

**MINUTES OF HAVERHILL SELECTBOARD REGULAR MEETING**  
**Monday, April 21, 2014**  
**Draft Subject to Review, Correction and Approval at Following Meeting**

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

**Board Member Excused:** Robert Roudebush

**Town Manager:** Glenn English

**Administrative Assistant/Finance Officer:** Jo Lacaillade

**Selectboard Clerk:** Karen Hyde

**Members of the Public Present:** Darwin Clogston, Road Agent Stuart McDanolds 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):** Rick Ladd made a motion to accept the Agenda; seconded by Lynn Wheeler and carried unanimously.

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

**Scheduled Public Appearance(s):** There were no scheduled public appearances. TM English stated that he had asked Road Agent Stuart McDanolds to attend the meeting in reference to a road ban issue. Road Agent McDanolds explained to the Board about the heavy truck traffic going to and from Randy Cassidy's Lummoxtown Road project. He was there to ask if the Board wanted him to restrict Randy's weight limit or just turn him loose. TM English stated that the trucks would be coming in from the Court Street paved portion as well as Lummoxtown Road. TM English and Road Agent McDanolds had talked about this and it is an out-of-the-ordinary instance where the Board may want to request a bond. Chairman Fortier asked if this truck traffic would be coming up on the paved portion of Court Street onto Lummoxtown Road, which is predominantly gravel and Road Agent McDanolds stated that that was correct. Lynn Wheeler stated that those roads were posted right now and Road Agent McDanolds stated that they were and they had asked the cement company not to run 9 or 10 yards, but to keep them to 6 or 7 yards. Road Agent McDanolds stated that this was a big project and there was going to be a lot of weight coming in. TM English stated that the problem with Court Street was that there was a water system on that road and if there is a very deep frost, he was a little nervous about major movement on that road affecting the water system. Lynn asked how long there would be a frost issue and Road Agent McDanolds stated that there was a reasonable amount of frost still in the roads. There is water running beside culverts instead of through culverts. Rick Ladd stated that he had talked with TM English several months ago about a bond so that the road is left the way it was found. Chairman Fortier asked TM English what the Board's options were. TM English stated that the Board had the authority to request a performance bond to insure the use of the road by the permit. Road Agent McDanolds has the authority to grant permission to use the road. These permissions are usually for 1 or 2 runs early in the morning when it is cold, but it is getting past the stage where it is significantly cold in the mornings. There is now the issue of whether he should run at all and if he runs, there has to be some kind of surety put up in case there is damage. Chairman Fortier asked if there was

any way to estimate the cost of possible damage and what would they be asking Randy to put up as a bond. TM English stated that it was hard to estimate that cost. There was more discussion about the amount of the bond. Lynn Wheeler made a motion to have Randy Cassidy put up a \$50,000 performance bond in anticipation of any unforeseen damage to the road from Route 10 to Route 25; seconded by Rick Ladd and carried unanimously. Road Agent McDanolds would keep a check on the affected roads.

**Public Hearing:** None

**Town Manager's Report:** TM English commented that he had instituted management meetings, which included key department heads, other key staff and himself. The first meeting was in April and the meetings will be on a monthly basis. The purpose of these meetings is to improve communication between the departments. There won't always be an agenda from TM English, but there could be, but he wants to get input from them. The next meeting in May, they will be looking at the Personnel Policy.

**Pending (Old) Business:**

- **Business Listing on Website:** AA Lacaillade requested clarification from the Board as to what businesses should be highlighted on the website. The Board felt that any business that had achieved an outstanding award, such as Windy Ridge, should be included on the website. TM English stated that Windy Ridge had also won "Business of the Year" from the Cohase Chamber, along with Blackmount Equipment and there are other businesses who receive annual awards. Any business that had achieved an outstanding award would be brought before the Board for possible inclusion on the website.
- **Capital Project Budget Process Policy:** Chairman Fortier stated that the first reading was on January 13, but it hadn't been adopted as an official policy yet. Rick Ladd made a motion to adopt the Capital Project Budget Process Policy, with a \$10,000 threshold and a useful life of five years; seconded by Tom Friel and carried unanimously.
- **Selectboard 2014 Goals:** Chairman Fortier briefly went through each of the Board's goals. The Board then discussed how they were going to achieve their goals.
- **Town Manager Goals 2014:** Chairman Fortier commented that there were 12 Town Manager Goals. Lynn Wheeler commented that all the goals, except for 2, which were to work with North Country Council to complete a Road Inventory and Analysis and to coordinate an engineering study for HVAC system upgrade in the municipal building and possibly the REC building, were the same as last year. TM English stated that the Board could add any goals they wished him to achieve. Rick Ladd added another goal for the Town Manager, which is to work in conjunction with the Selectboard to help them achieve their goals.
- **Rental Rates for Clifford Memorial Building and Storage Buildings:** Chairman Fortier asked TM English if the rental rate was based on \$12 per square foot and TM English stated that it was. TM English stated that the other issue was the difference between a non-profit and a non-profit charitable. Chairman Fortier believed that the difference between the two was that there was a fee with a 10% discount for a non-profit and a different fee for a non-profit charitable. TM English stated that right now, they both received a 10% discount, but he felt that a non-profit charitable should have a different category. TM English also stated that all rental requests would now be going to the Board for their approval. Rick Ladd stated that the Board needed to look at the current Policy and determine what would be fair as far as rates were concerned. AA Lacaillade presented a request from the North Haverhill Fire Department to use the Clifford Building for their super raffle in August. TM English commented that there was no category in the current Policy for a Town-funded entity to use a Town-owned property. TM English would draft a revision of the Policy and send it to the Board members for their review before the next meeting on May 5, 2014. The Board would then decide on the request of the North Haverhill Fire Department at that next meeting. The Board then discussed the storage buildings. TM English would like the okay from the Board to put out the RFP for the rental of the storage buildings. It was the consensus of the Board to do a walk-through and work session at the Robert E. Clifford Memorial Building and the storage buildings at 5:00 PM before the next Selectboard meeting.

**New Business:** None

**Commission/Committee Reports:** Lynn Wheeler commented on the Easter Egg Hunt that was held on April 19 at the Robert E. Clifford Memorial Building. There were about 200 people coming through the door, which was down from past years.

**Correspondence:** None

**Comments of the Public:** None

**Comments of the Town Manager/Administrative Assistant-Finance Officer:** AA Lacaillade stated that there was a gentleman in Haverhill Corner that they had been working with on delinquent taxes for quite some time. He has been making fairly substantial payments in 2014. His finance company is asking that they get some assurance from the Town on letterhead that the Town is not going to take the property if he keeps up a payment schedule. This gentleman is proposing a minimum of \$450 a month. Lynn Wheeler made the motion that the Board would revisit the agreement every year at tax deeding time and the gentleman would pay a minimum of \$450 a month with no late payments; seconded by Tom Friel and carried unanimously. AA Lacaillade would draft the letter to the finance company. AA Lacaillade also presented the annual contract with George Sansoucy, the utility assessor. The contract is the same as last year. Rick Ladd made the motion to accept the annual contract with George Sansoucy; seconded by Lynn Wheeler and carried unanimously.

**Correspondence:** Rick Ladd asked for clarification on some correspondence that the Board had received. AA Lacaillade stated that it concerned nesting birds. The woman who had sent the correspondence was requesting that the area by the Airport not be mowed during certain times. It was explained to the woman that the Town had a lease on that property with a local farmer. The woman already had the farmer's name as he had nesting birds on his own property. AA Lacaillade wanted to provide the Board with the information that was provided by the woman, in case they were approached and would know what was going on.

**Comments of Selectboard Members:** Tom Friel reported that the culvert work had started on Page Road. Lynn Wheeler reported on a house on County Road that had a tremendous amount of trash in back of the house and animals had gotten into it and it had been spread. TM English stated that that was going to be taken care of through Welfare. He also mentioned that since the snow has gone, there are other situations that the Health Officer is on top of. In fact, the Health Officer is running an ad to make it clear what the requirements are and he will be following up. Lynn stated that at the other end of County Road, there are vehicles that are abandoned and sitting on the Town right-of-way. TM English said he had contacted the Haverhill Police Department on that issue since there had been a motor vehicle accident at that location.

**Non-Public Session per RSA 91-A:3 (a) Personnel Issue**

There was a 7-minute recess. Lynn Wheeler made a motion to suspend the public meeting and go into non-public session at 7:55 pm; seconded by Rick Ladd. The Board was polled and all approved.

Lynn Wheeler made the motion to come out of non-public session at 8:52 pm; seconded by Tom Friel. 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 Lynn Wheeler and all approved. Chairman Fortier adjourned at 8:53 pm.

Minutes transcribed by Karen Hyde