccines in cases of this. They are in need of some storage space for some medical supplies and they would like to use part of the armory for this. It was questioned

why they couldn't use some of the vacant space at the Grafton County Complex since they are already using areas there. TM English has given them a form and the policy regarding use of space at the armory. Lynn wondered if the fact that we only supply minimal heat to that building in the winter if that would be an issue and TM English said that he had talked about that and it didn't appear to be. There was further discussion as to what types of supplies would be stored and TM English will obtain a complete list with the application for use of the building.

### **Pending (Old) Business:**

- **Building Permit Fee Schedule adjustment:** TM English reviewed the fee that is currently being charged for multi-family dwellings and is suggesting that if the issue being addressed did not affect individual units at \$75 per unit but rather the building as a whole, that there should be a flat fee for that of \$150 and gave the Board an example of that instance. There was a brief discussion about the effect on the budget by making this change. Harold Brown asked that they put this discussion off until after he speaks because he believes all of this will be a mute subject. Chairman Ladd referred to a resolution that he was proposing regarding the building permit process which would exclude the need for a permit for any work done if the project stayed within the blueprint of the current building. Lynn Wheeler thought that many surrounding Towns use this same type of interpretation of when a building permit is required. David Joslin wanted clarification as to when a building permit would be needed. Chairman Ladd said that anything that was done within the parameters of this house would not be required. AA Lacaillade wanted clarification as to whether one would be needed when adding an apartment. Chairman Ladd felt if they were just adding one it would not require a permit; more than two would. TM English stated that there would be no way for the Town to know; Chairman Ladd felt the citizen would come forward to tell the Town that. TM English felt that is what happened in the past, conversions with no permits and that is what has caused some of the issues today. Lynn Wheeler felt that the wording of the resolution would cover the conversion of space into an apartment. Chairman Ladd said that his intention was that no permit would be required if the construction is within the current blueprint of the home. TM English felt that the resolution is very broad and there is going to be confusion because of different interpretations. There was more discussion as to what the intent of the resolution is and what items the assessors are looking at for assessing purposes when they go to a property. AA Lacaillade spoke about the NH Statutes that require fair and equal taxation; if we are not maintaining the building permit process the Inventory Blanks may need to be reinstated. The Town is mandated to provide assessing that puts everyone on the same playing field and that includes improvements done to properties. She further stated that there would also be issues with landowners applying for loans on properties that the Town was not aware have been converted to multiple units and they are using the income from that rental as part of their application for the loan; the Town would show the property as a single family dwelling and would not be able to confirm that the applicant would have income from a rental. It may either stop the loan altogether or in the very least, delay it. TM English reiterated that the information on the tax cards might not be accurate and strongly advised the Board that the inventory form may have to be reinstated. Wayne Fortier made a motion to postpone this issue to the next meeting to give the Board members further time to think

about the issue; the motion was seconded by Lynn Wheeler and carried unanimously. The discussion returned to the fee schedule amendment and whether it should be done now or wait until a full review of the system can be done. After a lengthy discussion Peter Heilemann made a motion to add a fee of \$150 for a multi family inspection issue that does not affect individual units but rather the whole building; the motion was seconded by David Joslin. Voting yes were Wayne Fortier, David Joslin, Peter Heilemann and Lynn Wheeler. Chairman Ladd did not vote.

- **2010 Goals:** The past 3 years of goals were reviewed to see what the status of completion was for each of them and the proposed new goals for 2010. Chairman Ladd will update the final list for 2010 and bring it back for adoption at a meeting in the future.

Since Heidi Lyman was still not in attendance it was requested that she attend the next meeting to meet with the Selectboard.

### **New Business:**

- **Appointment of Representative for Perambulation with Piermont:** Lynn Wheeler made a motion to appoint Hugh Underhill and Michael Dannehy to represent the Town of Haverhill in the Perambulation of the border between Haverhill and Piermont. The motion was seconded by Peter Heilemann and carried unanimously.
- **Health Insurance Stipend:** AA Lacaillade reviewed information provided the Board regarding the payment of a stipend to employees who do not participate in the Town of Haverhill health insurance program. Wayne Fortier made a motion to approve the increase of the stipend paid to non participating employees from \$1,500 to \$3,000 per year. The motion was seconded by Peter Heilemann and carried unanimously.
- **Assignment and Assumption of Lease-DMA Hanger:** Peter Heilemann made a motion to approve the lease assumption from Terrill to Perry with a stipulation that the date of the original lease be ascertained and inserted into the document; the motion was seconded by Wayne Fortier. Voting yes was David Joslin, Wayne Fortier, Peter Heilemann and Rick Ladd. Lynn Wheeler abstained because she did not feel the 45 day notification clause was complied with.
- **Grant Opportunities-Woodsville Armory:** After a brief discussion it was decided that the Town would not pursue any grant under the Saving America's Treasures Grant Program because the building does not really meet the criteria. Lynn Wheeler said that she had referred a girl to the Town that has information regarding recreational grants that might be available to the Town; TM English said that he had passed the information on to Glenn Hatch. There are some other grant opportunities that will be investigated and perhaps there is money available through the Winnifred Moran fund.

It was discussed that the Armory needs to have a name and Lynn Wheeler suggested some sort of contest to do so; she will pursue that further.

## **Commission/Committee Reports: None**

**Correspondence:** Chairman Rick Ladd said that two thank you letters had been received from Norma Lavoie and Dawn Lavoie for the award given to John at the previous meeting.

## **Comments of the Public:**

Harold Brown took exception at being placed at the bottom of the agenda. He provided a handout to those at the table. He is challenging the validity of the building codes; he said that Dick Guy and he are there on the same issue but the bomb will be dropped tonight. He wanted to know if any legal opinions were rendered over the adoption of the building code. It was responded that the Town has never adopted a building code; they have a life safety and fire code that was adopted at Town Meeting in 1984. There was a lengthy discussion as to whether the legal process was followed and what mechanism was used. Harold Brown said that he would be submitting a right to know request for the information surrounding this adoption and he was advised that the information is at the Town office and he may have access to it to do his research. Dick Guy said that the life safety/fire code that was adopted is not what he believes is being done now. TM English handed out a copy of the agreement signed by all precincts and fire chiefs that defined what the inspector's duties would be. Dick Guy said that he knows what the agreement says but he would say that it is being carried out completely differently from what was anticipated. TM English reviewed all inspections done thus far and stated that they all comply with the agreement. Dick Guy said that what the Town is enforcing is significantly different than what the Fire Chiefs were enforcing before. TM English said that is the reason for the written agreement so that everyone would be on the same page. Harold Brown said that the agreement is not legal. There was a very lengthy discussion with Harold Brown stating that he would be submitting a right to know request.

## **Comments of the Town Manager/Administrative Assistant-Finance Officer: None**

## **Comments of Selectboard Members: None**

**Adjourn Meeting:** Lynn Wheeler made a motion to adjourn the meeting which was seconded by David Joslin. Chairman Ladd adjourned the meeting at 9:16 pm.

Minutes transcribed by Jo Lacaillade