

MINUTES OF HAVERHILL SELECTBOARD REGULAR MEETING
Monday, February 22, 2016
Draft Subject to Review, Correction and Approval at Following Meeting

Board Members Present: Wayne Fortier, Tom Friel and Rick Ladd

Board Member Excused: Robert Maccini

Town Manager: Glenn English

Administrative Assistant/Finance Officer: Jo Lacaillade

Selectboard Clerk: Karen Hyde

Members of the Public Present: Dennis Cunningham, Nicholas Thompson, Darwin Clogston, Angela Clifford, Mike Bonanno and Ed Ballam – Journal Opinion

Call Meeting to Order:

Chairman Fortier called the meeting to order at 6:01 pm.

Pledge of Allegiance

Agenda Approval (additions/deletions completed by Board consent): Rick Ladd made a motion to accept the agenda; seconded by Tom Friel and carried unanimously.

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

Scheduled Public Appearance(s):

- **Angela Clifford-Recreation Commission Appointment:** Angela Clifford was interviewed by the Board as an appointee to the Recreation Commission Ms. Clifford stated that she was a life-long resident of Haverhill and her son enjoyed attending the various Recreation Commission events. She was willing to attend trainings that were related to the Recreation Commission. Rick Ladd made the motion to recommend the appointment of Ms. Angela Clifford to the Recreation Commission; seconded by Tom Friel and carried unanimously. Ms. Clifford was sworn in by Chairman Fortier.

Public Hearing: None

Town Manager's Report: TM English stated that this was his "time to go". He took the same oath that Angela just took about 20 years ago. It is a standard oath and he took it very seriously and hoped that he has been productive for the Town. He went on to say that it has been a pleasure working with the Selectboard and staff. He has worked for many different Selectboard members over the years and for the most part, has enjoyed it. There have been "rocky" times, but most of it has been good. Chairman Fortier stated that it had been a pleasure working with TM English and he has been a very valuable part of the Town over the last 20 years. The Board and audience joined Chairman Fortier in a round of applause for TM English. TM English commented that he was not a typical Town Manager because the longevity of a Town Manager is usually 3-5 years. He and his family were interested in settling here and intend to stay here. TM English also commented that he had given Chairman Fortier a copy of his principal duties to help them with their new job description.

Pending (Old) Business:

- **American Legion Sign update:** TM English had an update for the Board on the American Legion sign. He went on to say that the American Legion would like to put a sign near the intersection of South

Court Street and Central Street. There have been some issues with the State DOT. He received some encouraging information late last week, which is the DOT is going to give the American Legion permission to do the sign if a form was filled out and approved. The Town owns some property in that area and he believed that would be an excellent location for the sign, which would alleviate the issues with the DOT concerning the scenic byway. TM English received the form from the Commander of the American Legion for the Town to fill out and basically, it is a request to the State to locate an off-premise sign on private property. He has certified that there is no zoning in that area that would affect placement of the sign and then as the property owner, the Town needs to give permission on the form to the American Legion to put the sign on Town property. He thought that Chairman Fortier should certify this. The lot that the Town owns wraps around and incorporates a section of Railroad Street. He sent around a sketch of where the sign would be placed. TM English said that there were two posts there that used to hold the covered bridge sign and he thought that that would be a good location. Chairman Fortier asked if that was agreeable to Mr. Thompson, Vice Commander of the American Legion and Mr. Thompson said that it was. Mr. Thompson commented that he had been in contact with two (2) DOT members. DOT told Mr. Thompson that as long as he was 15 feet from the edge of the road, it would be out of the right-of-way for the scenic byway. It was just a case of an off-premise sign. TM English said that the sign would be well off the road but still very visible. Chairman Fortier asked Mr. Thompson if there was anything else and Mr. Thompson did a brief review of who he was and what his duties were at the American Legion. He commented that he has reached out to Sherri Sargent, Rec Director, to see if they could create a bond to help her. He went on to say that he was trying to change the idea of the American Legion as a “bar”. It is not a bar; it is an organization and they are here for the community, the Town and the kids. He showed the Board a picture of the proposed sign. Chairman Fortier asked Mr. Thompson if the sign was going to be lighted and Mr. Thompson said that it would be. TM English suggested a digital sign because the manual signs are very time consuming and have to be updated all the time. Tom Friel made a motion to authorize the Town to go ahead with this project; seconded by Rick Ladd and carried unanimously.

New Business:

- **Healthtrust Combination of Members Resolution:** AA Lacaillade stated that there was a Resolution that had to be read into the record from Healthtrust agreeing to the combination of members. The Healthtrust plan that the Town has combines the Town with the SAU for the school rates. The Town of Bath, the Town of Piermont, the Town of Warren, Mountain Lakes Village District and Woodsville Water & Light and they require this combining resolution be read at each of those entities as part of their contract. It reads:

ADDENDUM A

HEALTHTRUST, INC.

COMBINATION OF MEMBERS FOR RATING PURPOSES

CERTIFICATE OF AUTHORIZING RESOLUTION

I hereby certify to HealthTrust, Inc. (“HealthTrust”) that the following is a true copy of a resolution adopted by the governing body of Town of Haverhill at a meeting duly held on February 22, 2016.

RESOLVED: That Town of Haverhill shall participate in the combined rating arrangement for medical coverage by HealthTrust to School Administrative Unit #23, Town of Bath, Town of Haverhill, Town of Piermont, Town of Warren, Mountain Lakes Village District and Woodsville Water & Light Dept. Further, that the “Agreement Regarding Combination of Members for Rating Purposes” between Town of Haverhill, HealthTrust, and the other combining HealthTrust Member(s) (the “Combination Agreement”) is hereby approved in the form presented to this meeting and that Wayne Fortier, Chairman Selectboard, is hereby authorized and directed to execute and deliver to HealthTrust (i) an acknowledgement of the terms and (ii) a certificate of this resolution.

I further certify that the foregoing resolution remains in full force and effect without modification.
Dated February 22, 2016.

Tom Friel made a motion to authorize Chairman Fortier to sign the resolution; seconded by Rick Ladd and carried unanimously.

- **Sansoucy Contract:** TM English stated that the Board was familiar with what Mr. Sansoucy does for the Town in terms of assessing the value of the utility property and providing expert testimony for the Town in a number of cases where the utility companies are challenging those assessments. Tom thought that TM English should go into a little further detail as there were two potential Selectboard members in the audience. TM English explained that towns have two options on utility property and utility properties are electric, phone, poles and wires and cable. The town can either accept the value for those properties as promulgated by the State DRA, which are way low or they can hire their own expert assessor to assess those values and net more tax revenue for the towns. Eighteen (18) or twenty (20) years ago, the Town chose to go that route and hired Mr. Sansoucy, who is an expert in this field and really the only one providing this service effectively. That netted at an increase in value of those properties which relieved the other taxpayers from supporting the property tax and the Town has been with Mr. Sansoucy since that time. He is also involved in court with the Town with an attorney. Some of those companies have challenged the Town's values over the years. They have done well to defend those so far. Most towns that are forward thinking use the services of the expert assessor to assess the utility properties and get a fair market value payment in taxes from those utility companies. He would recommend that the Town continue with that relationship. It helps the taxpayers substantially. Rick asked how many other towns were hanging with Haverhill. TM English stated that Haverhill was partnered with six (6) other towns in some of the legal actions, which actually helps all towns because they are sharing an attorney and assessor in terms of the legal challenges. He has seen, in terms of the Town's involvement, three (3) court decisions that have totally accepted Mr. Sansoucy's methods of assessing properties and that is good precedent for the Town. He went on to say that Mr. Sansoucy is a very convincing person and very good in court. Chairman Fortier commented that the rate was going up from approximately \$8,000 to \$10,800, which AA Lacaillade commented that that was budgeted for this year. TM English suggested that since there will be new Selectboard members this year, they may want to have a conference with the attorney and Mr. Sansoucy to bring the Board up to speed, although the Town has been kept up to date electronically. The new Board members should be brought up to speed on the various legal issues. Rick concurred with that. Darwin Clogston asked if it was a yearly contract and AA Lacaillade stated that it was a 5-year contract because they have to reval every five (5) years. Rick Ladd made a motion to accept the Sansoucy contract; seconded by Tom Friel and carried unanimously.
- **Town Manager Search:** Chairman Fortier stated that the Board members at the table and Darwin were present at a meeting on February 19, 2016 with Primex representative, Rick Alpers. They started an outline of their intention to conduct a search for a new Town Manager and Mr. Alpers and the Board worked out a schedule to publish a notice no later than March 14, 2016 and they then hope to hire someone by June 15, 2016, which is flexible. They want to see someone in place on either June 15 or July 1, 2016. They have scheduled time for resumes to be submitted. The Board will rank them soon after they are submitted and they will conduct at least two (2) interviews of the candidates. Chairman Fortier commented that the Board must develop a job description, which they will do in non-public session. They are hopeful and want to stay on that time schedule and it was a productive meeting. TM English cautioned the Board about going into non-public about the job description. He said unless they were talking about a person, they didn't need to go into non-public session about developing the job description. Rick commented that they were discussing the job description of the full-time Town Manager and TM English stated that that was public. Chairman Fortier commented that TM English had submitted a job description and he has outlined the current duties that he performs. Chairman Fortier listed them one by one. Rick submitted and explained a draft of a Town Manager job description that he had pulled from various other towns, including Wolfboro, Conway, Newport, Hanover, Haverhill and State statute. Chairman Fortier thanked Rick for all of his work. The Board members will study the draft and make a decision by the next meeting on March 7, 2016. This meeting of February 22, 2016 was viewed as the first reading of the draft.

Commission/Committee Reports: None

Correspondence: Chairman Fortier stated that the Board had received notice from the Town Clerk about changing office hours. Starting March 14, the office would be open on Mondays from 9-6, Tuesday-Thursday from 9-4:30 and Fridays from 9-3. The Board had also received correspondence from the Town's attorney concerning lots at Mountain Lakes. AA Lacaillade stated that this was information that the attorney had passed on the two lots in question onto a title search company. There was also a check from Primex to cover the Airport house damage. TM English wanted to commend Dennis Cunningham for doing an excellent job at staying on top of the water break at the Airport house that caused so much damage. AA Lacaillade also did a lot of work on this. Chairman Fortier stated that the Board had received a letter of resignation from AA Lacaillade to resign from the Recreation Commission. She would like to remain a Friend of the Recreation Commission. Tom Friel made a motion to accept the letter of resignation with regret; seconded by Rick Ladd with regret and carried unanimously. Chairman Fortier thanked AA Lacaillade for her work.

Comments of the Public: Mike Bonanno asked if he would be able to get a copy of the responsibilities that TM English submitted and he was given one. Darwin was also given one. Darwin asked how many hours the Town Clerk was working. AA Lacaillade stated that the Town Clerk doesn't normally work 40 hours. She will be working the same number of hours, but hours arranged differently. Tom stated that the Town Clerk, who is elected, can set her own hours as the Selectboard has no control over it.

Comments of the Town Manager/Administrative Assistant-Finance Officer: TM English commented that using Conway and Hanover as models for the job description made sense because their Town Manager and Selectboard had good, long-term working relationships. Rick commented that the person in Wolfeboro had been there since 2006. TM English stated that that was also a strong relationship. Chairman Fortier asked if Rick had received his list of all Town-owned property. Both AA Lacaillade and TM English stated that the Board had received the list.

Comments of Selectboard Members: None

Non-Public Session Pursuant to RSA 91-A:3(a):

Tom Friel made the motion to go into non-public session at 7:05 pm; seconded by Rick Ladd. The Board was polled and all agreed to go into non-public session.

Tom Friel made the motion to come out of non-public session at 7:30 pm; seconded by Rick Ladd and all agreed. Public session reconvened at 7:31 pm. No motions made; no action taken, and minutes are to be sealed. All approved.

Adjourn Meeting: Rick Ladd made a motion to adjourn; seconded by Tom Friel and all approved. Chairman Fortier adjourned at 7:32 pm.

Minutes transcribed by Karen Hyde