

MINUTES OF HAVERHILL SELECTBOARD REGULAR MEETING

Monday, July 1, 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: Dana Huntington, Danelle Huntington, David Falkenham, LaWanda Roudebush, Peter Roudebush and Ed Ballam – JO

Call Meeting to Order:

Wayne Fortier called the meeting to order at 6:02 pm

Pledge of Allegiance

Approval of Agenda: Lynn Wheeler made a motion to accept the Agenda; seconded by Robert Roudebush 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):

- **Presentation to Dana and Julie Huntington:** Chairman Fortier presented a Certificate of Recognition from the Haverhill Selectboard to Dana and Julie (who was not present) Huntington for their service and volunteerism to the youth of the Town and other activities that they have provided to the Town for many years. Rick Ladd stated that last year he introduced a bill in the legislature dealing with concussion injury. He stated that Dana has done a lot of work with youth programs to teach and talk with coaches about concussion injury. He wanted to thank Dana for his expertise, his advice and working so well with these kids. Robert Roudebush stated that it was a pleasure to know Dana.
- **Presentation to Woodsville High School Softball team:** Chairman Fortier also presented a Certificate of Recognition to Danelle Huntington, who accepted for the Woodsville High School Softball team, for winning their 2nd State Championship. Dana thanked the Town for the support they have shown the Softball team.
- **David Falkenham-Appointment to Local River Subcommittees:** Chairman Fortier asked TM English to remind the Board what the functions of this subcommittee. TM English stated that in New Hampshire, certain rivers become designated rivers by the legislature and once they receive that designation, Local River Subcommittees are set up for each river to provide public input to help keep those rivers protected. The Connecticut River is so lengthy that there are 5 Local River Subcommittees running from north to south. In our particular region, it's called River Bend Subcommittee and it takes in the towns in our area. Each town on both sides of the river, Vermont and New Hampshire, has up to two appointments to this Subcommittee. There has been a vacant spot for some time and David Falkenham has stepped up and volunteered to fill that spot. It's a very important position and very important to the Connecticut River. Chairman Fortier asked Mr. Falkenham how he became interested in this Subcommittee. Mr. Falkenham responded that a friend of his asked him if he would be interested in joining. He also responded that he was a Grafton County Extension Forester and spent quite a bit of time around the water. Lynn Wheeler

made the motion to accept Mr. Falkenham to the Local River Subcommittee; seconded by Tom Friel and carried unanimously.

Town Manager's Report: TM English reported on the barking dog issue from last meeting. He responded that AA Lacaillade did follow-up with Linda Smith. Linda has responded several times to that property. The first time there was no one home; she went back and the folks told her that they were going to construct a barn to keep the animals in at night. That did not happen. Linda did go back again and told them that the law is between 9 PM and 7 AM, there are to be no barking dogs and the dogs must be contained. They were ordered to put them in and if they do not do that, they will be fined the next time. The second item that TM English mentioned was that, despite the weather, there has been substantial sign-up for HARP and the pool has been very active in terms of usage.

New Business:

- **Ambulance Contract:** AA Lacaillade presented the 2013-2014 Woodsville Ambulance Contract to the Board. She stated that it was down from the year before. TM English stated that this was an excellent ambulance service. Rick Ladd made the motion to accept the 2013-2014 Woodsville Ambulance Contract; seconded by Lynn Wheeler and carried unanimously.
- **Authorization for Town Manager English to sign all documents related to the Airport Obstruction Study Grant:** AA Lacaillade stated that the Airport Obstruction Study Grant was approved last year. The Town has received a bill from Dubois & King for work they have done over the last few months. In the past, the Board has approved TM English submitting the invoices and signing all the requests for reimbursements. Robert Roudebush made the motion to authorize TM English to sign all documents related to the Airport Obstruction Study Grant; seconded by Tom Friel and carried unanimously.

Pending (Old) Business:

- **Purchasing Policy Revisions:** Rick Ladd presented the amended Purchasing Policy. He discussed the changes that were made at the last meeting. There were a few more changes to be made to the amended policy. On Page 1, under "Local Business," the words "if required under New Hampshire Law" will be added after "License to provide goods or services" and Ryegate will be added to the list of towns considered local. On Page 6, the word "business" will be added after "no later than 5" to make it "no later than 5 business days". On Page 7, Amendment Adopted: 7/1/2013 will be added and the list of Selectmen will be changed to the current list of Selectmen. Lynn Wheeler made the motion to accept the amended Purchasing Policy with the discussed changes made and effective 7/1/2013; seconded by Tom Friel and carried unanimously.
- **Review and status of 2013 Goals (continued):** Chairman Fortier stated that at the previous meeting, they had discussed Elderly Exemptions and continued marketing of the Business Park. He asked TM English about an e-mail from Michelle Haney about the Business Park sign. TM English stated that it was her idea, but she is not doing the sign. She is an occupant of the Business Park. He then presented the sketches that were done by a potential contractor. There were two choices and the consensus of the Board was the arched-top sign. He is also suggesting that composite material be used as the sign will be out in the elements. The sign will go out to bid. TM English stated that he had taken a ride out by the Business Park and the for sale signs were visible. They were in pretty good shape; there was some growth, but the signs were visible. Chairman Fortier then moved on to the Town Manager's list of capital road improvement priorities. The roads that were on the top of the list were French Pond Road, Brushwood Road and Lily Pond Road. Chairman Fortier stated that the roads needed to be taken care of. He also stated that they were looking at a bond for road improvement. Other things on the list of capital improvements was the heating system of the JRM building and the JRM parking lot. TM English stated that he wanted to revisit both French Pond and Brushwood Roads. He stated that French Pond Road needed some immediate attention to prevent further deterioration. He feels that it's a judgment call on the Road Agent's part on which road they do this year or whether they do a little bit on each based on immediate need. He anticipates through the Tar budget to be able to do Brushwood Road. French Pond

Road is a longer road and will require more paving. There will be some capital project for French Pond Road. Chairman Fortier stated that they could get by with just paving Brushwood and French Pond Roads and TM English said yes. Chairman Fortier then asked TM English if Lily Pond Road was the next important road to be done and stated that that road would need a total reconstruction to which TM English agreed. Lily Pond Road is totally destroyed and they can't get by with anything short of bomagging the material on it, total culvert replacements and total reprofiling. The base is unstable and heaving; every winter, there are tremendous heaves on the road. Tom Friel and Lynn Wheeler thought that core sampling would be a good idea. Rick Ladd stated that he would put Brushwood and French Pond Roads on the top of the list because of the volume and type of traffic and the length of the road. There was some discussion about when these projects were going to begin and it was decided that it couldn't possibly begin before the next construction season. TM English stated that he would get revised numbers for each of the projects. He also stated that the priorities probably wouldn't change over the next ten years. Rick Ladd asked TM English if he could come up with the costs for each project separately and also try to find out whether there is any discount if both are done by the same outfit at the same time. TM English stated that the more work you put out at once, the better the price you will get. Chairman Fortier asked TM English how much time he would need to get those revised numbers to the Board. TM English stated that he really wanted to get this year's asphalt numbers which he didn't have yet. He will get the numbers to the Board by the first Selectboard meeting in August. Rick Ladd asked AA Lacaillade about the direction of the website. The company that she is looking at, GovOffice.com, can do it for them with full support. The website is on her goal list to get done; she needs the Board to approve the expenditure to go ahead with it. Rick Ladd made the motion to go ahead with the recommendations of AA Lacaillade for the website; seconded by Robert Roudebush and carried unanimously.

Commission/Committee Reports: Robert Roudebush stated that Chairman Dick Guy of the Airport Commission, TM English and himself had a meeting to discuss the bidding of the Ag Lease. They discussed what they needed to do to update the terms of the lease. TM English stated that he had all he needed from the Airport folks and it was on him to get the acreage figured out.

Correspondence: Chairman Fortier stated that he had a letter dated June 28, 2013 from the Fire Chiefs of each precinct. They are requested the opportunity to come in and discuss the problem with finances of the Fire Departments. AA Lacaillade stated that they are asking for an increase in fees for their forest fire wardens, but she thought the rates are set by the state. Lynn Wheeler asked AA Lacaillade to get figures on how many forest fires they have had. This will be put on the next Agenda. Chairman Fortier stated that the Zoning Board Clerk had sent an abutter's notice for the next meeting of the Zoning Board of Adjustment. Chairman Fortier stated that on June 25, DOT had a meeting in Concord concerning future projects and budgets.

Comments of the Public: None

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

Comments of Selectboard Members: Robert Roudebush asked TM English about the status of the 10,000 gallon underground tank removal bid and TM English said they had six (6) bids. On the advice of their technical experts, they have chosen the low bid, which was a little over \$6,000. TM English also stated that they had six (6) bids on the clean-up at Court Street. He spoke with the engineers and they recommended the low bidder, which came in at \$7500. He stated that both projects should be done by the end of July. Rick Ladd stated that he had spoken with TM English and AA Lacaillade regarding the purchase of fire trucks. One of the points of the discussion was a vehicle review committee. There is already a committee set up to review and approve the purchase of fire department vehicles. Another point was that there was some discussion earlier about setting up a Town capital-reserve account for the purchase of fire department vehicles. Mr. Ladd stated that although there is an existing committee that reviews vehicle requests, there is no Selectboard member on that committee.

Chairman Fortier stated that it was his understanding that the goals of that committee were to see what was justified, see what pieces of equipment they had and if they needed any new pieces of equipment, it had to be justified. The current vehicle committee has 11 members. The Selectboard decided to add Rick Ladd and Tom Friel to the committee to discuss setting up the capital reserve account.

Non-Public Session Per RSA 91-A:3 (c) Hardship Abatement Request

Robert Roudebush made a motion to suspend the public meeting and go into non-public session at 7:47 pm; seconded by Rick Ladd and all approved.

Tom Friel made the motion to come out of non-public session at 8:05 pm; seconded by Robert Roudebush. No motions made; no action taken, and minutes are to be sealed. All approved.

Adjourn Meeting: Tom Friel made a motion to adjourn; seconded by Rick Ladd and all approved. Chairman Fortier adjourned at 8:06 pm.

Minutes transcribed by Karen Hyde