

MINUTES OF HAVERHILL SELECTBOARD REGULAR MEETING
Monday, April 7, 2014
Draft Subject to Review, Correction and Approval at Following Meeting

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

Town Manager: Glenn English

Administrative Assistant/Finance Officer: Jo Lacaillade

Selectboard Clerk: Karen Hyde

Members of the Public Present: Darwin Clogston, Mary Cataldo, Celeste A. Rheaume, Jacques Finlay and Cicely Richardson – Journal Opinion

Call Meeting to Order:

Chairman Wayne Fortier called the meeting to order at 6:05 pm

Pledge of Allegiance

Agenda Approval (additions/deletions completed by Board consent): Lynn Wheeler made a motion to accept the Agenda; seconded by Robert Roudebush and carried unanimously.

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

Scheduled Public Appearance(s):

- **Jacques Finlay-Recreation Commission Appointment:** Chairman Fortier interviewed Mr. Finlay, a resident of Pike and retired teacher, for a possible appointment to the Recreation Commission. Mr. Finlay stated that he had started the Ping Pong Club at the Robert E. Clifford Memorial Building and was interested in starting other forms of recreation, such as horseshoeing, badminton, shuffleboard or volleyball. Lynn Wheeler questioned Mr. Finlay on whether he wanted to be a Recreation Committee member or a Friend of Haverhill Recreation. Chairman Fortier explained the responsibilities of a Recreation Commission member. Mr. Finlay ended up deciding to become a Friend of Haverhill Recreation, rather than become a Recreation Commission member.

Mary Cataldo was attending the meeting to say thank-you for all that the Selectboard does for the children in the community. She was also there to ask about Recreation programs for “middle age” children, which she considers to be 13-15 year olds. She suggested dances and AA Lacaillade stated that dances had been tried, but there was very little participation. Lynn Wheeler and AA Lacaillade stated that there were many programs in the summer, such as a Golf Camp and Soccer Camp.

Public Hearing: None

Town Manager’s Report: Due to a full Agenda, TM English passed.

Pending (Old) Business:

- **Capital Improvement Program Policy:** Chairman Fortier stated to TM English that the Board knows that they want to improve the roads and the Board had received from TM English an assessment of and priorities of the roads and wanted to know how to incorporate this into a Capital Improvement Project. TM English stated that Rick Ladd’s purpose at the beginning of the Capital Improvement Program

procedure was to break things down into projects, such as the purpose, need and cost of the project and then to compile that. And then, on an annual basis, look at it and have some sort of system of prioritizing projects. TM English stated that the other thing that he was asked to do was research the definition of a capital program. He received very good advice from the N.H. Municipal Association. The advice he received was that it had a lot to do with the size of the Town, the size of their budget and the types of items that they are dealing with to set limits. He cited the City of Franklin, as an example, which had a threshold of \$25,000 per capital project and a useful life of that project of 7 or more years. A smaller community, such as Plymouth, which is comparable to Haverhill, has a threshold of \$10,000 and a useful life of 5 years. He would recommend the \$10,000 threshold with a 5-year useful life. Rick Ladd read a statement from the Granite State Future that he handed out. He stated that “A Capital Improvement Program is, at its simplest, a compilation of capital projects that cost at least \$10,000 which are displayed in a schedule over six years.” He had talked with some people on the Regional Councils and \$10,000 seemed to be a pretty common figure and spread out over six years. TM English stated that if the Board went with a formal Capital Improvement Program, it would be a function of the Planning Board and must go to Town Meeting. TM English stated that the Board was establishing a way to make budgetary decisions based on a process. He also stated that once the Board gets the basic information, they would take it to the public and the public would help set priorities. The Board would call the program the Capital Project Budget Process Policy with a \$10,000 threshold and a useful life of six years, along with significant public input.

- **Restoration of Involuntarily Merged Lots Form Adoption:** AA Lacaillade stated that she had brought this to the Board at the last meeting and the Board had asked her to have it reviewed by the Local Government Center, which she had done. The only suggestion that the LGC made was that every time there is an application, the Board hold a public hearing so that there is no confusion when there is a possible refusal. Lynn Wheeler made the motion to accept the application as it was presented by AA Lacaillade, seconded by Robert Roudebush and carried unanimously.
- **Safety Policy and Program Adoption:** AA Lacaillade stated that, at the last meeting, she had brought to the Board a revised Safety Policy and Program Adoption, which is mandated by law to be adopted every two years. The Safety Committee meets quarterly. They had an extra meeting to go over the old Safety Policy, got templates from other places and revised the Safety Policy. TM English stated that there is a very involved Safety Committee. Robert Roudebush made the motion to accept the Safety Policy and Program; seconded by Lynn Wheeler and carried unanimously.
- **2nd Reading of Selectboard 2014 Goals:** Chairman Fortier stated that the Board had a list of the goals discussed at the last meeting. Rick Ladd added another goal, which was Fire Department Inspection Fiscal Accountability. Another goal added was Business Visitation by Board Members or the Town Manager. The last goal added was Economic Development Committee recommendations. Mary Cataldo asked who had control over Town-owned buildings and Chairman Fortier stated that the Selectboard had control of Town-owned buildings and facilities. Ms. Cataldo was asking if the Selectboard would have a place for children to call “home”. Chairman Fortier stated that the Rec Department had a budget and ran various programs. He was a little unclear as to what Ms. Cataldo’s definition of “home” was because the Town did have various spots where children do engage in different activities. Ms. Cataldo asked if a “home” would be a goal of the Selectboard and Chairman Fortier stated that the Recreation Commission would have to make a recommendation or proposal to the Board and the Board does not have one.

New Business:

- **Town Manager Goals:** TM English provided the Board with his goals for 2014. He stated that his goals were pretty self-explanatory, with some of them repetitive. The goals that he would highlight were the ones that were related to the Capital Project Budget Process that they had talked about earlier. Chairman Fortier asked how many Board members had completed the evaluation of the administration and they had only just started on them. Chairman Fortier stated that he would like to go over the Town Manager’s evaluation at the next meeting on April 21, 2014. Robert Roudebush stated that he would not be able to attend the next meeting. Lynn Wheeler asked if Robert could take those items, put them

together and give the Board his thoughts on them. Robert stated that he would make some written notes based on the forms that they had in front of them and he would make sure that the Chair received them for the April 21, 2014 meeting.

- **Prosecutor Contract Renewal:** AA Lacaillade stated that Steven Carroll's contract was up for renewal beginning April 1, 2014. The Chief has recommended and it has been budgeted for a 3% increase for Mr. Carroll. Robert Roudebush stated that he has twice had the opportunity to observe Mr. Carroll and stated that Mr. Carroll does an organized and efficient job. Lynn Wheeler made the motion to accept the Prosecutor Contract; seconded by Robert Roudebush and carried unanimously.
- **Rental Rates for Clifford Memorial Building and Storage Buildings:** TM English handed out the current Policy for Use of the Robert E. Clifford Memorial Building and the fee schedule. He thought it was time to revisit the fee schedule. He stated that part of the problem is with the non-profit and charitable uses for the building. There is no problem with private use or day use. The problem is when there are requests from non-profits and he would like the Board to distinguish between a non-profit agency and a charitable non-profit. TM English also stated that he thought a lot of the applications for use of the building needed to come to the Board for approval. He was not comfortable any longer with just himself and Sherri Sargent approving applications they have been hearing pushback from the Board that they didn't like some of the decisions made. Tom Friel stated that the Policy needed to be reviewed. TM English stated that the storage buildings behind the Clifford Memorial Building are now under the Town's charge. He has been working on a procedure to put those out for private use. He would recommend putting the management and control out to a qualified person who knows how to manage storage buildings and let that person sublet to appropriate folks with a fee from that person coming into the Town. Tom Friel concurred that the Town does not need to be in the business of renting storage, but subletting space was a good idea. Rick Ladd went back to the issue of non-profits and charitable non-profits. He felt that the Board definitely needed to work on distinguishing between the two entities. Chairman Fortier asked TM English what he thought should be charged per square foot for rentals of the Clifford Building. TM English stated that \$10-\$12 per square foot with services, such as heat, electric and janitorial included, would not be out of line.

Commission/Committee Reports: None

Correspondence: None

Comments of the Public: Darwin Clogston asked which roads North Country Council were going to be targeting in their pilot study. TM English stated that North Country Council was actually doing a pavement analysis of the condition of all of Haverhill's asphalt roads. He has steered them towards the roads that the Board has already discussed. North Country Council will do a much more technical analysis of the current conditions and then make recommendations.

Lynn Wheeler wanted to remind everyone that April 19 was the Recreation Department's Easter Egg Hunt at the Robert E. Clifford Memorial Building.

Comments of the Town Manager/Administrative Assistant-Finance Officer: AA Lacaillade presented the Proclamation of the Peace Officers for the Board's signature. This was to be presented on May 5, 2014.

Comments of Selectboard Members: None

Adjourn Meeting: Robert Roudebush made a motion to adjourn; seconded by Rick Ladd and all approved. Chairman Fortier adjourned at 7:41 pm.

Minutes transcribed by Karen Hyde