

**MINUTES OF HAVERHILL SELECTBOARD REGULAR MEETING**  
**Monday, September 22, 2014**  
**Draft Subject to Review, Correction and Approval at Following Meeting**

**Board Members Present:** Chairman 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:** Bob Long, Fred and Kristi Garofalo, Michelle Moren-Grey, Christopher Demers, Mike Bonanno, Ken King, Jessica Brusseau, Donald Drew, Joe McQueeney, Darwin Clogston, Dan and Patricia Brady, Chris Roberts, Mike Roberts, Dottie Long, Michael Williams, Dave Long, 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):** Lynn Wheeler made a motion to accept the Agenda; seconded by Tom Friel. Rick Ladd added to the Agenda under Pending (Old) Business, an update on the Fire & Life Safety Code Inspector and under New Business, a discussion of the NCC Preliminary Plan. The amended Agenda was approved.

**Approval of Consent Agenda:** Rick Ladd requested two changes be made to the 9/8/2014 Selectboard Minutes. The first change was when discussing Daniels Road with Laura Goss. Rick asked about increased traffic on the road since the new business was established. Ms. Goss felt the traffic had increased. TM English said that was probably true at the Rt. 25 end where the business is located. Rick would like the following statement inserted at this point: “If the town highway budget had the maintenance funds available, and if the issue with Daniel’s Rd was viewed as needing immediate maintenance, then I do not want to micro manage that department. The decision is up to the Road Agent.” This was again emphasized when voting. The second change was to “Comments of the Selectboard”. He stated that there will be many new health care plans offered in New Hampshire next year offering many new options which should benefit Cottage Hospital. He would like to see that sentence end after the word “options” and then insert the sentence: “Under the Affordable Care Act and the state’s narrow exchange, there is currently one provider. Next year, the state is indicating that there will be 5 carries and he mentioned several. All hospitals will have at least 3 carriers.” He did not state that additional plans would benefit Cottage Hospital.

**Scheduled Public Appearance(s):**

- **Jennifer West – Recreation Commission Appointment:** Ms. West was not present.
- **Capital Road Program-North Country Council Data:** TM English introduced this subject to the Board and audience. North Country Council is working with UNH to develop a software program to do a capital road analysis or road pavement management analysis. They were looking for a Town to run a pilot project at no cost to the Town and TM English jumped on this. It is quite a program and there is a lot of technical knowledge. He then introduced Michelle Moren-Grey, who is an Economic Planner from North Country Council; she has been working with James Steele, who is another planner on this

program. They have taken the software and factored in Haverhill's information and what that will give is a comprehensive map of all of Haverhill's roads. The program highlights the traffic counts that they took on those roads. They also did a physical inspection of all of the paved roads and noted pavement conditions. Some of the longer roads were broken into half-mile sections. The other piece that hasn't been worked out yet is cost. TM English then introduced Michelle Moren-Grey, who had handouts for the Board members. She went on to explain that Road Surface Management System (RSMS) provides database guidance in road system maintenance. They were trained by UNH Technology Transfer Center technicians, who established this program in 1992. They look at road conditions in different parameters which they then take back to the office and enter into the software program. They conducted a windshield survey in late summer for approximately 22 miles of Haverhill's paved road network, excluding those within the district of Woodsville. Other parameters included traffic volume, ranked importance, functional class, local knowledge, and field notes. Chairman Fortier asked if this assessment was just for Haverill's paved roads and Michelle replied that it was. There was an option to do dirt roads, but it was not something that a lot of towns do. In addition to a field form, average annual daily traffic counts were included. The RSMS software maintenance strategy follows the guidance of the American Association of State Highway and Transportation Office. The theory that every dollar spent on maintaining a road in good condition, a Town would save \$6-\$10 in future repair. All the information is entered into the computer and results are obtained by a priority condition index or a condition index. A condition of 75 or above indicates that these are the roads that don't require much maintenance and if they are maintained, they will not cost the Town as much to repair. The highest priority number is 1500 and the lowest is 300. She then explained the criteria for assigning the priority numbers. The criteria are based on the data form and other parameters such as how the Town ranks them as priority, traffic volume and other parameters. Robert Roudebush asked if the number of residents living on a road was counted and Michelle replied that she didn't believe that was taken into consideration. It would be noted in their field notes. Chairman Fortier asked if the budget information from the study would be available to the Board prior to the budget process and was told that it would be available. There was a brief discussion about frost heaves, which causes the most damage over the years to these roads. Rick Ladd asked if there would be core samples done and TM English stated that they could take core samples, but they really needed to figure out how to get the frost heave factor. Rick Ladd asked if TM English had spoken with Joe Maccini, who knows a lot of the history of the roads and TM English stated that he had spoken with him over the years and received good information. Lynn Wheeler stated that there were previous road agents that could be tapped into for more information. Michelle then explained the pictures that were attached to the packet. There were pictures of sections of County Road, Lily Pond Road, Clark Pond Road, crack seal on County Road, and Brushwood Rd South. Chairman Fortier asked if there was a decent base, frost heaves could be minimized. TM English explained that if there was a decent base, there would be no frost heaves. Frost heaves are a symptom of poor drainage and poor base material. Rick asked Michelle if the Board could receive a breakdown of the parameters and she replied that she could get that breakdown. TM English explained to the Board that RSMS is not new and it is pretty much nationwide. Rick Ladd asked about the graph on page 3 of the handout and what it meant. Michelle explained that to maintain your best roads, it will cost less money to do a repair, such as a crack seal now, rather than wait 5 years and have to repave the whole road. Invest in the good and it will stay good longer and cost less money. Mike Bonanno asked what percentage of roads were gravel and Road Agent Stuart McDanolds responded that 2/3 of Haverhill's roads were gravel. Chairman Fortier thanked Michelle for her work.

- **Mountain Lakes Commissioners-Roads:** There were approximately 20 Mountain Lakes residents attending the meeting to discuss road conditions in Mountain Lakes. Bob Long, Commissioner, did a preliminary review of what was to be discussed. He has been a Commissioner for about three years and the road conditions have been an ongoing issue. He thanked the road crew for what they do and have done, but there is a lot more that needs to be done. He feels that a comprehensive overview of the roads needs to be done. Chairman Fortier asked for a synopsis of what the Mountain Lakes' expert, Russell Lanoie, determined in his report and his overall plan to address these problems. Mr. Long stated that Mr.

Lanoie was there in the fall of last year. His overall initial observations were lack of crown, berms, ditching throughout the district and culverts. There were concerns about Kearsarge Drive and the incline. There was riprap put down last year at the top, but none was put at the bottom. Vernon Drive was another that was in poor condition. TM English stated that the Town was saddled with sins of their forefathers, who built the roads. Rick Ladd stated that he remembered working with Sam Clough on these roads. There are so many roads that have a washboard effect and no drainage that it would take an immense amount of money to repair them. He thought they should develop some kind of plan, like with the paved surfaces, and try to prioritize where the limited dollar can be spent and do it right and develop a 5- or 10-year plan for Mountain Lakes. Robert Roudebush stated that he has been driving the Mountain Lakes roads, where he is a resident. He commented that Mr. Lanoie's report stated that the various types of work and treatment that the Town, to the best of their ability, are doing on a reaction basis is having a good effect on the Mountain Lakes' roads. Certain roads in Mountain Lakes have never been, nor will they ever be, up to Town specifications and that all has to do with history. Robert stated that Mountain Lakes was looking for a longer term, more perspective look at how they can correct some of these problems, not just on a reaction basis. He asked what the problem was with crowning of the road. TM English stated that it was a lack of material. He also stated that they were reactionary. The only thing that they have done proactive is their response to mud season. He commented that the Town was doing what the budget allowed and there wasn't enough money in the budget to do what was being asked. Robert Roudebush commented that in the last three weeks or so, the Highway Department has been doing a wonderful job of ditching, which created a bit of a crown to the road, which is a good thing. TM English stated that the biggest problem is that the roads were not built to Town specs by Town & Country. He would also like to know of specific areas where silting of the lakes is a problem. Chairman Fortier asked if there was any chance that the Town could address some of these issues or set up a plan for these issues. TM English stated that it should be addressed Town-wide, not just specifying Mountain Lakes as there are roads outside of Mountain Lakes that are just as bad. TM English stated that drainage is tough. If the Town is going to put water on people's property, formal easement has to be obtained. Mr. Long stated that they were not looking to get something done overnight; they just wanted a plan. Chairman Fortier stated that last year TM English put forth a Capital Improvement for Roads and an estimate for that was \$2.3 million. The Board had discussions about the Capital Improvement, but, in the end, decided not to bring it to the Town for a vote. TM English asked Road Agent McDanolds to take the Board and audience through a year's worth of highway maintenance and walk them through the different steps that they are equipped to do, what they have to do and what they would like to do. Road Agent McDanolds stated that there is winter maintenance, spring is grading and mud season, summer is ditching and maintenance, and fall is again grading and getting ready for winter. There is also roadside mowing and brushing to be done. Time and money were the key factors. Chairman Fortier asked Mr. McDanolds how many on his crew and Mr. McDanolds replied there were 5 total. He also responded that his crew only took vacation in the summer, as they need to be available for plowing in the winter. Rick Ladd stated that some of these roads met the subdivision rules for being paved. TM English suggested that in next year's budget, the Board should look at stay-mat for some of the locations that are prone to washboarding and chattering. He stated that there was no money to pave any more roads. TM English also asked for Mountain Lakes' support in obtaining a replacement for the one-ton truck for the Highway Department. He feels that a bigger truck with a bigger plow would be beneficial in helping to clear snow. Lynn Wheeler asked Road Agent McDanolds about the weight on the road quality if a larger truck is purchased. Road Agent McDanolds stated that his ability to plow in Mountain Lakes in one pass is not possible; a bigger plow would make that possible. Chairman Fortier stated that a bigger truck solves one problem, but to solve the rest of the road issues, they need to work together to come up with a comprehensive plan for accomplishing these road issues. Lynn Wheeler asked either TM English or Road Agent McDanolds if they knew what it would cost to do a plan on the gravel roads like NCC did for the paved roads. TM English stated that he couldn't even venture a guess. He also stated that Road Agent McDanolds and he could do prioritization of the roads. Mr. Dan Brady stated that they were not talking about rebuilding or paving roads at Mountain Lakes, they simply want the roads addressed.

Robert Roudebush stated that he rode with Road Agent McDanolds last winter during one of the more challenging snow storms; there was no doubt in Mr. Roudebush's mind about Mr. McDanolds work ethics, willingness to work or his ability. He also felt that the discussion was a good thing. Chairman Fortier stated that communication is always good and they would close this issue down for now. Mike Bonanno then asked about a traffic light going in by the new Cumberland Farms. Chairman Fortier stated that the DOT had come in and done a traffic count and decided that there was no need for a light.

**Public Hearing:** None

**Town Manager's Report:** TM English wanted to commend the Woodsville Fire District for volunteering to paint the parking lot. The cost of the paint was \$225 paid by the Town. The Daniels Road project was done and came in relatively cheaply. There is also a meeting on September 23 with North Country Council to talk about a draft regional plan, which he strongly urged the Board to attend. TM English reported that New England Hydro Transmission has petitioned the Superior Court for an appeal of their turndown abatement. He suggested that the Town use the same counsel, Chris Boldt, to represent the Town on this action. It was the consensus of the Board to use Mr. Boldt in this action.

**Pending (Old) Business:**

- **Personnel Policy Manual:** Chairman Fortier stated that the Board had the revised Personnel Policy Manual. Tom Friel made the motion to accept the Personnel Policy Manual; seconded by Robert Roudebush; Lynn Wheeler abstained as she hadn't read it; the motion passed.
- **Fire & Life Safety Code Inspection Officer:** TM English stated that there was an advertisement put in the paper about this position and there was one response from a person with local experience in building and fire codes. TM English will go ahead and set up an interview for this person with the Fire Chiefs.

**New Business:**

- **Application for Permission to Build on a Class VI/Private Road:** TM English stated that there was a request from Robin Roystan to build storage units on the Class VI portion of Pond Circle. This same section was approved for Mr. Roystan several years ago to build a house further on that road. It was agreed that the Board would wait for the Planning Board recommendation, which would meet the next night on September 23, 2014. This would be put on the Agenda for the next meeting of October 6, 2014.
- **NCC Discussion of Preliminary Plan:** Rick Ladd stated that on September 23, there was the opportunity for the people in Town to comment on the plan that they had just received about North Country economics. He did a brief overview of some of the issues that he had concerns with. He suggested that people look over the Plan and urged everyone to attend the meeting.

**Commission/Committee Reports:** None

**Correspondence:** Chairman Fortier stated that the Board had received an e-mail from TM English about the dates for the Healthtrust hearings, which start on October 1 through October 10. There was a letter from Chairman Dick Guy of the Airport Commission, which will begin the process of asking for approval from the townspeople to review Airport Road's east side to have traffic trained to Industrial Park Road. Robert Roudebush stated that this was only at the level of the Airport Commissioners. Chairman Fortier received correspondence from Bruce Cheney about the Town's 911. TM English explained that when there are calls to 911 and there is a problem with the system, your call doesn't go through because there are no back-up numbers. Chairman Fortier also had correspondence about NHMA's legislative policy conference, which is Friday, September 26, 2014. He was going to try and go and stated that if anyone wanted to ride down with him that would be great.

**Comments of the Public:** Darwin Clogston asked where the Emergency Response Trailer was housed. TM English stated that the Town hadn't taken possession yet, but it would be housed at the Woodsville Armory. Ed Ballam asked for a copy of the RSMS road plan done by North Country Council.

**Comments of the Town Manager/Administrative Assistant-Finance Officer:** None

**Comments of Selectboard Members:** Tom Friel asked about the status of the Page Road culvert project. TM English explained that construction would not occur in 2014 and would discuss further at another meeting.

**Adjourn Meeting:** Robert Roudebush made a motion to adjourn; seconded by Tom Friel and all approved. Chairman Fortier adjourned at 8:18 pm.

Minutes transcribed by Karen Hyde