

MINUTES OF HAVERHILL SELECTBOARD REGULAR MEETING
Monday December 20, 2010
Draft Subject to Review, Correction and Approval at Following Meeting

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

Town Manager: Glenn English

Administrative Assistant/Finance Officer: Jo Lacaillade

Members of the Public Present: Annemarie Godston, Joel Godston, Nancy Millette Doucet, Edith Celley, Barbara Warren, Roger Warren, Dick Ekwall, Carol Coon, Dick McDanolds, Keisha Luce, David Robinson, and Attorney Gary Wood.

Call Meeting to Order:

Chairman Fortier called the meeting to order at 6:30 pm and opened the meeting with the Pledge of Allegiance.

Approval of Agenda: TM English stated that Edith Celley had requested to be on the agenda under public appearances. Lynn Wheeler made a motion to approve the agenda as amended adding Edith Celley; the motion was seconded by David Joslin and carried unanimously.

Approval of Consent Agenda:

David Joslin made a motion to approve the consent agenda as presented; the motion was seconded by Peter Heilemann and carried unanimously.

Scheduled Public Appearance(s):

- **David Robinson-Rec Commission Appointment:** Chairman Fortier interviewed Mr. Robinson. There was a brief discussion about the duties that are associated with appointment to commissions such as attendance at meetings and participation in Recreation functions. Mr. Robinson stated that he was willing to be an active member of the commission. David Joslin made a motion to approve the appointment; the motion was seconded by Rick Ladd and carried unanimously.
- **Nancy Millette Doucet-Business Park Marketing:** Ms. Doucet gave an overview of her experience in economic development and her desire to create a town portfolio that would contain any information a new business looking to come into town would need. She also would like to pursue the “Main Street Program” for downtown Woodsville. She further talked about the 250 year celebration for the Town of Haverhill which will be held in 2013 and wants to be a part of that planning and hopes to have it include the Indian heritage for the area as well. Lynn asked about references Nancy had for people she had worked with in Littleton; Wayne asked what training and certifications she held for the marketing of the park. Nancy said that she would only act as promoter; she does not have a realtor license. Rick Ladd made a motion to appoint Nancy to the committee formed to plan the 250th celebration; the motion was seconded by David Joslin and carried unanimously. The Board will take some time to review information provided by

Nancy and may take action at a later time regarding the business park development and any Main Street program.

- **Heidi Lyman-Business Park Marketing:** Heidi was not in attendance so this item was tabled.
- **Edith Celley-Alumni Hall Emergency Roof Repairs:** Edith gave the Board an overview of the damage done by a recent windstorm. Their insurance policy has a \$1,000 deductible and that is what they are hoping to draw from the Mildred Page Fund. After a brief discussion Lynn Wheeler made a motion to approve the \$1,000 disbursement from the Mildred Page Fund; the motion was seconded by David Joslin and carried unanimously.

Public Hearings: None

Town Manager's Report:

TM English reviewed the responses received from the RFP that was issued for CDBG Grant Administrator. He said that 2 responses were received: Donna Lane \$12,750 and TFM in the amount of \$12,000. He said that even though Donna is \$750 more he would recommend accepting her bid because she has a working history with the Town of Haverhill and many other projects in the area. A brief discussion ensued. David Joslin made a motion to appoint Donna Lane as grant administrator for the Opera Block project; the motion was seconded by Peter Heilemann and carried unanimously.

TM English reviewed the one response received regarding the environment assessment that was done for the Opera Block project. The one response received concerned the use of siding that was listed in the project statement. AHEAD has stated that the only siding being used in the project will replace existing siding and the brick façade is not being covered by vinyl siding. Lynn Wheeler made a motion to approve the request for release of funds and certification for the environmental assessment; the motion was seconded by David Joslin and carried unanimously.

TM English stated that the Selectboard needs to adopt a Financial Management Plan for the CDBG grant funds. After a brief review and discussion TM English was asked to provide further documentation as referred to in the agreement for their review before adoption. This adoption of this policy was tabled until receipt and review of this documentation has been completed by the Board.

TM English referred to a Code of Ethics statement that needs to be adopted for the CDBG grant. The Board wanted more time to review the document.

The Financial Management Plan and Code of Ethic statement will be on the next agenda for consideration.

TM English said that the Town Manager budget for 2011 is complete and has been provided to the Selectboard and is available for the budget committee members to pick up. He gave a brief overview of his proposed budget. The first budget committee meeting will be held, Wednesday, December 22, 2010 at 7 pm.

Pending (Old) Business:

- **Tax Collector Deeds:** The Board reviewed the status of tax map 204 Lot 139; David Joslin made a motion to issue a tax collector deed, seconded by Peter Heilemann and carried unanimously.

New Business:

- **Airport Commission Resignation:** Chairman Fortier referred to a letter of resignation that had been received from Winston Currier who has been a member of the Airport Commission for many years. Peter Heilemann made a motion to accept the resignation with regret; the motion was seconded by Lynn Wheeler and carried unanimously. It was noted that Winston will remain a “Friend of the Airport”.

Commission/Committee Reports: None

Correspondence: None

Comments of the Public: None

Comments of the Town Manager/Administrative Assistant-Finance Officer: AA Lacaillade reminded the Selectboard of a Broadband meeting that was taking place Tuesday evening, 6 pm, at the JRM building. Fairpoint Communications will be able to provide some high speed internet to portions of the Town and they will be making a presentation to the public regarding what they are offering.

AA Lacaillade spoke of the comments she had heard from employees during the day after the brunch and recognition the Selectboard had given them earlier in the day; she thanked the Board on everyone’s behalf and thought that the employees had much appreciated the gesture.

Comments of Selectboard Members: None

Adjourn Meeting: Peter Heilemann made a motion to adjourn, seconded by David Joslin and carried unanimously. Chairman Fortier adjourned the meeting at 7:43 pm.

Minutes transcribed by Jo Lacaillade