

2MINUTES OF HAVERHILL SELECTBOARD REGULAR MEETING
Monday, June 3, 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: Tom Cohan of Charter Communications and Ed Ballam – JO

Call Meeting to Order:

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 Lynn Wheeler and carried unanimously.

Public Hearing: None

Scheduled Public Appearance(s):

- **Charter Cable Contract:** Mr. Tom Cohan is Director of Relations for New England and New York, Charter Communications. Mr. Cohan discussed the 11-year franchise that Charter has with the Town that expires at the end of this year. He presented to the Board a channel line-up for Charter cable television, which was digitized last summer. In July of 2012, Charter added about 35 HD channels. In February 2013, they digitized an additional 8 channels and will be adding more within a year or 18 months. He explained that when Charter goes fully digital, there would probably be some incentive or discount for the cable boxes that are required to receive the digital content. There was a brief discussion about Charter phone going down due to weather or equipment failures. TM English explained that this contract was for television only, even though Charter offers bundled packages. Lynn Wheeler made the motion to accept a new contract for a franchise with Charter; there was no second to the motion. It was then the consensus of the Board to hold a public hearing on July 15 prior to signing a new contract with Charter.

Town Manager's Report: TM English stated that the road crews have been doing a lot of ditching. Because the roads were so hard and dry, they couldn't grade them so they went to ditching. He also stated that they were in the process of advertising an RFP to consultants to get a vendor to test and clean-up the site at Court Street. He stated that they should be getting bids back soon. The advertising is also out for a contractor to remove the underground fuel tank in this building.

Pending (Old) Business:

- **Town of Haverhill Purchasing Policy-Review and Assess:** The Board received a new draft of the purchasing policy. The changes involved were about “Local Business” on page 1; a few dollar changes on page 2 under purchases; and “Local Advantage” on pages 5 and 6. The dollar amount on page 6 under Disposal of Surplus Property stays the same at \$300. TM English stated that the 0-5% on page 6 concerning local advantage should state up to 5% instead of 0-5%. Rick Ladd suggested a local advantage, meaning in-town businesses only. Lynn Wheeler stated that the definition of local business should remain as the Cohase Chamber and should be extended to Bath and Piermont, as well as Newbury, VT. Robert Roudebush stated that he would like a few more weeks to think about the changes that were presented. It was decided that the Board would have a second reading of the changes and then have a discussion at the next meeting, which is June 17.
- **Elderly Exemption Application Verification Process:** Tom Friel handed out a summation of information that he acquired from different towns about the elderly exemption application verification process. Tom stated that Page 1 was what our current requirements are. Page 2 is what Plymouth requires as documentation from applicants. Page 3 is what Tom has submitted to the Local Government Center, which includes a Form 8821. Form 8821 authorizes any individual, corporation, firm, organization, or partnership to inspect and/or receive confidential information for the type of tax and the years or periods listed on the form. If this is approved, it will go into effect next year (2014). There were a few minor changes to Tom’s summation that AA Lacaillade would make and present a finished copy to the Board at the next meeting of June 17.
- **Policy Manual:** AA Lacaillade stated that this was a carryover from the last meeting. TM English is working on the policy manual.

New Business:

- **Fair Point Litigation:** TM English stated that we had received a letter from the attorney on the Fair Point Litigation and he feels that the attorney needs to come in and talk to the Board about this. He stated that the letter was pretty complicated and he doesn’t fully understand this particular case. The consensus of the Board was that they didn’t need to see the lawyer.
- **Pole License:** AA Lacaillade presented to the Board a pole license for a pole that had already been replaced on French Pond Road. The Road Agent looked at it and signed off on the license. The Board then signed this license.
- **Business Survey Update:** Chairman Fortier stated that there was a meeting with the Economic & Development Committee about the survey. There were 40 PSU students, mostly seniors, who were each given 4 or 5 businesses to contact. Forty businesses out of 160 or 175 businesses completed the survey. Some committee members were upset because not all businesses were contacted. Brad Allen was going to find out why this happened. Lynn Wheeler asked what the percentage was of returned surveys and it was stated that it was 23%. She stated that this was higher than usual. Chairman Fortier feels that the Board is going to get some recommendations that they can take some action on.

Commission/Committee Reports: Lynn Wheeler stated that the Rec Yard Sale made around \$875, which was a very good amount. Chairman Fortier commented on the 250th Committee “American Veteran Traveling Tribute.”

Correspondence: Chairman Fortier commented that he had received an e-mail from TM English reminding about the Haverhill Civic Forum, which is having an event this week, June 5, 6:30-8:30, at the UNH Cooperative Extension Building in North Haverhill. The other event dates are June 26, July 1, July 12, and July 22. July 12 and July 22 will be at Mountain Lakes. Lynn Wheeler stated that they would continue to add dates for two years.

Comments of the Public: None

Comments of the Town Manager/Administrative Assistant-Finance Officer: AA Lacaillade presented to the Board a revised packet of welfare guidelines and application process. These packets were for the Board's review and Welfare Administrator Leslie Ramsay would like to attend the next meeting and answer any questions the Board may have. Welfare guidelines have not been updated since 2003 or 2004. AA Lacaillade also stated that 1st issue tax bills would be out by the end of the week. TM English stated that it was good to see Bob Maccini over the weekend.

Comments of Selectboard Members: Robert Roudebush attended his second session of the Selectboard Institute in Concord. He finds the sessions interesting, fascinating and very educational. He also stated that he attended one of the Civic Forums and he thought they were very well presented. Chairman Fortier stated that the 250th Committee had a few problems that needed to be ironed out, such as the railroad tickets not being available on the website and the distribution of the books by Scott Nichols's group. He stated that 35 books were sold at the Wall Tribute.

Adjourn Meeting: Rick Ladd made a motion to adjourn; seconded by Lynn Wheeler and all approved. Chairman Fortier adjourned at 7:52 pm.

Minutes transcribed by Karen Hyde