

MINUTES OF HAVERHILL SELECTBOARD REGULAR MEETING
Monday, January 27, 2014
Draft Subject to Review, Correction and Approval at Following Meeting

Board Members Present: Wayne Fortier, Tom Friel, Lynn Wheeler, Roderick Ladd and Robert Roudebush

Town Manager: Glenn English

Administrative Assistant/Finance Officer: Jo Lacaillade

Selectboard Clerk: Karen Hyde

Members of the Public Present: Byron Charles, Police Chief and Ed Ballam – Journal Opinion

Call Meeting to Order:

Chairman Wayne Fortier called the meeting to order at 6:00 pm

Pledge of Allegiance

Agenda Approval (additions/deletions completed by Board consent): Chairman Fortier requested that Pelletco/Biomass Heating Solution be added to New Business. Robert Roudebush made a motion to accept the amended Agenda; seconded by Rick Ladd and carried unanimously.

Approval of Consent Agenda: Robert Roudebush made a motion to accept the consent agenda; seconded by Tom Friel and carried unanimously.

Scheduled Public Appearance(s):

- **Chief Charles-School Security:** Chief Charles was attending the meeting to give the Board an update on school security. Chief Charles stated that the Police Department has been working on school security for a while now. The Police Department has been making suggestions to the Town's schools, particularly to Mr. Labs and the principals. They have also worked with Richard Patten, Steve Robbins and the fire chiefs. There are security issues that he could not get into in a public forum. As far as the schools themselves, Woodsville High School has taken substantial steps to get things done. The High School itself wants to remain an open concept, which creates a problem in itself. When there is an open concept, kids are allowed outside. Open concept is very hard, security wise. There are cameras there and some of them are in the process of being replaced. Chief Charles stated that cameras are the type of security system that sees what has happened, not for preventative measures. He also stated that the Middle School is okay at this point. The Elementary School is moving ahead. Homeland Security has gone through the schools and made suggestions. Lynn Wheeler asked if anything has been learned from recent events at schools. Chief Charles stated that the Police Department has run drills at each of the schools. The School will call the Police Department and state that they are running a drill – a lockdown drill or a fire drill for the Fire Department. The Police Department will go a couple of times a year to these drills. Chief Charles stated that he had just received new paperwork on school security from the State. He stated that school security is not just based around someone going into a school and shooting people up. It's based around different things that may be happening in the community such as an overturned truck filled with hazardous material. He attended a lockdown at one of the schools last week and it went great. Robert Roudebush asked what "open concept" actually meant in terms of the High School. Chief Charles responded that it means that the kids are allowed outside at certain times of the day. Robert also stated that he has heard different ways to deal with a building under attack. Chief Charles responded that it comes down to "Run, Hide, or Fight" and that is just the reality of it. Rick

Ladd commented that “they wanted to maintain an open concept at Woodsville High School” and he wanted to know who “they” referred to. Chief Charles responded that there were specific people in the public and specific people on the School Board who wanted to maintain an open campus.

Rick then asked if the administration had a centralized plan for determining who’s in or out of the building in terms of students, students at any different hour. Chief Charles stated that that question would be better directed to Mr. Labs or one of the principals. There would have to be a teacher who has a write-up book of who their students are for that class. Rick stated that that is what normally happens. The teacher would have a class roster and take the roster out and check off the kids they have under their supervision and then that has to be taken to somebody centrally. It is going to take some time with an open campus to know what is needed to be known, be it a fire drill or a shooter. Rick then commented that he had introduced a bill in the House which deals with communications between schools, DOE, Homeland Security and Safety. He asked the Chief if they had access in their vehicles right now to a digitized floor plan of any school in this region. Chief Charles stated that they did not have digitized ones. Rick stated that the Police Department couldn’t pull up on a screen, for instance, Room 16 in either Bath or Lisbon. Chief Charles stated that they could not. They do have a layout of the school; they have them on maps. He stated that all the cruisers had maps of the schools and other aerial maps that came from the State. Rick then stated that the concept they were looking at was that annually there would be a survey which would be reporting from the schools, then that would be transferred to DOE then to Safety then to the Police Department. They would have access to everything. Rick Ladd asked if the officers made random, daily visits to the schools. Chief Charles stated they will make random visits, but not on a daily basis. With the case load that the officers carry, daily school visits were not something they could spend a lot of time on.

Rick then asked Chief Charles if anyone had approached him about arming an individual teacher or teachers within the building and how the Chief felt about individual teachers being armed. Chief Charles stated that it depended on who the teacher was. He also stated that if teachers were going to be armed in a school, there needed to be some serious training for those teachers before they are ever armed. From his perspective of law enforcement, he knows that if the police are responding to an individual who has a firearm and is actively killing people inside a building when the officer gets there; if there is a person who is trying to be a good citizen and they are coming through with a firearm, chances are that things are not going to be very good for them unless the officer knows who they are. The officer is not necessarily going to know who they are. All the officers know is that people are being killed so that creates a problem. It also creates a problem with that person who has good intentions thinking that they are trying to stop a threat or trying to stop someone from doing something bad and all of a sudden, they, themselves, have either been shot, hurt, maimed or otherwise can’t perform. It has just added another issue to the Police Department’s plate. There are consequences to everything you do, so just think it through.

Chairman Fortier asked how often the officers have a chance to walk-through the schools. Chief Charles stated that a walk-through may happen once a month. AA Lacaillade asked if the schools were taking these issues seriously and Chief Charles responded that they had to at this point. TM English stated that the officers were getting into the buildings at some point and were familiar with the buildings and how they are configured. He then asked Chief Charles if he had made every suggestion that he could make in terms of advice and options to the school officials based on what the Chief knows and what he is being instructed to do by Homeland Security. Chief Charles responded that he had. There was a brief discussion on the effect mental health plays on school security. Rick Ladd asked if there could be more control as far as coming in and going out of the school buildings, namely only having one open door. Robert Roudebush stated that the last few times he was at the Elementary and Middle schools, he had to be buzzed in and asked if the High School was like this also. Chief Charles couldn’t answer that question for security purposes. He doesn’t want people to think our schools are unsafe. Chairman Fortier stated that it was encouraging to know that the Town’s system has made some improvements and Chief Charles was pleased with that. There were more improvements to go and they were being worked on. The Board thanked Chief Charles for the update.

Public Hearing: None

Town Manager's Report: None

Pending (Old) Business:

- **Capital Improvement Program-Program, Project and Budget Rating Scale:** Chairman Fortier stated that this was a draft policy given to the Board at the last meeting by Rick Ladd. He stated that he hasn't read it yet and asked if the Board wanted to act on it or wait and act on it later. He stated that the concept of this idea was very good. It lists capital projects, has a methodology of how to address it, how to gather input into it, and how it is funded so it doesn't come as a surprise in an emergency. He had this put on the Agenda in case the Board wanted further discussion or they could study it more and have discussion later. Robert Roudebush stated that he had looked at it but would like to study it a little longer. Rick Ladd asked if TM English had looked at what was defined as capital equipment or a capital need. TM English did some research on this and it was pretty consistent. Most authorities say that a capital item is usually \$5,000 or more. A capital item is not disposable or consumable. It generally has an assessed value and it has a useful life of more than a year. Using these criteria, it covers what is a capital item or piece of capital infrastructure as opposed to disposable items. Rick Ladd stated that \$5,000 seemed low and thought that \$10,000 or more would be a better amount. He would like to put a definition sheet that is associated with this, specifically what is a capital asset or item that is inclusive in this policy so there would be a definition to that fact. Lynn Wheeler asked Rick if this policy took continuity into consideration. Rick stated that it did and it was one of the policy's strengths. Chairman Fortier asked if they could revisit this draft sometime after Town Meeting and the rest of the Board agreed.
- **Dedication of Town Report:** Chairman Fortier stated that the outside of the Town Report would have the 250th logo. He would like very much to dedicate the Town Report to the 250th Committee and all the volunteers. Tom Friel made the motion to dedicate the Town Report to the 250th Committee and all its volunteers; seconded by Robert Roudebush and carried unanimously.
- **Budget:** Chairman Fortier stated that the next Advisory Budget Committee meeting, which is January 28, 2014, will be on Warrant Articles. There was then a brief discussion on the Public Hearing, also on January 28, regarding sludge. The Public Hearing was being held to take public input on adopting the State rules on sludge as a health ordinance. The discussion then returned to the Budget. Chairman Fortier asked if any of the other Board members had any input on the status of the Budget. Chairman Fortier had one question and that was about the \$1 million bond. He wanted to know how much that would affect the tax rate if they went with the estimated rate. AA Lacaillade stated that she believed it was 84 cents. TM English stated that the bond would not affect this year's budget; it would be the 2015 budget. Chairman Fortier stated that they had talked about the list of road improvements that TM English had given them. The Board was waiting for traffic counts on Lily Pond Road. TM English stated that the traffic count had been done on Lily Pond Road, but they couldn't download the information from the machine unless the IT person did some work to it. Chairman Fortier's question was if they were to bond and they were to tackle their priorities of three roads, what kind of criteria would be put out to bid. TM English stated that each road was a different job. French Pond Road would be road leveling and then an overlay; that would be entirely asphalt. Lily Pond Road is a total reconstruction. Chairman Fortier stated that his personal feeling was that if the Board asked for a \$1 million bond, they needed to identify to the public the roads that they were going to be working on. Robert Roudebush and Rick Ladd were in agreement with that statement. AA Lacaillade said the Board needed to make a decision tonight on the bond because the time to advertise for the Public Hearing on February 12, 2014 was approaching. TM English stated that even after the Public Hearing, the project could be pulled from the Warrant if there was negative reaction at the Public Hearing. Rick Ladd stated that his main concern was not the roads; it was the tax rate. Tom Friel stated that his concern was also the tax rate. Lynn Wheeler stated that it should be brought to the taxpayers because it is a major thing. Chairman Fortier's personal opinion was that since there was the Capital Improvement Plan draft, roads would fall into this

nicely. They haven't done enough homework to fully inform the public as to what they want to do with roads. Robert Roudebush stated that the Board has a list of existing priorities and a dollar amount attached to each priority. Lynn stated that what is happening is that two members of the Board are saying they don't want to throw this out to the public because of the vote. Chairman Fortier stated that they weren't fully ready yet because they would get one shot and if they don't fully understand everything they want to do, then he thinks it will go down. Tom Friel stated that it will if they can't explain definitively what they are going to do. Chairman Fortier stated that there were other things coming to mind. The polls will have to be open until 7:00. The votes would then have to be counted and Town Meeting wouldn't start much before 8:00, which he didn't feel many people would attend. Chairman Fortier stated that he hated putting off the bond, but the mechanics of it just weren't there. He was leery of an 84 cent increase on the tax rate. Lynn's feeling was that the Board was hedging. Rick Ladd stated that he didn't think that they were hedging. This was one of the reasons why he proposed the plan for Capital Improvement Projects. He asked if the Board has a hearing, does the Board have to make a recommendation to the Town on an article like a bond issue and the answer was yes. He stated that it would not be a unanimous vote. AA Lacaille stated that the Board shouldn't always put the Town's needs below everyone else, because the Town does have needs. She stated that there are many calls about the roads and eventually there needs to be money to fix them. Rick stated that he has no complaints about the road crew. He thinks they do a marvelous job with the dollars and time that they have. However, the Town has to include all layers of government. Robert Roudebush stated that he believes that the roads need work and still believes that he would be comfortable saying it's up to the voters. Chairman Fortier stated that the Board's first priority is Town business and if it's the Board's goal to look at capital improvements, not just roads, but other improvements down the road, there are a number of things that need to be addressed. The Board must be unified if they are to go ahead with the bond; priorities must be set. Another budget issue that Chairman Fortier brought up was the computer upgrade. It is a \$30,000+ item and he was a little confused at the budget meeting about what they are going to do. At that meeting, TM English indicated that priority is to have an offsite back-up location. Chairman Fortier did not know how much money was devoted to that. TM English stated that what he took from Jim Marshall's presentation was that people were very concerned about an offsite back-up location. He stated that that would be made a priority. Chairman Fortier stated that the money hadn't changed, just the priority and TM English agreed. Rick Ladd stated that the schools had been asked to do a number of programs within that are trickled-down Federal requirements and many of which have become unfunded. The amount that they receive per child hasn't changed; costs of doing business go up constantly. The road funds on the State level have been raided and raided. The problems encountered on the State level are trickling down to the Town level. TM English stated that he had received an e-mail from some people that are concerned with the Federal government and there is a petition circulating that the Federal government and Congress should be held to everything that they mandate to the states. He reminded the person who sent the e-mail that the states that were crying about Federal mandates when the states do the same to the Towns. Chairman Fortier stated that there was one more Selectboard meeting before the Budget Hearing on February 12 and if there were any concerns, to please make them known before then or at that meeting. TM English stated that the Board needed to decide tonight whether they were going to go ahead with the Public Hearing on the bond, in order to run the ad on time. Tom Friel stated that he thought they should run the ad for the bond, get public input and make a decision on that bond based on public input. TM English stated that he didn't think waiting another year would be critical, especially to these roads. He also stated that if they wait another year or two, there will be more deterioration that's going to create more costs. Lily Pond Road is not going to get much worse than it is now; French Pond Road could and he is concerned about it and Brushwood Road is good with the overlay. Robert Roudebush stated that he has not been bombarded with complaints about these roads. TM English stated that he would be a little disappointed if they didn't proceed with it, but another year wouldn't make that much difference. Tom and Robert stated that they needed an out-and-out straight plan to present to the public. Rick stated that it also needed to be a comprehensive plan. His position was that he would not go through with the bond at this time. Lynn stated, "I don't care. Do

whatever you want. I feel like I'm on a rollercoaster on this Board." She doesn't know where anybody is coming from from one day to the next. Chairman Fortier asked if it was the consensus of the Board that they don't go ahead with the bond and it was the general consensus that they don't go ahead, with Lynn being neutral.

- **Update on RPC Bill:** Chairman Fortier stated that there was discussion at the last meeting about a vote that was done and asked TM English how that went. A committee unanimously rejected the legislation. Rick Ladd stated that that vote will not be overturned in the full House. The Regional Planning Commissions will stay intact.

New Business:

- **Pelletco/Biomass Heating Solution:** Chairman Fortier stated that he had asked this be put on the Agenda. TM English stated that Pelletco did not feel that, technically, they could do the JRM Building with pellets because it is a steam system; they would be piggybacking a pellet-burning boiler on a steam system that just doesn't work because of the pressure required. However, on a hot-water system, which is what is at the Robert E. Clifford Building, a pellet component is conducive. In the proposal, the company would come in, install a pellet boiler in our space, which would feed into our distribution system and then you maintain your oil-fired system as back up and you have a pellet-fired system. The pellet system is not up all the time or it is down for maintenance, you have your oil-fired system as back-up. Their proposal is they incur all the costs of installing their equipment, which they own. They install the equipment, they maintain the equipment. The only obligation on the Town is to empty the ash, which amounts to a wheelbarrow full of ash once a month. Supposedly, it is not a hazardous material. They guarantee pellet availability for 10 years for the life of the contract. He did check their references. When he spoke with the Town Manager of Gorham, she felt that the potential savings were not there in terms of energy savings that they forecast. There is no existing application in NH or VT; there are a few facilities in ME. TM English received a written evaluation from Jim Fortier, who has done work on our systems; Jim thinks it sounds good with little risk to the Town because they own the equipment but you are locking in for 10 years. The only option is to tell them to take it out and there was concern about how that would work. He didn't feel like the savings were there. Lynn commented that she was concerned about fires in the feeders and the Town's insurance going up considerably because of this. TM English stated that he felt the financial risk was minimal, but he had mixed feelings about the proposal. TM English stated that the foreseeable future for energy is gas. It is clean, fairly safe and produced in the U.S. Gas would be the way to go in the JRM Building. Chairman Fortier stated that the proposal would be put as a consideration for capital improvement plan.

Commission/Committee Reports: Lynn Wheeler stated that the Rec Committee was having a Penny Sale over the weekend; everything else was going as planned. Acoustic Music Jams were back up and running. Robert Roudebush stated that one thing the Airport Commission was doing was looking into a Dean Memorial Aviation Scholarship fund. The balance is around \$54,000; there is a designated trustee and a set of rules that govern who it's given to and a set amount. They recently received a contribution to the existing fund and were looking further into this. This fund has been established for a number of years but no one has pursued it. The Town Trustees of Trust Funds manage the fund. Chairman Fortier stated that the Haverhill Economic Development Committee would meet on Wednesday, January 29, to discuss the business survey.

Correspondence: Chairman Fortier stated that there was a letter from Chris Page, dated January 14, 2014 concerning a property tax issue. The letter was actually given to Sandra Roy. Chairman Fortier asked TM English if there was anything that the Board needed to decide on or was the letter a point of information. TM English stated that there was a request in the letter to defer Mr. Page's taxes. The taxes are paid for 2013 and Mr. Page would like the taxes deferred from now until the property is sold. Lynn Wheeler stated that if this is done, there would be a precedent set. The consensus of the Board was to not entertain this option. There was also a letter from George Sansoucy, explaining upcoming court dates concerning the 16 towns he represents.

Comments of the Public: None

Comments of the Town Manager/Administrative Assistant-Finance Officer: AA Lacaillade wanted to clarify Town Meeting. She asked if Town Meeting would now begin at 8:00 PM on March 11, 2014 as the polls would not close until 7:00 PM and votes needed to be counted. It was the consensus of the Board that Town Meeting would not start until 8:00 PM. AA Lacaillade also presented an abatement appeal from the Mitchells, with the 2011 and 2012 appeals still at the BTLA. Mark Lutter, the Mitchell's tax rep, has contacted the Town's assessor with an offer to settle the 2011 and 2012 appeals with a flat amount of \$700 and all the challenges would be withdrawn. The consensus of the Board was to take the offer.

Comments of Selectboard Members: Lynn Wheeler asked why the Board had received the attendance sheets for the Airport Commission. AA Lacaillade stated that it was a requirement that the Airport Commission give to their members every year. Chairman Fortier stated that this was the first time he had seen these sheets from the Airport. AA Lacaillade also updated the Board on the letters that were sent out to delinquent tax payers. She met with Sandra Roy and the results were that three had entered into an agreement, eight had entered into an agreement and made a payment, six had not responded at all, and four were the special circumstances that they were still working on.

Adjourn Meeting: Rick Ladd made a motion to adjourn; seconded by Robert Roudebush and all approved. Chairman Fortier adjourned at 8:22 pm.

Minutes transcribed by Karen Hyde