

MINUTES OF HAVERHILL SELECTBOARD REGULAR MEETING

Monday, July 13, 2015

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: Glenn English

Administrative Assistant/Finance Officer: Jo Lacaillade

Selectboard Clerk: Karen Hyde

Members of the Public Present: Darwin Clogston and Alex Nuti-de Biasi – Journal Opinion

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): Chairman Fortier asked that Board Rep Appointment to the new Highway Advisory Committee be added to Pending (Old) Business. Robert Roudebush made a motion to accept the amended Agenda; seconded by Lynn Wheeler and carried unanimously.

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

Scheduled Public Appearance(s): None

Public Hearing: None

Town Manager's Report: TM English reported on the June 1 order to the two property owners in Town to remove unregistered vehicles or register the vehicles on their properties. He drove by both properties shortly before the meeting and the Corzilius property, going under the name of Brushwood Realty, showed no change or activity. There were 5 vehicles along the right-of-way at the Wright property on County Road and now there is only one (1) along the right-of-way. There remains the same number of vehicles on the property. Neither property is in compliance. TM English stated that the next step would be a violation prosecution at District Court. He has reached out to Attorney Mitchell for guidance through that process. Rick Ladd asked that four of the five vehicles had been removed from the right-of-way and TM English stated that they had been moved from the right-of-way, but not from the property. Lynn Wheeler asked if it was made perfectly clear that the vehicles had to be removed from the property or registered. TM English read the appropriate sentence in the letters that were sent to the property owners. Robert Roudebush made the motion to move ahead with the prosecution of a violation based on RSA 236; seconded by Rick Ladd and carried unanimously.

TM English urged the members of the Selectboard to come into the office and look at the requests for reimbursement that were received from Woodsville Fire Chief Jeff Robbins and Woodsville Assistant Fire Chief Steve Robbins. Since there was some disparity between them and before they were processed for payment, he wanted the Selectmen to look them over. Lynn asked if the Assistant Fire Chief was going in as the Health Officer and TM English stated that he was going in as the Assistant. Lynn just wanted to clarify for the record as being submitted by the Assistant Fire Chief. TM English then commented that there was an excellent article in the current Town & City Magazine concerning Obamacare and the so-called "Cadillac" tax that would affect health insurance when it goes into effect in 2018. The article recommends the Town take certain action, which it has done in preparation of the tax. Chairman Fortier asked TM English to report on the sewer line break that had occurred. TM English reported that the repair seems to be holding. Lynn asked if there were any recourse as the Town does all the repairs on that line and there are others using it and the Town doesn't collect

any fees. TM English explained that years ago the Town needed a place to hook the new sewer line into the one in Woodsville. It was decided to hook into the existing line instead of building a whole new line. The agreement with the County was that they would give the Town that line, which they had built. Rick Ladd asked if there was a reserve built into the sewer line hook-up fee for the possibility of replacing the line. TM English stated that that was the purpose of the sewer line hook-up fee. It is not in a dedicated fund; it comes in as revenue. Rick stated that he felt that the sewer line hook-up fee policy needed to be looked at. Rick asked TM English to give the Board an update at a future meeting of the number of people hooked up and the amount of gallons used. Chairman Fortier asked for the information at the next meeting on July 27, 2015.

Pending (Old) Business:

- **Dilapidated Buildings – RSA 155-b:** Chairman Fortier reminded everyone that a month or so ago, the Health Officer looked at the Patton property located on Chapel Street in Woodsville. The Health Officer had taken photographs and done a report fairly soon after. Chairman Fortier had hoped for an update on Chapel Street. There were many items important to public safety. Chairman Fortier stated that it was the Health Officer's opinion that the property owner raze the building or properly secure it. RSA 155-b is a structured outlay of what the processes need to be. Part of the process is publication in local newspapers about what the Town intends to do with the property or condemn it. It was the consensus of the Board to get the proper guidance on this issue from the Mitchell Group.
- **UNH Grafton County Community and Economic Development:** Lynn Wheeler reported that she had been contacting Geoffrey Sewake from UNH and he had her fill out a questionnaire, which she had sent back to him. Mr. Sewake thanked her and wanted to get feedback from his statewide team. She has not heard anything from him. Lynn's understanding was that it was more economic and that really wasn't what the Town was looking for. They were looking at getting the public more involved in Town government. It was Lynn's feeling that it wouldn't get off the ground for the Fall; maybe they could get something going for the Spring.
- **Board Rep Appointment:** Chairman Fortier commented that the Board needs a Board rep to serve on the Highway Advisory Committee. He had e-mailed the other Board members and Rick Ladd offered to be the Board Rep. Chairman Fortier stated that Rick had all the information needed to represent the Board. Robert Roudebush made the motion to appoint Rick Ladd as the Board rep to the newly formed Town Highway Advisory Committee; seconded by Tom Friel and carried. Rick Ladd abstained.

New Business:

- **CAI Contract 2015-2016:** AA Lacaillade stated that Cartographics does the Town's mapping, website, and 911 listing. The first one was the GPS Data Collection contract with a small increase from last year. Robert Roudebush asked how often the tax maps were updated and was told that they are updated quarterly. Lynn Wheeler made the motion to approve and sign the GPS Data Collection contract; seconded by Robert Roudebush and carried unanimously. Lynn asked how many towns Cartographics represents and AA Lacaillade stated that they were all over – Maine, Vermont and New Hampshire. AA Lacaillade also commented that she has had to go to Cartographics for some detailed issues and they were great to work with. The next contract was for Tax Map Maintenance with an approximately \$700 increase from last year and the third was for Street Numbering. This is the first increase in three (3) years. Robert Roudebush made the motion to approve and sign both the Tax Map Maintenance and Street Numbering contracts; seconded by Lynn Wheeler and carried unanimously.
- **Little League Easement:** AA Lacaillade sent the Board information from the September 22, 2003 Selectboard meeting after the previous meeting on June 29, 2015. TM English stated that the easement was indeed a renewable easement and hadn't been renewed since 2003. Lynn asked if they shouldn't change the language a little bit so that there is automatic renewal. TM English stated that this was originally driven by the VFW. There is one small sliver that is the Town's property where the dugouts are. Chairman Fortier would endeavor to find out if the VFW had renewed and report at the next meeting. This would be put on the Agenda for the next meeting.

- **Permission to Build on a Private Road:** AA Lacaillade stated that there were three (3) permissions, all for Benedict's Way. One was for Robert Thomas, who was not going to do anything to the road and it needed to be reviewed by the Planning Board at their next meeting. The other two were for Jeff Elliott, of which one (1) had been reviewed by the Planning Board and the second one, pending Planning Board review, was for a new home on the opposite side of the street. TM English commented that there was no reason to not approve them as the properties were accessible to emergency services. Tom Friel asked if they needed to go to the Planning Board and AA Lacaillade stated that two of them were scheduled for the next Planning Board meeting before the Building Permit would be issued. Robert Roudebush made the motion to grant permission to all three to build on a private road; seconded by Tom Friel and carried unanimously.
- **Definition of Capital Project Budget Process Policy:** Chairman Fortier stated that this policy was adopted last year and Rick Ladd wanted to have this put on the Agenda as he was going to be working on the roads and felt that that would come under this policy. Rick commented that when the Capital Project Budget Process Policy (CPBPP) was drafted, he wanted to put in a definition sheet of the policy. When the policy was adopted, there was a wording in the policy but nothing specific about what a capital project is. The wording he would like to add to the policy is attached. With the new wording, he tried to distinguish between recurring and non-recurring projects. He didn't want to have maintenance included in this definition. He has handed out the new wording as a 1st reading, with a 2nd reading at the next meeting on July 27, 2015. Rick also wants to get going on the Capital Project Budget Process. It is there to help the Board anticipate and develop a schedule for capital projects down the road. It will help with the preparation of a budget. He feels that the first step is to get a definition and then start working on the Capital Project Budget Process. There was a brief discussion about doing some crack sealing out of the Tar account of the operating budget. An overlay would be done on either French Pond or Brushwood Road.

Commission/Committee Reports: Lynn Wheeler reported that the Pool building in Woodsville has had some leaks and repairs done on it. Some of the Rec Committee members' husbands are willing to go down to the building and give estimates for some ongoing repairs to strengthen and make it a better building. Her question to the Board and TM English is how to do this considering the arrangement with Woodsville. TM English stated what has been done in the past was to go to the Commissioners and say the Town would like to do this or that and ask if the Commissioners had any objections. It is just a courtesy to do this. He stated that any changes done to the infrastructure should be cleared with the Fire District. Robert Roudebush reported that the ad had been placed for the Airport Manager position. There have been 3 applications so far and the Airport Commission has appointed a Committee of four and they will be working with TM English to screen, interview and potentially hire a manager. He also spoke about the taxiway proposal. The Commission bounced around ideas at their last meeting. One idea was that the four hangar owners would seek out a private firm so that Town employees would not be involved.

Correspondence: Chairman Fortier reported that there was correspondence from Superior Court about a default notice.

Comments of the Public: Darwin Clogston asked if the meetings for the Highway Advisory Committee would be posted. Rick Ladd stated that the meetings were public meetings and they would be posted. The meetings would also be announced at the Selectboard meetings as well.

Comments of the Town Manager/Administrative Assistant-Finance Officer: AA Lacaillade stated that the Town had received full reimbursement for the T-shirt incident at HARP. The Town had been reimbursed for the T-shirts as well as the extra trash pickup.

Comments of Selectboard Members: Robert Roudebush asked about the incidence reports from the Police Department. He commented the Board members used to get them but hadn't for quite a while. AA Lacaillade stated that the Board members were supposed to be getting them via e-mail and had just found out that the only one receiving them was Lynn. She would see that all of the Board members received them when the new Police Department Office Manager was hired.

Adjourn Meeting: Rick Ladd made a motion to adjourn; seconded by Robert Roudebush and all approved. Chairman Fortier adjourned at 7:20 pm.

Minutes transcribed by Karen Hyde

Capital Project Definition --- For consideration and inclusion in the Capital Project Budget Process Policy dated 4/21/14

"A capital project is a project that may include new construction, expansion, renovation or replacement of a facility or include the purchase of other town asset(s) such as a vehicle or real property. Further, a capital project is a major, nonrecurring expenditure costing \$10,000 or more and has an anticipated life of at least five years."