

**MINUTES OF HAVERHILL SELECTBOARD REGULAR MEETING**  
**Monday, April 8, 2013**  
**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:** Paul Hatch, Don Hammond, Edith Celley, Richard Morris, Brad Kennedy, Bette Pollock, Susan Brown, Howard Hatch, Homer May and Ed Ballam -- JO

**Call Meeting to Order:**

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

**Pledge of Allegiance**

**Approval of Agenda:** Robert Roudebush 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 Lynn Wheeler and carried unanimously.

**Public Hearing:**

- It was the consensus of the Board to go into a Public Hearing at 6:04 pm to accept unanticipated funds from an Emergency Management Performance Grant per RSA 31:95-b. Paul Hatch, a field rep for Homeland Security and Emergency Management, explained what the grant was about. To start off, Mr. Hatch made a public apology to the three fire chiefs for the grant taking so long. This grant is a 50-50 grant of FEMA funds that the state receives every year and is awarded to communities on a first-come, first-serve basis as long as the project is eligible and the pagers were eligible. Since the amount is over \$5,000, it has to go through the governor and council process in order to disburse the funds to the Town and it also has to be done through a public hearing. These monies were earmarked to the Town of Haverhill for the purpose of purchasing 30 pagers for the various fire departments within the Town. Susan Brown asked how much the grant was for and Mr. Hatch responded that it was for \$7,875. Chairman Fortier closed the public hearing at 6:10 pm and went back into the regular meeting. Lynn Wheeler made the motion to accept the \$7,875 grant from Emergency Management; seconded by Tom Friel and carried unanimously. Mr. Hatch presented the original copy of the grant to the Board for their signatures and it was notarized by Bette Pollock.

**Scheduled Public Appearance(s):**

- **Homer May:** Mr. May volunteered to be on the Technology Committee. Chairman Fortier asked who was on the committee and Rick Ladd stated that it was himself, Jo Lacaillade, Scott

Nichols and Peter Heilemann. It was the consensus of the Board to allow Mr. May to become a member of the Technology Committee.

- **Susan Brown:** Susan Brown presented to the Board a schedule of the Founder's Day (May 18) activities. She also wanted to make a point of information for the Board. Susan and her brother wanted to memorialize their father, so they have decided to build a nature trail at the Bedell Bridge State Park. It would not cost the Town any money and it doesn't require any permits. She has been working with Kevin Donovan who runs the state park system. She has walked the proposed trail with John Morton of Morton Trails. It would be about a mile long and it would be professionally installed. It would be a walking trail, no ATVs. Susan and her brother are going to pay for this; she just wanted to advise the Board of their plans.

**Town Manager's Report:** TM English stated that he was having problems getting the Plymouth State people here for the Civic Forum on a Monday night. He has managed to set up April 15, 2013 at 1:00 pm as a work session for the Forum. Lynn Wheeler and Robert Roudebush are also going to be there.

#### **Pending (Old) Business:**

- **Airport Ag Lease:** Howard Hatch stated that he was not there for reconsideration of the Board's decision on the Ag Lease. He felt that the Board did not have all the facts and he was there to present them. Chairman Fortier stated that Mr. Guy appeared before them at the last meeting and asked for reconsideration of their vote. There was no motion made for reconsideration but the consensus of the Board was that Mr. Ladd, along with the rest of them, weren't in any position to look into the facts of reconsideration. They did want it placed on this agenda. Rick Ladd stated that he was open to more information, but before he made any kind of motion to reconsider the action of the Board from a previous meeting. Chairman Fortier stated that since Mr. Guy had the opportunity to present his side, Mr. Hatch should also be able to provide information from his perspective. Mr. Hatch presented a short history of the lease. He stated that there were only about 10 acres that were not for sale and available for lease. The biggest piece that is rentable is 6 acres, but if you take the restrictions off, it puts it under 4 acres. There are 6 pieces that total a little over 10 acres that can be rented out that are not for sale. Mr. Hatch stated that he has always had an interest in the airport. He was on the first commission. Chairman Fortier then stated that the Board had already voted on the lease and that vote would stand. He then told Mr. Hatch that he had access to the land this summer. Mr. Hatch then stated that there were errors in the Airport Master Plan, such as the name of the airport and the acreage of the airport. He would like to see the history of the airport rewritten accurately. Robert Roudebush stated that Mr. Hatch could educate the Airport Commission on things that he knew that the Commission did not know. Chairman Fortier again stated to Mr. Hatch that he had access to harvest and till the soil this season.
- **Requests for Mildred Page Funds:** Chairman Fortier stated that the Board had received a letter dated 4/1/2013 from Mike Lavoie, Commissioner of Haverhill Corner Precinct, requesting \$5,000 from the Mildred Page funds for the replacement of the bandstand on the Common. Rick Ladd recused himself from the table as he is a Haverhill Corner Commissioner at 6:55 pm and joined the audience. Edith Celley, President of Haverhill Historical Society, was also requesting a grant of \$4,000 from the fund for Pearson Hall renovations. She went on to explain the funding they would be receiving from various entities, such as LCHIP and PSNH. What they would like to complete would cost \$61,440 and the \$4,000 grant would be a big help. Chairman Fortier asked TM English how much money was currently in the Mildred Page Trust Fund and

TM English replied there was \$5,737.69. They have received one quarterly payment of \$1,727, with three more quarterly payments of this amount due in 2013; and another one with a possible dividend at the end of the year. Rick Ladd then made his presentation for the replacement of the bandstand. There was a unanimous vote of residents at the annual meeting of the precinct on March 28 to request money from the Mildred Page fund for replacement of the bandstand. He went on to explain that the Precinct had appropriated \$15,000 with the hopes to immediately replace the bandstand, which is unsafe. The wiring is in place for the new building. They have also received \$2,000 from the community for this project. They are in hopes of getting started on this project after the 250<sup>th</sup> celebration. Lynn Wheeler made the motion to award \$5,000 from the Mildred Page fund to the Haverhill Corner Precinct for the replacement of the bandstand and \$4,000 to Haverhill Historical Society when the fund has been replenished; seconded by Tom Friel and carried unanimously. AA Lacaillade will bring 2 warrants for the Board's signature to the next meeting on April 22. Rick Ladd returned to the table at 7:20 pm.

➤ **Review of 2012 Goals:** Chairman Fortier did a short review of last year's goals.

➤ **Goals for 2013:**

Chairman Fortier read TM English's goals for 2013:

- Perform all statutory duties and responsibilities
- Prepare Town budget, revenues and expenditures for 2014
- Help the Selectboard use the information provided by the capital needs assessment to put together a capital budget to be implemented in 2014
- Continue to provide staff support to Town boards, commissions, standing committees and ad hoc committees upon request
- Continue to market the Business Park
- Keep the Selectboard apprised of pending state legislation or state rules which would affect the Town
- Work with precinct commissioners on Town-related projects or programs
- Develop policies and procedures as needed or as requested by the Selectboard;
- Bring updated personnel and purchasing procedures to the Board during 2013
- Constantly review the operations of Town government in an effort to implement as many efficiencies as possible while maintaining a stable work force and providing required Town services
- Update and codify the procedures and ordinances of the Town
- Oversee and manage all construction projects to include road construction, building improvements and A.P. Hill Pool improvements
- Follow-up where needed on the results of the business survey being done by PSU; and
- Develop a combined reserve account for future fire department truck purchases.

**Rick Ladd's written goals were:**

- To move faster on the capital improvement plan study report for the Municipal Building: heating fuel tank project, paving, response from McFarlane-Johnson regarding engineering study.
- Concerns about LGC and where we stand with that
- Work on the town website
- Continue the same on the Business Park development and marketing
- Consider moving towards implementing a fire equipment capital reserve fund following the annual meeting

- The Selectboard and Town Manager need to offer guidance to the Moderator and Budget Advisory Committee to strengthen the process; and
- Disseminate policy manual to all Board members.

**Tom Friel:** Tom would like to have more procedures in place for checking the information that is submitted on the Elderly Exemption Worksheet. AA Lacaillade has sent an e-mail to Linda Kennedy from the Department of Revenue as to what the Town can legally do once the Worksheet has been turned in. They would list this as a goal and review the information after AA Lacaillade hears back from the DRA.

**Robert Roudebush:**

- Keep in touch with Chief Charles on the results that he finds of the recently increased police base pay and to see if this is affecting the recruitment effort of officers.
- Continue with capital road improvements and capital improvements on the Robert E. Clifford Memorial Building, the Morrill Building and A.P. Hill Pool.
- Look at Ag Lease before the end of the year.

**Lynn Wheeler:**

- To try and bring in more citizen involvement. Civic Forum may hopefully bring more of that in. She would like to see varying age groups. TM English suggested to Lynn that they have a relationship with the Future Business Leaders at the high school through Scott Nichols. He stated that this is an interesting group of kids and they were very involved in the needs assessment that was done for the future of the Town through North Country Council. They have a lot of good ideas.
- More support to Town employees. She would like more time for job sharing or job shadowing so that the Selectboard could spend more time understanding what the employees do and what they deal with on a day-to-day basis.

**Rick Ladd:** He is very concerned about the downshifting responsibility of the state and county to the towns. Medicaid money is not coming down and the people that are getting hurt are people like the Police Department, who end up having to transport and then sit there. This is taking time away from our officers. TM English suggested hosting a Mental Health Forum, where the various agencies like the Police Department, White Mountain Mental Health, Cottage Hospital and caregivers could come in and explain what they do and discuss the problems they are currently facing and try to get some coordination in the Upper Valley.

- He is also concerned about losing small businesses in town. The economic report they get back from the survey will be helpful.

**Wayne Fortier:** His goals are the capital needs of the Municipal Building and checking its efficiencies and facilities and what they might do with this building and the Robert E. Clifford Building. He also stated that he needs to understand the policy manual. There was a short discussion on the progress of the website update and AA Lacaillade stated that it was one of her goals for this year to get the new website up and running.

**New Business:** None

**Commission/Committee Reports:** Lynn Wheeler stated that the Haverhill Rec Easter Egg Hunt was a huge success, with around 300 attendees. Lynn asked about the abatements that were in the manifest. TM English then asked what the Board's pleasure was on the abatements. AA Lacaillade explained that the assessor gave the Board their recommendations to grant or deny and the reasons they are recommending what they are. Tom Friel's suggestion was for the Board to look over the Abatements before they sign them. If they had any questions, they could bring them to the assessor. Rick Ladd's suggestion was that if any one Selectboard member peruses and sees a problem, then bring it to the table. TM English's suggestion was to have the abatements available in the office and whatever they are comfortable with, they can sign. If Selectboard members are not comfortable with an abatement, they can then bring it to the meeting for discussion. It was the consensus that all 5 had to sign the abatement to make it a go; if they all didn't sign, it would come to the Board for discussion.

**Correspondence:** Chairman Fortier stated that they had received information from Ray Burton and they had also received the Antioch courses that were available to Selectmen. AA Lacaillade stated that there was also a letter from the Department of Safety regarding the free radio to Steve Robbins. The Board authorized TM English to sign the agreement for the emergency management director's radio.

**Comments of the Public:** None

**Comments of the Town Manager/Administrative Assistant-Finance Officer:** TM English stated that AA Lacaillade had researched the issue of the Civic Forum meeting, which is for Monday, April 15 at 1:00; it would be posted as a work session so that all Selectboard members could attend. AA Lacaillade presented the written agreement about Sandra Roy's leave for the Board's signatures. Chairman Fortier stated that there was an ad in the paper for the Deputy Town Clerk position and they had received 5 applicants. Sandra Roy stated that she would like some assistance in the hiring process. It was decided that TM English or AA Lacaillade, Lynn Wheeler and Sandra would conduct the interviews.

**Comments of Selectboard Members:** Rick Ladd stated that the ZBA are having their first meeting of the year on April 23 at 7 pm. Robert Roudebush asked if the Antioch courses were worth signing up for and he was told that they were. He also stated that the NHMA was also offering some workshops. He also stated that Mountain Lakes had been granted their petition from the Superior Court to hold a special meeting on May 11, 2013 and the supervisors of the checklist were ordered to be there and do all the usual proceedings before an election. TM English stated that a judge has ordered that the supervisors of the checklist MUST be present at any district elections. AA Lacaillade asked the Board to think about what they would like to do about Bette Pollock's retirement party.

**Adjourn Meeting:** Robert Roudebush made a motion to adjourn; seconded by Lynn Wheeler and all approved. Chairman Fortier adjourned at 8:30 pm.

Minutes transcribed by Karen Hyde