

# MINUTES OF HAVERHILL SELECTBOARD REGULAR MEETING

Monday, April 20, 2015

## Draft Subject to Review, Correction and Approval at Following Meeting

**Board Members Present:** Wayne Fortier, Tom Friel, Lynn Wheeler, Rick Ladd (arrived at 6:45) and Robert Roudebush

**Board Member Excused:** none

**Town Manager:** Glenn English

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

**Members of the Public Present:** Darwin Clogston

### Call Meeting to Order:

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

### Pledge of Allegiance

**Agenda Approval (additions/deletions completed by Board consent):** Robert Roudebush made a motion to approve the agenda as presented; seconded by Lynn Wheeler and carried unanimously.

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

**Scheduled Public Appearance(s):** None

**Public Hearing:** None

### Town Manager's Report:

TM English gave the Board information about the two North Country Council recycling events scheduled at the Robert E. Clifford Building on June 6 for tires and electronics. There is no Town money involved and the users will pay any fees.

Glenn showed the Board a diagram of the new parking area for the Food Shelf end of the Robert E. Clifford Building that has been done with gravel and stay mat. Lynn stated she did not remember any discussion about this at budget time. Glenn said it was in the budget to be paved but he wants to let this sit for a year before it is paved. He said the Board had expressed concern as to where people were parking at the building.

### Pending (Old) Business:

- **Highway Advisory Committee:** Chairman Fortier shared the advertisement for members that will appear in this week's paper. There was a brief discussion about the number of members that should be appointed and it was the consensus of the Board will be made up of 3 people. A list had been given to TM English from Howard Hatch before the last meeting and Glenn had understood that Howard had spoken to those on the list but it has been clarified that he had only spoken to Joe Maccini.
- **Reconsideration of Rec Committee Appointment:** Chairman Fortier said that he saw that the reconsideration at the last meeting was a tied vote. After the last meeting, research was done and it was found that the Recreation Commission was established by a Town Meeting vote. Chairman Fortier said that his personal feelings are this; the 1997 roster sheets show Dianne's address as Pine Street in Woodsville which is where her husband's office was; he is not sure whether she resided there or not. To him, this does not matter today, she has been a long time resident of Bath, and one of the Board members has pointed out to him that even though she is a charter member of the committee but the fact of the matter is when one votes, it is to spend Haverhill tax dollars and she is a resident of Bath. This issue was brought up by a Board member to begin with. He is going to leave it up to the Board on

whether to take another vote or not but his thought process is that as much as Dianne Rappa has contributed to this committee right from the get-go, but the fact of the matter for him is she is not a resident and he doesn't think he is entitled to vote on money that is produced by the taxpayers of Haverhill; if she wants to stay a friend, he is perfectly fine with that, just not a voting member. Tom Friel concurred. Lynn Wheeler said she feels bad about the situation but does not feel there is any way around it when it comes to taxpayer money. Robert Roudebush said that whoever notifies Dianne of their final decision, he wants them to make it very clear that her service, time, and experience was valued and their hope is that she will stay on as a non-voting member. Lynn Wheeler said that the Recreation Commission had met since the initial non reappointment and Dianne attended the meeting and took part in all discussions just like always, Lynn did not feel that any of that has changed. No vote was taken because it tied last time when the issue to reinstate as member was addressed and that is considered a no vote.

- **Goals 2015:** The Board reviewed the list of proposed goals generated from the prior meeting including:
1. Create a better town manager evaluation process and revision of current evaluation form. (Glenn, Robert and Rick) *Lynn said that the Local Government Center might be able to supply a template for this. Jo suggested putting a request on the NHGFOA listserv that she is a part of and the Board agreed.*
  2. Create a comprehensive plan on how to address sub-standard housing issues that pose life safety and health risks throughout the Town. *Wayne spoke of two specific properties that Jim Hobbs has spoken to the Board about. More information needs to be gathered regarding the delinquent monies due to the Town and Precinct for these properties. Also the Town needs to ascertain what the process is to resell the properties. Chairman Fortier directed TM English to obtain a legal opinion as to what the Town can and can't do with property that they acquire.*
  3. Mental health and substance abuse issues. *There is a group meeting currently that includes Cottage Hospital, Woodsville Ambulance and the Haverhill Police Chief. Many discussions involve where/how to get treatment. At some point during the year the Selectboard will invite this group to a meeting.*
  4. A community profile. *Lynn Wheeler will speak with Geoffrey Sewake at Grafton County about getting the community profile and bring the information back to the Board.*
  5. Fire Equipment Committee. *The Fire Equipment Committee will be utilized this year because the Haverhill Corner Fire Department is seeking a new truck in the 2016 budget. The committee will need to look at current equipment between all of the departments and needs of the Town as a whole. TM English will get a meeting set up.*
  6. Henson/Town boundary. *Tom Friel has done some research regarding the property that borders the Henson Property. A goal would be to clarify the boundary between the two.*
  7. Committee members. *Ongoing item and the Board need to work to find good members to serve. Robert Roudebush thought perhaps radio announcements for this would be useful.*
  8. Establishment of the Advisory Highway Committee. *This is underway with the ad coming out.*
  9. Business Park lots. *To be discussed later.*
  10. Business visitations. *Chairman Fortier said that some of the Board members have been very aggressive about getting information through visits and he sees an ongoing need to continue this.*

These goals were set for 2015 for the Selectboard.

- **Life Safety Inspector/Building Permits:** TM English said that he had received correspondence from the Fire Chief in Woodsville regarding the number of hours that have been done on inspections and the payment process. He said Rick Ladd has talked to the State Fire Marshall's office and they are willing to come up and talk process, paperwork etc. so that the mechanism to pay can be put in place. Glenn said that the person being considered as the 3<sup>rd</sup> person inspector has gone out with

Chief Robbins and Steve on some inspections, and all the schools have been inspected so the will is there. What need to be worked out are the reporting and the number of hours that get paid. Rick said he had talked to the Fire Marshall again just today. There was further discussion about what the agreement was for this that the Selectboard had with the Woodsville Precinct Commissioners. It was decided that another meeting with the Precinct Commissioners is needed also. Rick brought forward some other concerns that need to be looked at including the NFPA codes that are being used.

**New Business:**

- Change of Terms Agreement-Woodsville Guaranty Savings Bank: AA Lacaillade recapped what they had discussed at the prior meeting including the meeting that Board Member Wheeler and her attended at Woodsville Guaranty Savings Bank with regard to the Tax Anticipation Note (TAN) Woodsville has proposed a “Change of Terms Agreement” which would allow TAN’s to operate as they have in the past; borrow, pay back, borrow up to the amount of the TAN as long as the total accumulated amount borrowed during the year does not exceed the prior year taxes levied. She had worked with the bank on the wording of this agreement and is satisfied that the document being presented tonight works for the Town’s needs. Robert Roudebush made a motion to approve the Change of Terms; seconded by Lynn Wheeler and carried unanimously.

**Commission/Committee Reports:** None

**Correspondence:** Chairman Fortier referred to a copy of the letter sent to Mrs. Nee from Glenn regarding a request to maintain a section of road in Mountain Lakes which has not been accepted by the Town.

**Comments of the Public:** Darwin Clogston asked about the signs that the Airport Commission spoke about installing on Airport Road regarding low flying aircraft. He stated there is one already there and there used to be one coming from the school side. TM English said the one that was there was destroyed. Robert Roudebush said the airport hopes to install signs on both sides of the road near the landing pattern from both directions and it is just a matter of who pays for it. TM English said that since the Airport is a self-supporting agency they are responsible for the signs; the road department has posts and can install them once the signs are acquired. He further cautioned that there may be State requirements as to size and wording. Robert said they would seek that information.

**Comments of the Town Manager/Administrative Assistant-Finance Officer:**

AA Lacaillade said that at the previous meeting the Board stated that they did not want to make any reappointments to commissions and committees without hearing from the Boards themselves that they wanted members reappointed and also from the members themselves that they agree to be reappointed. Since that meeting, she has received and read minutes from the ZBA meeting that was last held which states that the members discussed their desire to be reappointed and she had heard from the chair that would like them reappointed; those members are James Graham, alternate, Denise Russell and Richard Guy members. Chairman Fortier asked if they were all residents to which Jo responded yes. Rick Ladd said he is the Selectboard Rep on that committee and he highly recommends all of them. Robert Roudebush made a motion to re-appoint those three members, seconded by Rick Ladd. The motion was carried unanimously. Jo said that the same is true for the 3 members of the Airport Commission up for reappointment, Richard Guy, Cliff Batchelder and Stuart McDanolds who are all residents. Robert Roudebush made a motion to approve their reappointments, seconded by Rick Ladd and carried unanimously.

AA Lacaillade referred to the GAGA pit that the Board had received an email about the week before regarding the placement of the gaga pit that was approved in the recreation budget in 2015. Tom Friel had requested that the item be brought to this meeting. Lynn said that her concern that if it is left outside it will get damaged or destroyed, that was an issue at a previous meeting. She is not sure if placing it out by the storage building is a safe place because of visibility. Jo stated that she and Glenn had looked at the minutes today from the last time

it came to the Board and they specifically did say that if one was purchased, it was to be the prefabricated kit that are \$2000 to \$2500 but that is not how it was budgeted. It was in this year's budget for \$750 to build it ourselves to be placed on the south side of the storage buildings towards Gladstone's property; the item was not cut by the Recreation Commission, Town Manager, Advisory Budget Committee or the Selectboard. If the Selectboard does support the placement of the pit at the armory, it would go back to the Recreation Commission for final decisions at the next meeting. Rick wanted to know why the Board was being asked where to place it when the Rec Commission has not committed to the project yet. Jo said that the Commission did not want to move forward in discussions about it until we knew that the Board would approve a spot to put it up. Robert Roudebush did not have a problem with the location. Rick Ladd asked if there was necessary money in the Rec budget in case something happens during the year that was not budgeted. Jo said that there had already been an issue with some pool repairs that were not budgeted but the cost was minimal when Sherri had gotten the numbers but could that still be an issue down the road, perhaps. Rick said that was his gut issue right now, not to spend that money in case of other emergencies. He was just one member of the Board. Wayne felt it was clear that the Board was clear about wooden structures outside and that they were not in favor. Lynn asked if the Recreation Commission could raise the balance of the cost to buy a kit, would the \$750 approved in the budget be available to go towards the purchase. Wayne said that he for one did not want any tax dollars being spent on the gaga pit.

AA Lacaillade spoke about a "Smart Shopper" program that is new this year with Health Trust. Leslie Ramsay, as Wellness Coordinator for the Town was tasked with getting the word out about the program and getting people to look at it. She was successful in this endeavor and there is a \$100 incentive check that has been received. With Selectboard permission, Leslie would like to get a VISA card for it and use it for wellness challenges and rewards as she has with the previous one. Lynn Wheeler made a motion to allow Leslie to get a VISA card with the check; seconded by Robert Roudebush and carried unanimously.

AA Lacaillade referred to some paperwork just delivered by Fire Warden Don Hammond which required approval from the Selectboard to pay. If it had been in earlier it would have been in tonight's manifest but since he just brought it in, she asked that the Board approve because one of the bills will be beyond the statutory guideline if it waits until next meeting. The payments will be for Fire Warden Training and a brush fire that is a billable offense. Rick Ladd made a motion to approve the payment; seconded by Lynn Wheeler and carried unanimously.

**Comments of Selectboard Members: None**

#### **Non-Public Session per RSA 91-A:3 (a)**

Robert Roudebush made a motion to suspend the public meeting and go into non-public session at 7:09 pm; seconded by Lynn Wheeler. The Board was polled and all approved.

Tom Friel made the motion to come out of non-public session at 7:39 pm; seconded by Tom Friel. No motions made; no action taken, and minutes are to be sealed. All approved.

**Adjourn Meeting:** Rick Ladd made a motion to adjourn; seconded by Tom Friel and all approved. Chairman Fortier adjourned at 7:40 pm.

Minutes transcribed by Jo Lacaillade