

MINUTES OF HAVERHILL SELECTBOARD REGULAR MEETING
Monday, October 21, 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: Steve Robbins, Shawn Tester, Dr. Sarah Young-Xu and Ed Ballam -- JO

Call Meeting to Order:

Chairman 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 Lynn Wheeler 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):

- **Ammonoosuc Community Health Services:** Shawn Tester and Dr. Sarah Young-Xu of Ammonoosuc Community Health Services (ACHS) were requesting an appropriation in the amount of \$6000 (an increase of \$1000 from last year) from the Town of Haverhill for 2014. ACHS is a non-profit, community-based health center; they are also a federally-qualified community health center. They receive some federal grants that help fund their mission and in order to receive those grants, they must provide care to anyone, regardless of their ability to pay. ACHS has five sites: Littleton, Franconia, Woodsville, Warren, and Whitefield. They serve a total of 26 communities in southern Coos and northern Grafton Counties with over 10,000 patients. ACHS does primary and preventive health care, integrated behavioral health, oral health (coming in 2014), pharmacy, and patient centered medical home. They also have breast and cervical cancer screening programs and a medical assistance program. ACHS currently has 1,399 Haverhill residents who are patients; their total number of patients at ACHS-Woodsville is 2,814, some of which may be coming from Vermont or from other towns taking advantage of the services that they provide. The increase ACHS is requesting from the Town is because they are seeing more patients from the Town of Haverhill. This helps directly fund the primary care that they provide, as well as the sliding fee scale. Rick Ladd stated that he has been working with Maria Ryan of Cottage Hospital concerning the narrowness of the exchange network. He said that 688 possible patients could be restricted from having access to Cottage Hospital due to this narrow network. He asked Dr. Young-Xu how this narrow network would affect her. She replied that this would definitely impact their ability to be efficient in their work flow. She thought it

would only be a small number of patients who would be affected by Anthem. Mr. Tester thought that it would probably be a year before the network would be changed. They are hoping that next year will bring more competition within the Exchange. Robert Roudebush stated that he has been attending the ACHS educational mini-series in Littleton. His takeaway from these educational meetings is that this is a cutting-edge, contemporary, inclusive, well-run health care offering and the Town should support it in every way they can. TM English asked how much mental health care they provided. The response was “a lot.” Mr. Tester replied that they have 3 behavioral health professionals that go to the various sites. In terms of behavioral health visits, he would have to research that. Dr. Young-Xu stated that it was a very important part of what ACHS does. Chairman Fortier stated that the \$6000 appropriation would be incorporated into the budget process. He also stated that it would be helpful if someone could speak on behalf of what ACHS does provide for services at Town Meeting.

Public Hearing: None

Town Manager’s Report: TM English reported that he and AA Lacaillade had been working on a Credit Card Purchasing Policy. There is currently no written Credit Card Policy; he and AA Lacaillade feel strongly, along with the auditors, that they should have a written policy. He introduced a draft to the Board, which they could look over. Rick Ladd asked how many cards were out there and AA Lacaillade believed there were four, including hers. It was the consensus of the Board that there would be a 2nd reading of the Policy at the next meeting on November 4, 2013. The other question that TM English asked the Board was: Are there any occasions where the Board would feel uncomfortable with TM English approving or disapproving a building permit? Also, if there were any cases where they would want the Building Permit to come to their attention. Rick Ladd stated that there were some building permits that could be quite large and commercial/industrial-oriented. There would be a process that’s more involved than just a residential building permit, which may have some ramifications in terms of the various ordinances which the Town has. Rick stated that it would be a discretionary issue on TM English’s part. Lynn Wheeler stated that she feels the Building Permit process should be changed. TM English stated that he was bringing the matter up to make sure that the Board was comfortable with him making the building permit decisions. He feels that if a permit does go beyond the normal, checked-off items, then it should have Board input. Lynn feels that the Board should come up with some criteria that would give TM English some outline of if the permit does this or it does that, then he should talk to the Board. Robert Roudebush stated that until the Building Permit process is changed, he has a good feeling about TM English’s discretion to approve/disapprove Building Permit applications. Rick Ladd stated that the Board needs to take a look at the Fee Schedule. TM English stated that that was a piece of unfinished business. Chairman Fortier asked if the Board needed to make an amendment to the Building Permit Policy and Rick Ladd stated that they shouldn’t be making any amendment until they have done more on the Fee Schedule. It was the consensus of the Board to look at the Fee Schedule at the next meeting on November 4, 2013.

Pending (Old) Business:

- **Groundwater Protection:** TM English asked if everyone had received the draft of the potential groundwater protection regulations. They had. TM English stated that it was important to get community involvement because if they do this type of regulation, it’s going to involve a personnel commitment by the Health Officer. There is going to be a tremendous impact on how the Town does business. Rick Ladd stated that a committee of people in the community, the

Zoning Board, the Planning Board, water commissioners, and small business should be formed to manage groundwater throughout the community, not just where there is an aquifer or wetland ordinance. He also stated that water is a precious commodity and we need to make sure we keep what we have. TM English stated that this would affect a lot of people so even though Town Meeting doesn't have to approve it, the Board would want to do their homework before they approve something like this. Rick Ladd stated it would be going after Best Management Practices and how they are applied to any of those areas where it would be necessary. It also gives some baseline data in terms of where the Town is and then there can be some accountability to the individual or corporation that may be contaminating. There is a lot of training also of the owners to make sure they are watching too. They would also need someone who would be on top of this and that would be Steve Robbins, Health Officer. Steve Robbins stated that the first step would be to look at what the potential contamination sources are and get DES involved. If it's a nuisance, he can investigate it now with the authority he has. If he needs to go to a different agency, which he has done before, he will do so. Robert Roudebush asked if there were any current, existing problems or indications of contamination. Rick Ladd stated that the question is whether there are potential contamination sites. He feels that a list of potential contamination sites should be put together and then get more familiar with the tools to deal with this. TM English stated that the sites where they knew about the spills have been addressed by the DES and either been cleaned up or getting cleaned up. There would be public hearings on this and community involvement. Robert Roudebush stated that the first step should be to identify the potential contamination sites and water sources. Rick Ladd stated that he sees this taking quite a while to complete if it is to be done right. There will be further discussion on this at the next meeting on November 4, 2013 after more information is obtained.

- **Capital Improvement Plan-Roads:** Chairman Fortier stated that the Board had the priority list. Robert Roudebush stated that he drives French Pond Road every day and because of their discussion last meeting, he looked at the road and now saw why it was on the priority list. Lynn Wheeler stated that the roads clearly identified as a priority were definitely a priority. AA Lacaillade would bring figures for a \$2 million, 10-year bond and a \$1 million, 10-year bond from both the Municipal Bond Bank and Woodsville Guaranty to the next meeting.
- **Housing Issues:** Rick Ladd stated that he would like the word "Education" struck from the subject making it "Housing Issues". When there is an apartment complex of up to two units, it would be considered a family residence. More than two units, it would be identified under the fire code. Rick Ladd stated that the Fee Schedule needs to get back on the books and the fire chiefs or commissioners could come up with one consistent inspector. Chairman Fortier stated that there are dilapidated buildings in Woodsville and why isn't the Woodsville Fire Department or Precinct of Woodsville addressing the problem with the structures that are under the permit process now. Rick Ladd stated that Woodsville has their fee schedule in place, but the Town does not have a consistent fee schedule in place. Chairman Fortier asked that if there are dilapidated structures that don't meet fire or safety code, why isn't there something being done about that at the precinct level. The Town has a policy; the third-party inspector didn't work out, but there is a policy in place. There is no standardized fee schedule in place, but what stops the function from occurring? The Selectboard does not have authority over the entities that enforce the Fire or Life Safety Codes. Lynn Wheeler asked if there was some way to make sure there was uniform compliance. Robert Roudebush stated that it goes back to the Fire Chiefs designating one among themselves as the inspector for consistency. TM English stated that there was no general agreement in enforcement. Robert Roudebush asked why the third-party

inspections stopped. Chairman Fortier stated that the third-party inspector methodology did not work out. TM English stated that the third-party inspector took inspection and enforcement very seriously and uniformly and it was met with some resistance. Chairman Fortier agreed with Rick that the Fee Schedule should be consistent Town-wide; his problem lies in statutory authority with three different Fire Chiefs. Rick stated that, right now, each of them has that statutory authority. He would like to get the Chiefs together and come to some closure in terms of designating either one of the chiefs or one individual within the Fire Departments to do the inspections. Chairman Fortier stated that was similar to what they had before, except the third-party inspector wasn't fire connected. Robert Roudebush stated that the approach this time would not be to impinge on their territory, but that the Board was looking for consistency. Chairman Fortier stated that not just consistency in fee, but also consistency of who the inspector is. His question then was: Even if they get to that point, are they still going to run into the pitfalls and downfalls of what they experienced before? TM English stated that it could and it usually comes down to an issue of a particular building for inspection. Rick Ladd stated that, as a Board, they need to take action on a Resolution that simply gives all three Fire Chiefs the authority. The fee schedule addressed square footage in buildings and types of buildings and that starts to get into the NFPA use. That way, they were addressing those needs through fire code, rather than through a zoning ordinance. TM English stated that the way to get the Fire Chiefs to do these inspections was the ability to raise money to do it. Chairman Fortier stated that the Life Safety Code Ordinance was in effect. Rick Ladd wanted to take the next step and reaffirm their support and approval of this Resolution. This gives the Board the flex to go to the next step, which is a Permit Fee Schedule associated with square footage, industrial use, commercial use, and more than two. TM English stated that to make this work, they need to make the Precinct officials feel that it's not just going to be enacted or enforced for building permits. There are existing buildings where the Fire Chiefs need to go in and enforce Life Safety and Fire Codes and receive a fee. There is a common goal, especially with the Woodsville Precinct officials, in dealing with the problem buildings. Rick Ladd recommended that at the next meeting on November 4, 2013, they bring forward the formerly rescinded Resolution with the attached Fee Schedule for a 1st reading. The Chiefs and Commissioners would be notified of the 1st reading.

- **Formal Acceptance of Resignation:** Lynn Wheeler made the motion to accept, with regret, the letter of resignation from Dave Joslin from the Recreation Commission; seconded by Tom Friel and carried unanimously. Chairman Fortier signed the letter drafted by TM English to Dave Joslin.

New Business: Lynn Wheeler asked about the broadband information that TM English had sent them and wanted to know if this was something that they could tap into. He replied that he thought it was another attempt to attack the lack of broadband in the North Country and he believed that not much was going to come of it.

Commission/Committee Reports: Chairman Fortier received a letter from the Airport Commission thanking him for attending Airport Awareness Day. Lynn Wheeler alerted to PeeWee Haunt on Friday night from 5-7 PM and Haunted Happenings on Saturday night from 7-10 PM.

Correspondence: Chairman Fortier reported that they had received some photos from Jim Hobbs.

Comments of the Public: None

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

Comments of Selectboard Members: None

Adjourn Meeting: Robert Roudebush made a motion to adjourn; seconded by Lynn Wheeler and all approved. Chairman Fortier adjourned at 8:05 pm.

Minutes transcribed by Karen Hyde