

MINUTES OF HAVERHILL SELECTBOARD REGULAR MEETING
Monday, January 13, 2014
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: Stuart McDanolds, Road Agent; Howard Hatch, Paul Forcier 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)

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

Scheduled Public Appearance(s): None

Public Hearing: None

Town Manager's Report: TM English reported that the Board had received a survey from Senator Jeanie Forrester on three issues: (1) gas tax; (2) Medicaid; and (3) gambling. He thought that Senator Forrester may be willing to come to the Board and talk on these issues. Chairman Fortier asked Rick Ladd if he had any ideas on where these three items were going to go in the legislature. Rick stated that the gas tax may have a chance if, in fact, it is done properly. The way it was done by Representative Campbell was to go for the 4-4-4-3, which was a 15-cent jump in fuel over a period of four years. He was also doing that on diesel. There was a lot of concern that it was too much of a tax, too fast. Rick stated that he had talked with Lou D'Allesandro about gaming. Rick stated that he told Lou to make sure that a certain amount of revenue be allocated to the North Country. Mr. D'Allesandro stated they were working on that. Rick then explained that the Medicaid expansion had passed out of the House. It is an expensive proposition. Chairman Fortier asked if the Board would like to invite Senator Forrester to an upcoming meeting. Robert Roudebush stated that he always found her educational. The Board would extend an invitation to Senator Forrester to attend an upcoming meeting.

Pending (Old) Business:

- **Tax Deeds:** AA Lacaillade stated that the Board had received a letter from Ms. Lapierre in regard to the delinquent taxes that were in place when she bought her property. Lynn Wheeler checked on this and Mrs. Lapierre stated that she purchased in 2011, but her deed is dated October 4, 2010 and it was recorded November 15, 2010. The tax lien is dated 5/25/11 and the

levy was 2011. Lynn stated that the issue may be that whoever did the closing did the prorating improperly. Lynn stated that Ms. Lapierre needs to speak with Phoenix Title. AA Lacaillade stated that all of the other letters that the Board had talked about at the last meeting had gone out. The only other property she wanted to talk about was the Daley property in Haverhill Corner. In researching it with Lynn Wheeler and Sandra Roy, there was a lien holder that had not been notified on this property. They have since been contacted and they have made enough of a payment to bring it out of jeopardy of being taken. They will continue to work on it. Lynn stated that she had spoken with Sandy that day and the letters that had gone out with conditions were starting to be heard from. Rick Ladd asked if someone in the office could write down the steps needed for tax deeding in order to set up a procedural policy.

- **French Pond Road:** TM English stated that it was intended last year for the entire tax appropriation to be used for Brushwood Road as an overlay. There were real concerns about truck traffic being able to use French Pond Road; he had asked Road Agent Stuart McDanolds to look at it and see if a shim job could be done to get that road into some kind of shape to get through another season until the Capital Plan kicked in and they could do some real paving. The intent of doing that was to allow heavy truck traffic to continue to use French Pond Road. Every year during mud season, there is an issue of a road ban on that road and how it affects some businesses. He wanted to make sure that they wouldn't have to do that this spring. He then turned it over to Road Agent Stuart McDanolds. He then explained how the shim job was done. Temperatures were basically the same over the entire period. He checked several loads on all the jobs and they came out to be between 255 to 275 degrees out of the trucks, which is right where it is supposed to be. As far as the pavement goes, the pavement was fine. It just doesn't have the protective layer of asphalt over the shim layer. He stated that if there had been more money, they would have been able to put the protective layer down and not have any issues with French Pond Road. Chairman Fortier stated that it had been brought to his attention by two individuals who had been in the business and the major complaint was that the ambient air temperature was below 50 degrees. The first day of the job, the temperature was between 30 and 40 degrees and on the second time it was shimmed, there was frost on the road. Chairman Fortier's question to Stuart was did he realize that when they were shimming French Pond, what the ambient air temperature was at the time they put it down. Stuart stated that he knew it was cool first thing in the morning, probably in the mid '30s. He spoke with the paving company; they told him that when you actually put the pavement course on top, you would have maintained enough heat to better adhere to the old surface. Chairman Fortier then asked Stuart if the foreman or anyone else from the company advised him that they were reluctant to put it down because of the cool weather and Stuart responded that they did not. Chairman Fortier stated that he had googled asphalt and read that in order to be successful in putting either a shim or final pavement down, it needed to be 50 degrees and rising. Chairman Fortier again asked if anyone had suggested that it was too cold to put the asphalt down and Stuart responded no. Chairman Fortier then stated that a professional blacktop company should know when it's too cold to lay pavement down and wondered if there was any recourse or negotiation with the company to obtain some financial relief from this. Stuart stated that he could make contact with the company, but realistically, they got what they had asked for. They received a shim job, not a pavement job. TM English stated that there would be some sloughing off of the very thin layers. But again, in his view, that they did accomplish the goal, which was to save the road in terms of integrity. The reason they did the road the way they did was to get through winter and spring with the truck traffic. Rick Ladd also asked if Stuart had heard comments from the people putting down the asphalt if it was too cold

that day. Stuart said he heard none. Rick asked about the possibility of putting in the specs for these paving jobs that the job needed to be done by a certain date and couldn't be pushed further into the season. TM English stated that that could be done and should be done in the future. Howard Hatch talked about the history of French Pond Road and how bad the road was to start with. TM English stated that Howard was correct. It was all bomagged, the drainage was done, it was profiled and the base was okay. There should have been 3 inches of base and 1 inch on top of that, instead of the 2 inches of base. There would have been a better road now. Chairman Fortier stated that it was the consensus of the Board to write a letter to the vendor to see if there was any relief.

- **2014 Budget:** Chairman Fortier stated that the Advisory Budget Committee is well underway. They have met twice now and he was wondering if any Board member had a concern about the budget or wants to reflect on anything this evening. Robert Roudebush had a question about whether they could take the parts of the budget approved by the Committee and approve them as they go rather than doing it all in one swoop. Chairman Fortier stated that since he's been on the Board, there needs to be a Budget Hearing first to get public input to the Budget and then the Board can approve it. Rick Ladd stated that he agreed with the Advisory Budget Committee in regard to the items in the Selectboard section of the budget. He thought that the IT person and other portions of the Selectboard budget should be in a separate section pertaining to Information Technology. AA Lacaillade stated that she would check on what is allowed on the chart of accounts. TM English stated that if the State chart of accounts allowed them to create a department or a special account, they would do that. Lynn Wheeler stated that if the Board needed more time to discuss the budget, there have been Work Sessions done in the past. She also stated that she had suggested that the Board members attend the Advisory Budget Committee meetings. It makes it easier to understand the process and to understand the input by the Committee members. She stated that it was the Advisory Budget meeting and it was her feeling that the Selectboard members bullied the Budget Committee members. The Selectboard did not have the authority to be so participatory unless it was a Committee that they sat on. The Committee members are volunteers and the Selectboard didn't need to be so strong with them and needed to just let them do their job. It was decided that there would be Selectboard Work Sessions after each Advisory Budget Committee meeting.

New Business:

- **Welfare Guidelines Revision:** AA Lacaillade stated that, effective January 1, 2014, there was a simple change to the Welfare Guidelines that would allow Welfare Administrators to consider the income of a person who is receiving APTD (Aid to the Permanently and Totally Disabled). Previously, APTD income could not be considered. This change allows Welfare to consider all forms of income in the household. Robert Roudebush made the motion to adopt the new verbage to the Welfare Guidelines; seconded by Lynn Wheeler and carried unanimously.
- **TAN:** AA Lacaillade stated that it was time to take out a new TAN (Tax Anticipation Note) for 2014. Woodsville Guaranty's interest rate is 1.625%, the same as last year. The Town has asked for a lower amount of \$2.5 million for this TAN. Lynn Wheeler made the motion to accept the TAN from WGSB at 1.625% for \$2.5 million; seconded by Robert Roudebush and carried unanimously.
- **Capital Improvement Program-Program, Project and Budget Rating Scale:** Rick Ladd presented a Conceptual Draft of the Capital Improvement Program Policy. He mentioned the parking lot project, the JRM heating system, and the roof at the Animal Shelter. When these

projects come up, what is the need for the project – urgent, health safety issue or just a nice to have thing. When it comes to Haverhill, everything is pretty much at the critical point. This is the reason for a Capital Improvement Plan; so that they can build this plan and determine how to finance that particular object. He presented this Conceptual Draft so that the Board could read and determine what is considered an asset and how much. The first step that would be done would be a Capital Improvement Project Request Form. The Department, Project, Project Rating, and Timeframe (project year) would be included in this request along with the Background and Project Description. There would also be an Estimated Project Cost. These forms would come in from the different Departments, compiled, and put in a book. Each year, the Selectboard passes a Resolution and looks through and prioritizes 1, 2, or 3. It would allow the Selectboard to get a better handle on what was coming at them. TM English stated that he would not use the Capital Improvement Program title because a Capital Improvement Program is a statutory process that goes through the Planning Board and it applies to all infrastructure throughout the Town. Rick concurred with TM English. Paul Forcier asked how they would rank a new Fire Truck purchase. Rick Ladd stated that there was a committee made up of the Fire guys and they have to make a recommendation. Mr. Forcier stated that the rating system did not take in the value of the project to the public and the community. It was the consensus of the Board to add this to the Agenda for the next meeting on January 27, 2014.

Commission/Committee Reports: Chairman Fortier reported that the last meeting of the 250th Committee would be January 22, 2014. The 250th books are still selling. Lynn asked if any of the books had been given to the schools and Chairman Fortier stated that at the last meeting, there was a proposal that all seniors graduating on both sides of the river would receive a book free of charge.

Correspondence: Chairman Fortier reported that TM English had alluded to Senator Forrester's survey. They had discussed Ms. Lapierre's letter. The other letter they received was from the State Highway Coordinator Peter Thompson, Highway Safety Agency. Chairman Fortier stated that the next meeting of the Economic Development Committee was January 29, 2014 and they wanted to hear how the Board felt about the Survey. The Board had some input and the input would be given to them. The next step will be to set a date to go to PSU.

Comments of the Public: None

Comments of the Town Manager/Administrative Assistant-Finance Officer: AA Lacaillade reminded Rick Ladd that she needed the Resolution to the Fee Schedule. She presented the engagement letter from Vachon, Clukay, the Town auditors, for Chairman Fortier to sign. She has scheduled the auditors in earlier this year so they would know the ending fund balance sooner for the tax rate. It was the consensus of the Board that the Chairman sign the engagement letter, but Chairman Fortier wanted to review it before he signed it. AA Lacaillade also stated that the dedication for the Town Report was needed. She presented the Board with a list of possible people. Rick Ladd asked if the Police Chief could be invited to a meeting to give the Board an understanding of the preparation for security in the schools. TM English stated that it would be very illuminating. Rick stated that he would like to hear this about the High School, Elementary, Middle and the two little schools around the High School. TM English stated that the Chief would tell them what he could. When he came to the Strategic Facilities School Committee, there were certain things that he could not talk about. He would tell them about the meetings he has had and the progress that has been made or not made. Rick stated that there is statutory language going forth where every trooper or police officer would have a digital plan of a facility in their car so that when something is happening, they will know where it is immediately.

Comments of Selectboard Members: Lynn Wheeler stated that there was an article in the Trendy Times having to do with community profiles. In the past, they had talked about getting more members participating in Town Government. She thought maybe in the fall they should look into this again. Rick Ladd stated that Senator Forrester was bringing in a couple of bills on the SB side. There are several on the House side of concern. One is to do away with the Regional Planning Commissions (North Country Council). They have provided a lot of help in planning efforts and developing subdivision regulations, etc. The Towns are the only revenue source these folks have unless they are lucky enough to find a grant somewhere. They get no funding from the State. He would like to bring forward some of those bills to get Selectboard input. TM English stated that there was a committee meeting on Thursday that he was considering going to because he is a Board member of North Country Council. There have been rumors that the meeting was going to be packed with anti-RPC people so it was very important to have community support. TM English stated that if it weren't for RPCs, there wouldn't be transportation planning, 10-year plans, any regional input in anything going on at the State level; there would be no help for Planning and Zoning Boards. The general public does not know what the RPCs are so it is easy to get them whipped up about too much government and don't need these kind of organizations. AA Lacaillade stated that the Board members were required to open and close the election on January 21, 2014. Robert Roudebush asked about the traffic count on Lily Pond Road. TM English stated that he would be getting that shortly.

Adjourn Meeting: Lynn Wheeler made a motion to adjourn; seconded by Rick Ladd and all approved. Chairman Fortier adjourned at 7:50 pm.

Minutes transcribed by Karen Hyde