

MINUTES OF HAVERHILL SELECTBOARD REGULAR MEETING
Monday, April 26, 2010
Draft Subject to Review, Correction and Approval at Following Meeting

Board Members Present: Roderick Ladd, David Joslin, Lynn Wheeler, Peter Heilemann and Wayne Fortier.

Town Manager: Glenn English

Administrative Assistant/Finance Officer: Jo Lacaillade

Life Safety/Fire Code Inspector: James Fortier

Members of the Public Present: Harold Brown, Annemarie Godston, Joel Godston, Alvin Fadden, Michael King, and Ed Ballam from the Journal Opinion.

Call Meeting to Order: Chairman Ladd called the meeting to order at 6:05p.m.

Approval of Agenda: David Joslin made a motion to approve the agenda with the amendment that Michael King be added under Public Appearances; Lynn Wheeler seconded the motion which carried unanimously.

Consent Agenda: Lynn Wheeler made a motion to approve the consent agenda; David Joslin seconded the motion which carried unanimously. Annemarie Godston had asked that the minutes from the previous meeting reflect that she had volunteered to be part of the garden design committee for the former Woodsville Armory building but not involved in the work project for those gardens.

Public Hearings: None

Scheduled Public Appearance(s):

- **Michael King-Ammonoosuc River Local Advisory Commission:** Mike King spoke of the work being done by this Commission and said that they are asking each Town that is part of the Commission to give \$50 towards the costs of operation for that group for office supplies, travel and training. Mr. King was advised that the request needs to come to the Town during the budget process in the future so that it can be considered during that time. There was a brief discussion regarding the cleanliness of the river and what types of activities impact that. Wayne Fortier made a motion to approve payment of \$50 to the Ammonoosuc River Local Advisory Commission to be paid from Selectboard Professional Services; the motion was seconded by David Joslin and carried unanimously.

Town Manager's Report: TM English said that he felt the grant application for the paving at the business park road scored well; the price of paving is down this year and that lowered the request. It looks like the Town may be awarded the grant.

He advised the Board that there had been an informational meeting with the employees with the Local Government Center, who is the provider of the Health Insurance program, and he had reviewed the changes coming to the coverage effective July 1, 2010.

TM English gave the Board a draft document that overviews Town Government services that breaks down categories and functions/cost centers. This is informational to prepare for the new budget season and is part of one of the 2010 goals being proposed.

Chairman Ladd asked if any employees have opted to take the \$3,000 stipend offered by the Town and move their health insurance to another carrier. TM English stated that a few have shown an interest but have not yet done so.

Pending (Old) Business:

- **Consideration of Town of Haverhill Resolution to Clarify Building Permit application for Maintenance in Single and Two Family Dwellings:** Chairman Ladd handed out copies of the Resolution and reviewed some of the information in the packet provided. Discussion ensued as to why single/2 family dwellings are subject to having to get a building permit for any renovations done within the existing footprint. Chairman Ladd felt that the annual inventory form would be a better way to track changes made to property during the year. It was stated that the Town currently does not utilize the inventory form and Chairman Ladd felt that could be reinstated. AA Lacaillade said that the Board needed to consider the cost of doing annual inventory to every parcel in Town which would include postage and staff time to review each of the returned forms; that compared to a \$25 building permit application to those actually making changes seems excessive. David Joslin said that there would also be costs incurred to track down the ones not returned. Chairman Ladd said that statutorily that is addressed with fines. TM English said that the inventory blank is more intrusive than filing for a building permit; it wants to know the name of every person living at the property; how many dogs there are; plus lots of other information that has nothing to do with the value of the property. Chairman Ladd felt that this discussion would be better served in the work session scheduled for the end of the meeting. He said that none of the life safety/fire codes that have been adopted by the Town are associated with single/2 family dwellings and he is not sure the building permit process is applicable to them. AA Lacaillade wanted to remind the Board that a big issue is having fair and accurate records of the properties in Town for assessment and appraisals; if a home has been converted from a single family home to a 2 family home and they were not required to get a permit to do so this will cause problems for appraisers and people seeking loans because what they show the home does not match the Town's records. Chairman Ladd said that the connection is great but he did not feel it was justified by the law. TM English said that conversion of homes to multi family is what generated the Town to vote in Life Safety Codes so doing conversions without building permits can create a problem. Chairman Ladd referred back to the purpose of the building permit and referred to the supporting documents provided and he does not see the building permit being used as intended. TM English said that it refers to health and safety in the RSA and those can be part of a remodel/conversion of a home. TM English said that there is also the presumption of validity; this ordinance has been in effect since 1990, it has never been challenged. Town Counsel has said that if it has been enforced for more than 5 years it is considered to be valid. Chairman Ladd said that he sees it as being valid he just is trying to get a better handle on what is considered maintenance and doesn't require a permit. He agrees that when there is a change of use from 2 - 3 family there is a concern; but when it is a

single family home, that is his concern. Wayne Fortier said that he needs more time to review the paperwork provided and feels that if the method of issuing them is flawed it needs to be corrected. There was more talk of the return to Inventory Forms and whether to discontinue the use of building permits. Chairman Ladd said that he has talked to more people in favor of the inventory form over the building permit. Wayne Fortier made a motion to review the material provided regarding the resolution and put it back on the agenda for the next meeting for action; the motion was seconded by Peter Heilemann and carried unanimously.

- **2010 Goals:** The Selectboard reviewed the amended list of Goals set at the previous meeting. More revisions were made and a final draft will be brought back to the next meeting for approval.

New Business:

- **Silver Star Proclamation:** Wayne Fortier reviewed the purpose of the Silver Star Proclamation and celebration. On a motion by Wayne Fortier, seconded by Lynn Wheeler, the Selectboard unanimously approved the declaration of May 1st as Silver Star Banner Day to honor the wounded and ill soldiers, both nationwide and in our Town of Haverhill. The Selectboard signed the Proclamation. TM English will post an honor to the day on the sign out front. Wayne Fortier will arrange for the presentations of the plaques to the VFW and American Legion.
- **Haverhill Heritage Inc.-Request for Mildred Page Funds:** Information provided to the Board shows that there is no money available in the fund currently or by the end of 2010 to honor this request. Chairman Ladd said that Haverhill Corner Precinct Commissioners will also be seeking money from that fund for the renovations of the bandstand at Haverhill Corner. No action was taken.
- **Hazardous & Dilapidated Buildings:** TM English provided the Selectboard with information regarding RSA 155: b which refers to Hazardous and Dilapidated buildings. At a previous meeting a member of the public had voiced a concern about bricks that are falling off a structure in Pike that could be hazardous. After a brief discussion the Board directed TM English to write a letter stating that a member of the public has voiced a concern regarding that building and ask what the property owners plans are regarding the possible hazard.
- **Application for use-Former Woodsville Armory:** After a brief review of the items that will be stored at the facility if the lease is approved; what section of the building might be utilized for this agreement and the length of the agreement. Peter Heilemann made a motion to accept the application with the addendum that it will be approved annually from the start date of the agreement. The North Country Health Agency will be responsible for any alterations and security needed to the area of storage and it should also be noted that as needs and uses change for the building the storage area may need to be relocated. Wayne Fortier seconded the motion which carried unanimously.

Commission/Committee Reports: AA Lacaillade referred to a letter received from the Planning Board requesting that Melissa Walker be reappointed. There was a brief discussion about what training Melissa has attended since her appointment to the Planning Board, her attendance record, and the policy that the Selectboard has in place for reappointments to Boards and Commissions. Chairman Ladd spoke of the times that training has been offered and not attended and the problems with members missing meetings and not having quorums to hold meetings. AA Lacaillade said that the clerk has voiced her concern that if the members had to call her on the days they were not going to be at the meetings she would know whether they were going to have a problem with quorum and could contact other members to make sure they were attending. To not

know until the meeting causes some difficulties. There was further discussion about what the attendance requirements are as written in the rules of procedures and recruiting members that will fulfill their duties on Boards and Commissions. The Planning Board clerk has been asked to generate a list of past members for consideration for appointment. Chairman Ladd felt it was important to have a discussion with the Chairman of the Planning Board before any decisions are made regarding this reappointment; the rest of the Selectboard concurred. Chairman Ladd will pursue this and asked that it be put back on the agenda for the next meeting.

Correspondence: None

Comments of the Public: Harold Brown handed out some paperwork; he said that the building permit process is illegal; it was voted out in 2005. He is asking that the Town stop the process immediately. Lynn Wheeler said that what was voted on in 2005 and rejected was a building code process; when it did not pass it did not do away with the existing building permit process. There was a lengthy discussion about what the voters were actually voting on in that 2005 meeting which was the specific document being presented. There were many public meetings before the vote and the public said that if it (the current permit process) isn't broke, don't fix it. The ordinance that was voted down in 2005 was about building codes, not permits. Wayne thanked Mr. Brown for his point of view but there are many other members of the public that don't share that point of view, but they will take his view into consideration; he believes this Board is duty bound to stay the course with the procedures that are currently in place. If those procedures are incorrect, they will make modifications. Chairman Ladd said that a work session dealing with this issue at the conclusion of the regular meeting.

Harold Brown asked if there is a wellness program in place for Town employees to which TM English stated that there is. Harold asked if it is reflected by lower rates. TM English stated that it could be a factor. Harold Brown asked if there is an alcohol and drug testing program. TM English said that those with CDL's are tested. Harold said he was referring to all Town employees and there should be one.

Comments of the Town Manager/Administrative Assistant-Finance Officer: AA Lacaillade gave a questionnaire that was provided to the Selectboard by the Auditors that will be here in May. The questionnaire asks the Board to respond to them directly about any concerns that they might have regarding financial issues.

Comments of Selectboard Members: None

Non Public Session pursuant to RSA 91: A: 3 (a) –Personnel Issue: Lynn Wheeler made a motion to go into non public session to discuss a personnel issue; the motion was seconded by Peter Heilemann and carried unanimously. Chairman Ladd polled the Board and all agreed to enter non public session. The Board entered non public session at 8:16 pm. Wayne Fortier made a motion to come out of non public session at 8:20. No motions were made, no actions were taken and the minutes are to be sealed; the motion was seconded by Peter Heilemann and carried unanimously.

Non Public Session pursuant to RSA 91: A: 3 (d) –SAU 23 Lease: Wayne Fortier made a motion to go into non public session to discuss the SAU Lease; the motion was seconded by Peter Heilemann and carried unanimously. Chairman Ladd polled the Board and all agreed to enter non public session.

The Board entered non public session at 8:25 pm. Wayne Fortier made a motion to come out of non public session at 8:45; the motion was seconded by Peter Heilemann and carried unanimously. No motions were made, no actions were taken and the minutes are to be sealed.

Adjourn Meeting: David Joslin made a motion to adjourn the meeting which was seconded by Peter Heilemann. Chairman Ladd adjourned the meeting at 8:46 pm.

Minutes transcribed by Jo Lacaillade

A Public Work Session followed.