

MINUTES OF HAVERHILL SELECTBOARD REGULAR MEETING
Monday, March 24, 2014
Draft Subject to Review, Correction and Approval at Following Meeting

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

Town Manager: Excused

Administrative Assistant/Finance Officer: Jo Lacaillade

Selectboard Clerk: Karen Hyde

Members of the Public Present: Darwin Clogston and Howard Hatch

Call Meeting to Order:

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

Pledge of Allegiance

Reorganization of Board: Rick Ladd made a motion to appoint Wayne Fortier as chair of the board. Robert Roudebush seconded the motion and carried; Wayne Fortier abstained. Robert Roudebush made a motion to appoint Tom Friel as vice chair, seconded by Rick Ladd and carried; Tom Friel abstained.

Agenda Approval (additions/deletions completed by Board consent): Lynn Wheeler made a motion to accept the Agenda; seconded by Tom Friel and carried unanimously.

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): Darwin Clogston attended the meeting to ask if the Board had received the downloaded traffic count for Lily Pond Road. Chairman Fortier stated that they had not received that data yet. AA Lacaillade believed that the data was available but she hadn't seen it. Rick Ladd asked Mr. Clogston what time of year he felt was best to take a traffic count and Mr. Clogston stated that summer would be the best because of the trucks, cars and boats. Mr. Clogston also stated that the traffic count was done for 2 days on the north side of Moody Road, but only during the day, so he didn't know how much of a count was actually achieved. AA Lacaillade stated that the machine couldn't be left overnight as it had been vandalized. Chairman Fortier asked Mr. Clogston how he would characterize the volume of traffic – low, medium or heavy and Mr. Clogston stated that it was low. There was more commercial truck traffic during the summer.

Public Hearing: None

Town Manager's Report: None

Pending (Old) Business:

- **Capital Improvement Program Policy:** Chairman Fortier stated that specific goals for this policy would not be set that night, but it was very important that they come up with a strategic plan for a Capital Improvement Plan. There were other capital improvement projects to be planned as well as the roads. Mr. Fortier stated that he needed more information about how the roads were going to be repaired. He stated that the suggested Capital Improvement Program Policy would help prioritize and categorize different capital improvement projects. Rick Ladd stated that he concurred with everything

Chairman Fortier said. He also stated that the Board has a draft policy, which has never been adopted by the Board, but it does set in motion the Capital Improvement Program, which needs to be addressed. Chairman Fortier asked Mr. Ladd if the policy was affected by any RSA that would restrict the Board and Rick Ladd stated that it was not. The only thing that he did not see in the Policy was the amount that they see as the level these projects would be. The Board needed to get more information from TM English as far as the dollar amount. The Board requested that TM English have this information for the next meeting on April 7, 2014. Lynn Wheeler stated that she was looking at this draft as more of a working tool for the Board and that it didn't necessarily have to be a policy. Chairman Fortier stated that the Board was not ready to adopt the policy or working document as they needed more information from TM English, but they also didn't want to wait until September or October to identify what the capital improvement projects were; they needed to do that as soon as possible so that public hearings could be scheduled and public input received.

New Business:

- **Review 2013 Goals:** Chairman Fortier stated that he believed the Board met most of the majority of their 2013 goals. The Board reviewed goals at least three times last year and were pretty much on track.
- **Goals for 2014:** Tom Friel's specific 2014 goal for the Board was security and safety issues of the JRM Building. Robert Roudebush's goal for the Board was to help procure more members for the Planning Board, Zoning Board and Heritage Commissions. Lynn Wheeler brought up the Community Profile as a goal. She stated that by having the Community Profile done, it would bring people in. When the Community Profile was done over 10 years ago, it boosted all the committees. The Community Profile would not be run by the Board; it would be done by the Extension and various people in the community. Lynn stated that Deb Maes would be willing to attend a Selectboard meeting and explain the project to the Board. Lynn would try to set this up for the next meeting on April 7, 2014. Rick Ladd stated that Mark Scarano is working on a program with several schools in the area, specifically Lincoln and Lisbon, where students are placed in the Town businesses receiving that business's type of training. The students are going on after graduation from high school and receiving employment in these businesses. Rick doesn't know why the Town is not using these resources more to help encourage students. Rick would like to see the Board continue working on Economic Development and also getting the Capital Improvement Project off the ground. The other goal he brought to the table was engaging Steve Robbins in the wellhead and groundwater protection training. Lynn Wheeler wondered about the Mental Health Forum that the Board had talked about previously and AA Lacaillade stated that it was hard to get the different entities to sit down at the same time. Lynn wondered if Cottage Hospital would be the entity that would possibly work on running a forum; they would have the wherewithal to put something together. Chairman Fortier stated that the Board would finalize their goals at the next meeting on April 7, 2014 and also get the Town Manager's goals. Rick Ladd mentioned that he would be interested in knowing more about the elderly in-home service provided by Horse Meadow Senior Center and other entities and would like to invite representatives to a meeting to inform the Board about their services.
- **Involuntary Lot Merger Revocation Form:** If someone owned real estate lots that were involuntarily merged by municipal action, that person may request to have those lots restored to their pre-merger status per a change in statute in 2010. She stated that the Town had received their first request on Town Meeting day. Some lots were merged and they wanted them unmerged, but there was no process in place to do that. AA Lacaillade has since developed an "Involuntary Lot Merger Revocation Form" that was modified from another Town's form and a person has to make a written request to the local governing body no later than December 31, 2016. Rick Ladd asked Lynn why some of these lots were merged. Lynn responded that in the old days, people would come into the Town and say they didn't want to pay three separate tax bills, they only wanted one bill. It was as simple as walking into the Town, making the request and it was done. AA Lacaillade assured the Board that those types of actions no longer happen. Chairman Fortier stated that this would be considered a first reading with a second reading at the next meeting on April 7. Lynn Wheeler thought that the Form should be run by LGC and the Board agreed.

- **Proclamation-National Service Recognition Day:** AA Lacaillade stated that this was a Proclamation honoring people who give to their community. There is a National Community Service website that is sponsoring the National Service Recognition Day, which is April 1, 2014. Tom Friel made the motion to accept the Proclamation; seconded by Robert Roudebush and carried unanimously.

Commission/Committee Reports: None

Correspondence: Chairman Fortier stated that the Board had received a notice from the Town of Lincoln concerning a telecommunications facility that will go up on Loon Mountain. The Board had also received a Legislative Bulletin.

Comments of the Public: Darwin Clogston was questioning the \$100,000 tar budget in the Town Report, which he considered maintenance. The second item he discussed was the Lily Pond Road project and how the Town was considering borrowing money for the project. He didn't hear any other alternatives. He also wondered where the \$1,000,000 increase in the last five year's Town budget was going to. Chairman Fortier stated that the Board's behavior has been to pay as they go and some have suggested that this is not the way to do it because they never address the bigger issues of infrastructure. The cost of maintaining has gone up the last five years.

Howard Hatch wanted to discuss people in Town being able to have input to the Board and the Town Manager. Several times, Wayne and he believed it was Tom Friel, were speaking at Town Meeting, and the Town Manager broke into the middle of the conversation and overpowered it about the roads. Howard felt it was the same way when he brought in information about purchasing a truck; there was the Town Manager and a Road Agent, who until 10 years ago hadn't driven a truck. He felt there was no way to get input. As far as business, he thinks a lot about Haverhill for the last 60 years. When the Board asks for figures for Lily Pond Road, the Town Manager and Road Agent are the wrong people to ask. They don't have the expertise. Howard then discussed the issue of level funding. Twenty years ago, management for the Town office was an administrative assistant doing secretarial work. Now, there is a Town Manager, Financial Officer, a secretary and a Rec Director. He felt that a lot of times funding was cut to keep the management; kind of heavy at the top compared to what it was 20 or 25 years ago. He stated that the Fire Equipment Committee was not set up so that the public really had any input. He then discussed roads again. Chairman Fortier stated that the Board was open to public input and the Capital Improvement Program Plan was not complete without public input. He then stated that the Board was going to be more amenable to obtaining input from the general public. The Board was going to set priorities and let the public know what those priorities are, which the public could then weigh in on.

Comments of the Town Manager/Administrative Assistant-Finance Officer: AA Lacaillade stated that the Board needed to reappoint Sandra Roy as Deputy Town Clerk. Tom Friel made the motion to accept Sandra Roy as Deputy Town Clerk; seconded by Robert Roudebush and carried unanimously.

AA Lacaillade handed out for review the update to the Safety Policy and Program, which now has to be done once every two years. The Safety Policy has been updated through several meetings of the Safety Committee. The Safety Committee is made up the Town Manager, herself, a representative from the Highway and Police Departments, Leslie Ramsay, Rich Clifford and Sherri Sargent; there is a rule about management/employee ratio.

AA Lacaillade then discussed the Proclamation for National Police Week coming up in May. She had given them a sample Proclamation a while back. National Police Officers' Memorial Day is May 15 and the week is May 11-17. She will bring a formal proclamation back to a meeting in April and perhaps the Chief could be invited to the May 5th meeting for presentation.

AA Lacaillade gave an overview of the Boston Cane. The Town has been without a keeper of the Boston Cane for quite a while. She stated that the oldest citizen is 103 years old and she lives at On the Green in Haverhill and her name is Jeanette Wolff. She had a proclamation and was having the cane engraved in order to make a presentation to Ms. Wolff. Rick Ladd made the motion to award the Boston Cane to Jeanette Wolff; seconded by Lynn Wheeler and carried unanimously. Several Board members would like to be present for the presentation which will be arranged for the near future.

AA Lacaillade presented to the Board the annual form for state surplus. Tom Friel made the motion to fill out the state surplus application form; seconded by Robert Roudebush and carried unanimously.

AA Lacaillade discussed the Listserv that was brought up by Susan Brown at the last meeting. She has been in contact with them and a Listserv is not run by the Town and it does not have to be authorized by the Town. Anyone can sign up for a Listserv.

AA Lacaillade reviewed the new website and a section that says "Contact Us." She has had quite a few contacts from it such as, "How Do I Register a Car?" or "What Do I Need for Documents for This?" and she has forwarded them to the proper departments if it was not something she could answer. One request received was that Windy Ridge Orchard and Winery be listed under "Local Attractions" because they were voted 2013 Best Orchard. AA Lacaillade is asking the Board to give her some direction regarding private business on the website; do they want a Business Directory and if so, what are the criteria to add businesses. If we list one of a type and not all, will that cause issues; if we have them listed and someone has an issue with that business, what might be the ramifications. She looked up other Town websites and some Towns have a Business Directory and others don't. Rick Ladd stated that we should have a link to the Lower Cohase Chamber site. AA Lacaillade said that we do but that if you are not a member business, you would not be on that site. She asked that they think about both sides of the issue and we can discuss it at a future meeting. The Board decided that they would have further discussion on this at the April 21, 2014 meeting.

Comments of Selectboard Members: Tom Friel stated that he drove by the RECM Building and there was a sign that stated "Skate at Your Own Risk" and he was wondering about liability. AA Lacaillade stated that there was no liability; it was posted as Primex asked them to do. He then asked about Board assignments to the various committees. Lynn Wheeler stated that the assignments usually stay the same unless there is an issue. Howard Hatch discussed the Center Haverhill Cemetery. He stated that it needed to be extended. AA Lacaillade said that she knows that TM English has been discussing this with someone and she thought she remembered that there was no issue. Robert Roudebush stated that the Airport Commission is still looking at the long-unused aviation scholarship fund. There has been a draft revision to the documents and TM English had advised them to get a legal opinion on the new document which was going to be done. Robert spoke of a recent discussion about an ongoing situation with the Airport for some years called the Land Acquisition. Those discussions are continuing with somewhat positive outlook. He also discussed the Restorative Justice program that has been initiated in this Town. Both he and Jo Lacaillade are members of that Board. The Selectboard agreed that it would be a good idea to have Jay Apicelli come to a meeting in order to give them an update on this program. Mr. Roudebush would contact Mr. Apicelli. Rick Ladd stated that the Vehicle Equipment Committee was made up of one Commissioner from each of Mountain Lakes, Woodsville, North Haverhill, Haverhill Corner, the 3 Fire Chiefs, and 4 members-at-large. They aren't all necessarily fire people. AA Lacaillade said that was part of the original agreement signed. Howard said that there are more representatives from the fire departments coming to the meetings than in on the committee. AA Lacaillade said it is a public meeting and they are allowed to attend but they do not have a vote.

Adjourn Meeting: Robert Roudebush made a motion to adjourn; seconded by Lynn Wheeler and all approved. Chairman Fortier adjourned at 7:53 pm.

Minutes transcribed by Karen Hyde