

**MINUTES OF HAVERHILL SELECTBOARD REGULAR MEETING**  
**Monday, April 4, 2016**  
**Draft Subject to Review, Correction and Approval at Following Meeting**

**Board Members Present:** Wayne Fortier, Tom Friel, Darwin Clogston, Mike Bonanno and Chris Luurtsema

**Interim Town Manager:** Jo Lacaillade

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

**Selectboard Clerk:** Karen Hyde

**Members of the Public Present:** Dennis Cunningham, Gary Scruton, Janice Scruton, Howard Hatch, Michael Roberts and Ed Ballam – JO

**Call Meeting to Order:**

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

**Pledge of Allegiance**

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

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

**Scheduled Public Appearance(s):**

- **Planning Board Appointment-Howard Hatch:** The Planning Board has recommended Mr. Howard Hatch as an appointee to the Planning Board. Mr. Hatch explained briefly why he wanted to be on the Planning Board. Tom Friel commented that Mr. Hatch would be a major asset to the Planning Board because of Howard's knowledge of Haverhill's roads. Mike Bonanno made the motion to appoint Mr. Howard Hatch to the Planning Board; seconded by Chris Luurtsema and carried unanimously. Mr. Hatch was sworn in by Vice Chairman Tom Friel.
- **Gary Scruton-Chamber of Commerce:** Mr. Scruton is currently serving as the President of the Cohase Chamber of Commerce. He wanted to welcome the three (3) new Selectboard members and thanked them for serving. Mr. Scruton then commented that the Chamber of Commerce will be doing a breakfast meeting and wanted to invite the Selectboard members and the Interim Town Manager to that meeting. This summit would be talking about businesses and the Chamber was hoping that the Selectboard would have someone to be the point man for business from the Town of Haverhill. The Chamber is sponsoring this breakfast and it will be held at the Colatina Exit in Bradford, VT, at 8:00 am on May 11, 2016. It will be a roundtable for as many businessmen as possible. Mr. Scruton also wanted to offer the Chamber's services for anything that the Selectboard may be doing, specifically, the process of hiring a Town Manager. If there was anything the Chamber could do to help in the process, please give him or the new Executive Director, Erik Volk, a call.

**Public Hearing:** None

**Interim Town Manager's Report:** Interim TM Lacaillade reported that Darwin Clogston had come in and they met with Ron Rhodes on the Page Road and Stonecrest culvert projects. Page Road would be done in August or September and Stonecrest would be worked in around the same time. She further reported that Chief Charles would be attending meetings quarterly. The first one is tentatively set for June 13, 2016.

The DRA has requested that the Board have a training session because it is a reval year. The purpose of the training session is for the Board to understand how the process of a reval works and what the Town's, assessor's and DRA's obligations are. The training session has been scheduled for May 9 at 6:00 pm.

Interim TM Lacaillade went on to say that Dave Johnson notified her about a time capsule and burying it at Railroad Park. Mr. Johnson spoke to Chairman Fortier about this during the 250<sup>th</sup> Celebration and was hoping that this could still happen. Chairman Fortier stated that this could be brought up with more public input. Interim TM Lacaillade reported that there would be a Police Awards recognition ceremony on Sunday, May 15, 2016 at 6:00 pm in the JRM gym. The Selectboard is invited to attend.

Darwin was also at a meeting held on March 25, 2016 with Interim TM Lacaillade, Eversource representatives Roy Duddy and Josh Macy, Chief Charles, Road Agent Stuart McDanolds, Emergency Management Director and ambulance service Steve Robbins, Fire Chiefs Phil Blanchard and Richard Morris, Mike Lavoie and Lou Lutrell from Woodsville Ambulance. The meeting was in regard to the closing of the Eversource office in North Haverhill. She thought it was too early to give up trying to keep the office open. They had one meeting with two (2) people who really didn't know until after the Town knew that the office would be closing. She had received an e-mail from the reps telling her what other towns in this area are Eversource customers and perhaps do a joint letter-writing campaign or anything to let Eversource know that the Town was not happy with a 2½+-hour response time. The reps will come and meet again as more information is provided. She thought that they needed to reach out to other towns and perhaps, the Town's legislators. Mike Bonanno commented that he was now speaking as a private citizen and not as a Selectman. He spoke with the Public Utilities Commission as a private citizen and they had no clue about Eversource moving out of Haverhill. They were going to look into it on their aspect of it. The Public Utilities Commission was going to send a letter and e-mail and they were going to do what they can do to see what's what. Interim TM Lacaillade would like to draft a letter and have the Selectboard adopt it at the next meeting and then share the information with surrounding towns. One suggestion made at the meeting was to have one (1) of the four (4) Eversource linemen who live in Town take a truck home with them all the time. Chairman Fortier asked the Board if their legislators should be notified and the Board totally agreed. Darwin asked Interim TM Lacaillade if she had the list of towns and she said that she had it but not with her. The biggest Town on the list was Lyme.

Interim TM Lacaillade reported that she had spent the morning of March 30 touring the Center Haverhill Armory and the storage units out back of the Clifford Memorial Building with Regan Pride from North Country Council as possible recycling sites. There was also a discussion about possibly locating it at the Highway garage. There were pros and cons to all sites. Her homework assignment from the meeting was to meet with the two local, private contractors to see what interest they might have in helping the Town resolve the issue of recycling. Regan would come back and meet with her to put together some ideas for the Selectboard, such as the different types of centers and what equipment is needed for each one. She thought that it could be brought to the Board in June.

**Pending (Old) Business:** None

## **New Business:**

- **2016 Selectboard Goals:** Chairman Fortier commented that the Board members had the goals from 2015. Tom Friel's goal for 2016 was to resolve the Mountain Lakes lot issue. Tom did a brief history of this lot. Darwin had several goals. His first goal was a map of Town-owned lots. Interim TM Lacaillade commented that Glenn English had given the Board a list of Town-owned properties before he left. No deed work has been done. It is a project on the back burner right now, but it is a project on the list of to-dos. Darwin also had substandard housing on his list of goals. Chris commented that this was hard to do when there are no rules. He agreed with Darwin that if there was anything to do to spruce up the Town, it might motivate people to stay or move to Haverhill. Tom commented that they were working through this and have made some progress with the Town's attorney now involved. Darwin stated that he had spoken with Chief Charles and did not want to create a Commission. He still would like updates on where the Police Department is but wasn't sure that this should be a Selectboard goal. One goal that he did feel should be a Selectboard goal was the privatization of the Highway Department. Darwin commented that the Town hires out bridge work, tar work, dirt work and plowing and maybe they should hire out the rest. Chairman Fortier asked how the rest of the Board felt about this goal. He commented that the history of the Highway Department was that it was maintenance of the Town's roads. Chris asked what other communities do. Interim TM Lacaillade commented that small towns may contract out, but she didn't know of any the size of Haverhill that contracted out. Darwin stated that he didn't know if this was a goal to actually privatize, but to do research on the possibility. One of Chris's goals was the substance abuse issue and looking further into bringing more State-funded services to this area. Another of Chris's goal was to spruce up the commercial buildings in Town. Chairman Fortier thought that maybe this was something that the Chamber of Commerce could help with. Mike Bonanno's goal was to have the Selectboard spend time with each department to see how the Town Clerk, Town Manager and Recreation departments operate. Tom mentioned that he had done that the first year he was on the Selectboard. Chairman Fortier's first goal was to review the Town's policies, procedures, regulations and ordinances at least once a quarter. His other goal was to review the Town Master Plan. Interim TM Lacaillade commented that the Town Master Plan was on the Planning Board's calendar. Chairman Fortier commented that he liked that Interim TM Lacaillade hands out written activity that she has done in the previous two weeks. He asked if she was prepared with her goals and she thought that the Board should wait until they have their new Town Manager.
- **Transfer of Entitlement Agreement-Dean Memorial Airport/Concord Airport:** Mike Roberts, Vice Chairman of the Airport Commission, reported that the Airport, as part of the NIPIAS program, has provided funding from the State Department of Transportation on an annual basis, but it is money that expires on the three-year anniversary. In order to obligate the Airport to using those funds, they need to comply with certain safety criteria from the Airport. The various safety concerns that NH and the FAA have pertain to the safety boundaries of the approach zones and lighting obstructions. They have been able to address some of those safety issues to the State's satisfaction. Therefore, in order to utilize those funds, they need to comply with additional safety practices on the Airport. The funds end up expiring if they are not able to utilize them, such as the case of the monies that were borrowed by Concord Airport. They had a need for funds. The Airport agreed to give them one year's allotment of funds with a payback of a certain percentage. This was agreed to by both Concord and the State. The funds that would be paid back to the Airport on the loan provided have no commitments or obligations to us. Chairman Fortier asked how much was given to the Concord Airport and Mr. Roberts stated that it was \$178,500. Tom asked if 5% interest was also obtained and Mr. Roberts said that was so. Interim TM Lacaillade stated that that amount was \$9,425, which also included attorney's

fees. Darwin asked if there were strings to this money and Mr. Roberts was not aware of that. Some of the capital improvements that the Airport was looking at were the paving of some hangars and the rotating beacon, which would be discussed later in the meeting. Chairman Fortier asked Dennis Cunningham, Airport Manager, where he sat on this. Dennis commented that it was a “great deal”. It was a win situation because the Airport was not using the funds and then the clock would start over again and they would have another five years’ worth of funding. Darwin Clogston made the motion to release the funds to Concord; seconded by Tom Friel and all approved.

**Commission/Committee Reports:** Chairman Fortier reported that the Heritage Commission was up to three full-time members. Mike Bonanno reported that the Planning Board was working on the subdivision regulations and they were just about there on updating them. He thought that within two (2) months the regulations would be all updated. He mentioned that he also went to the Easter Egg Hunt and the Rec Committee put on a great Easter Egg Hunt. Mike did some research about Ed Ballam, the Planning and Zoning Board clerk, possibly being an alternate on the Planning Board. He talked with Steve Buckley from New Hampshire Municipal Association (NHMA) and Mr. Buckley thought it was okay to do that. He had further discussion with Mr. Buckley on a different day and he said he didn’t think it was a good idea because of Ed being a Town employee. Mike then spoke with Bernie Law, who is also an attorney, and he doesn’t think there is a problem with appointing a sitting clerk as an alternate member. The Planning Board suggested that Mike bring this issue to the Selectboard to see what their feelings were. Tom thought that this should be run by the Town’s attorney since they have a “yes” and a “no” answer on this. Chris and Mike agreed with this. Tom Friel made the motion to run this issue by the Town’s attorney; seconded by Mike Bonanno and carried unanimously.

**Correspondence:** Chairman Fortier reported that there was an Eversource brochure. They also had Minutes from the Haverhill Planning Board of March 22, 2016. The Board also received a Legislative Bulletin dated April 1, 2016. Interim TM Lacaillade asked if the Board had received either an e-mail or a letter regarding Donahue, Tucker & Ciandella. The letter was in regard to the Attorney General interceding himself into the decision that the courts have already made on the Town’s behalf on the utilities. She commented that she had forwarded the letter to Rep. Rick Ladd asking him how an Attorney General could get involved in a court case that is already settled and how is this protecting the Town’s interest. She will also send the letter to Jeanie Forrester. The Board would review the letter and discuss it at the next meeting on April 18, 2016.

**Comments of the Public:** Dennis Cunningham, Airport Manager, discussed the rotating beacon for the Airport. The Airport Commission would like to have a Public Hearing sometime in May for public input on the rotating beacon. Chairman Fortier asked if the core reason for the beacon was safety and Dennis said that it was. Chairman Fortier asked if there was a cost associated with this. Dennis explained that Mark Goodrich, the Airport’s consultant, has done all the research and the costs at the high end were \$25,000 for the beacon, but Dennis thought they wouldn’t even get close to that. Dennis went on to explain that 90% would come from the Federal, 5% from the State and 5% from the Town. Mike Bonanno made the motion to have a Public Hearing for the beacon; seconded by Tom Friel and all approved. It was decided to have the Public Hearing on a non-Selectboard meeting night in May. Ed Ballam commented that there was an Open House for the 1<sup>st</sup> anniversary of the Food Pantry at the Robert E. Clifford Memorial Building and he thanked Chairman Fortier, Interim TM Lacaillade and Rich Clifford for attending it. He also thanked the Town for all of the help in the past year and they looked forward to that relationship in the future. Interim TM Lacaillade gave “kudos” to Shaw’s and Wal-Mart for their donations to the Good Shepherd Ecumenical Food Pantry.

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

**Comments of Selectboard Members:** Darwin asked if they could receive their Selectboard Agenda on Friday. Chairman Fortier stated they could whittle it out on Friday. Interim TM Lacaillade waited for Chairman Fortier to clear the Agenda. Darwin also commented that Road Agent Stuart McDanolds was having road borings done on Wednesday, April 6, 2016 on Clark Pond Road and Lily Pond Road. He would like to think that shortly after that the Highway Advisory Committee meeting would happen and would like Interim TM Lacaillade to set that up with Howard Hatch, Joe Maccini and Stuart. In conjunction with the road borings, Darwin encouraged the Board members to take a ride on Clark Pond Road, Brushwood Road and Lily Pond Road. Chairman Fortier asked for “what purpose” and Darwin commented it was to see the difference.

Chairman Fortier commented that he had a binder with 17 applications for Town Manager. On April 11 at 6 pm, the Board would meet to review the applications. Chairman Fortier commented that a response letter needed to be written to every one of the applicants, telling them what day to come in. Tentatively, they have interviews scheduled for April 18 starting at 9 am. Chris commented that he hires a lot of people and he doesn't interview every single applicant. Just because seventeen (17) people applied doesn't mean they all get interviewed. He thinks that during the review process, the Board should pare it down to a reasonable number and go from there. Darwin commented that he had looked at the applications and he didn't see any problem whittling it down to nine (9).

**Non-Public Session Pursuant to RSA 91-A:3(e)**

Mike Bonanno made the motion to come out of regular session and go into non-public session at 7:34 pm; seconded by Tom Friel. The Board was polled and all agreed to go into non-public session.

Mike Bonanno made the motion to come out of non-public session at 7:38 pm; seconded by Tom Friel and all agreed. No motions made; no action taken, and minutes are to be sealed. All approved. Mike Bonanno made the motion to pursue and hold both Ralph and Kevin Wright responsible for the Wright property on County Round; seconded by Chris Luurtsema and all approved.

**Non-Public Session Pursuant to RSA 91-A:3(c)**

Tom Friel made the motion to come out of regular session and go into non-public session at 7:39 pm; seconded by Mike Bonanno. The Board was polled and all agreed to go into non-public session.

Tom Friel made the motion to come out of non-public session at 7:55 pm; seconded by Mike Bonanno and all agreed. Public session reconvened at 7:55 pm. No motions made; no action taken, and minutes are to be sealed. All approved. Mike Bonanno made the motion that the Selectboard goes forward with an administrative search warrant on the Chapel Street and Ammonoosuc Street properties owned by Mr. Thomas Patton; seconded by Chris Luurtsema and all approved.

**Adjourn Meeting:** Mike Bonanno made a motion to adjourn; seconded by Tom Friel and all approved. Chairman Fortier adjourned at 7:57 pm.

Minutes transcribed by Karen Hyde