

MINUTES OF HAVERHILL SELECTBOARD REGULAR MEETING

Monday, July 27, 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: Richard Morris (arrived at 7:20 PM) and Ed Ballam – 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): Robert Roudebush made a motion to accept the consent agenda; seconded by Rick Ladd 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 reported that the Department of Employment Security would be holding a Job Fair at the JRM Building on Thursday, July 30, 2015 from 10-2. This has been a well-attended event in the past. Jeanie Forrester and many employers have been here. TM English also reported that he had received a confirmation from the Connecticut River Watershed Council that they have secured \$45,000 in construction grants for the Stonecrest culvert project. This is in addition to the \$15,000 for the engineering study, which is in progress. TM English commented that a letter had been sent to the School Board and the SAU from the Department of Revenue Administration (DRA) concerning the serious financial issues within the SAU with all of the school budgets. This first came to light when he, AA Lacaillade and some of the Board members attended the school meeting in Haverhill and the budget numbers that were presented did not add up. They questioned whether these were the real numbers. Since that time, TM English and AA Lacaillade have been urging the DRA rep, Jamie Dow, to not just talk to them about this, but to do something about it as it affects tax rate setting. Jamie Dow spoke with Stephan Hamilton, Director of Municipal and Property Division, to put the School Boards on notice. The letter from the DRA to the School Boards is attached to these Minutes. The letter has to do with the SAU and not with Town government. TM English stated that there were two (2) big issues: (1) the issues themselves with the financial problems and (2) until this gets resolved, the tax rate setting for each Town will be delayed causing cash flow insufficiency. TM English also stated that he tried to convince Jamie to press this issue now before getting to September or October and all of a sudden, the tax rate setting would be delayed. Rick Ladd asked TM English if he had spoken with the superintendent or the Chairman of the School Board and TM English responded that it wasn't his role. This was between the School Boards and the DRA.

Pending (Old) Business:

- **Health Insurance/Benefit Survey:** AA Lacaillade handed out the results of the Health Insurance/Benefit Survey that she had received via e-mail from the various Towns. Thirteen (13) towns were surveyed and all but three (3) responded. The questions asked were: Is your Police Force union? Do you offer a hiring bonus? What Health Insurance Plan do you offer? Do you contribute to Health

Savings Account? Do you fund any of the deductible? Do you offer dental insurance or eye care insurance and if so, who pays for it? Do you offer long-term disability insurance and if so, who pays for it? Do you offer life insurance? AA Lacaillade stated that the results of the survey would give the Board a chance to review what other Towns are now doing and who pays for what. She also commented that the health insurance plans were pretty comparable to what Haverhill has. She commented that the biggest differences were about the life insurance and most of the Towns did offer life insurance policies for their employees that the employer paid for. Chairman Fortier commented that the Board needed to study the survey and go over the options that had been previously presented to them in the event that there will be a change and what the change will be. Chairman Fortier also commented that Chief Charles would like to address the Board concerning health insurance. He also stated that no matter what the Board does, they thought it was a good idea to meet with a Committee of department heads and employees to introduce any changes the Board might make and to give them a chance for input. Rick Ladd asked TM English if he had seen any difference between a union Police force and a non-union force. TM English responded that there was some, but not as much as he expected. Health insurance will be put on the agenda for the next meeting on August 10, 2015.

- **Dilapidated Buildings – RSA 155-b:** TM English stated that he had received an e-mail from the Town attorney summing up where the Town was concerning the property on Chapel Street. The e-mail was also a request for more information, which TM English had sent along. The Town attorney would be ready to go to court on the barn right now with the information that he has. He does not have that level of confidence when it comes to the main house. Mr. Mitchell feels that an interior inspection of the main house is needed. TM English advised Mr. Mitchell that there were ways to handle the interior inspection. The Fire Chief could do a fire inspection, but a structural inspection requires a landowner's permission. TM English recommended waiting and not doing the barn separately. He also commented that 155-b was a long process. Chairman Fortier asked if the Board had contacted the landowner and TM English commented that there was the informal communication through the Heritage Commission, but nothing official. Chairman Fortier asked if it wouldn't be wise to create a letter to the landowner asking permission to do an inspection. TM English stated that the Town's attorney would be happy to draft that letter. Chairman Fortier stated that this should be the first step to at least communicate with the owner to let him know the Board is concerned about his property and ask him to gain access for an inspection. If the answer was no, the Board had other remedies.
- **Little League Easement:** Chairman Fortier asked TM English where the Board stood on this and TM English stated that after the last meeting, someone was going to contact the VFW. Chairman Fortier stated that six or seven years ago, he remembers signing an agreement when he was Commander and the agreement was good for five years. He asked the current Commander if he was aware of any agreement and he was not. Chairman Fortier doesn't believe that there is currently an in-place agreement with the entity and the VFW. TM English stated that the Town's agreement runs concurrent with the VFW agreement. The agreement ran out in 2008. TM English stated that the VFW needed to act first and then the Town could act on the agreement. Lynn Wheeler suggested that the new agreement have rollover continuation rather than an end date.
- **Definition of Capital Project Budget Process Policy:** Chairman Fortier commented that this would be the second reading of this definition. Rick Ladd stated that he had made a little "tweak" to the definition. In the first sentence, it read "A capital project is a project". Rick changed it to read: "A capital project is a planned undertaking". Robert Roudebush made the motion to accept the Capital Project Definition; seconded by Rick Ladd and carried unanimously. The Capital Project Budget Process Policy would be amended as of 7/27/2015 with the definition now added
- **Pool Building Roof Repairs:** Lynn Wheeler reported that she had asked permission from Chairman Fortier to go to the Woodsville Precinct Meeting, not as a Selectboard member, but as an ex officio of the Rec Committee. There have been a couple of volunteers willing to work on figuring out what it would take to do some of the roof repairs. There have been some serious leaks and rotted timbers. The two volunteers, Bob Fagnant and Steve Wheeler, spent some time at the pool measuring and figuring things out. They then went to Fogs and talked with them about what it would cost. The cost would be

\$1,642.41. The Woodsville Precinct Commissioners' only concern was who was going to do the work and are they going to be insured. Lynn asked AA Lacaillade if she had heard anything from Primex and AA Lacaillade stated that she had not heard anything but knew Primex was working on this issue. Lynn commented that the area of the building that was of the most concern was the office. The other parts of the building were not quite as bad but would need to be done sometime in the future. Lynn stated that if the Selectboard was okay with this, the group would like to move on to the next step, which was to find funding for the project. The work would not start until the pool closed in August. The Board was okay with the project subject to insurance concerns, so Lynn would now take it to the Rec Committee.

New Business:

- **Court Street Parking Concerns:** Chairman Fortier stated that the Board had received a letter from the Precinct of Haverhill Corner concerning parking on Court Street primarily during Alumni Hall events. Rick Ladd commented that at the monthly meeting of the Haverhill Corner Precinct, Fire Chief Richard Morris had requested that vehicles not park on both sides of Court Street, particularly during Alumni Hall or South/North Commons events. When cars are parked on both sides of the road, the risk of an accident increases as well as restricting safe access for emergency traffic. This is a concern of both fire and police. The Haverhill Corner Commissioners were requesting town support in putting up "No Parking" signs on one side of Court Street, preferably the side opposite Alumni Hall and the Library. There was some concern about where cars would be parked if one side of the road was closed to parking. Rick commented that the Commissioners have a policy that parking can occur on the Common, but there is the condition that if it is wet, parking is prohibited so as to prevent rutting. If there is an event at Alumni Hall and they wish to use the Common for parking, Alumni Hall must submit an application to the Precinct Commissioners. Ed Ballam commented that parking was particularly bad in the winter time with the snow banks. It was the consensus of the Board that Fire Chief Morris and Police Chief Charles would take a look and come back to the Board with specific recommendations at the next meeting on August 10, 2015.

Commission/Committee Reports: Robert Roudebush reported that Airport Manager Jim Fortier, TM English and himself met with 3 viable candidates for the Airport Manager position. They were close to making a decision. TM English commented that information was needed from the Airport Commission concerning salary. AA Lacaillade reported that Haverhill Recreation was running the Children's Mini-Muster at the Daniel Jock Firemen's Muster on August 8, 2015 on the field out back of the JRM Building.

Correspondence: Chairman Fortier reported that the Board had received a letter from the DES concerning a number of items that didn't pass on the pool inspection. TM English commented that there was a temporary shutdown of the wading pool and everything has been remedied. The Board had received the Grafton County Fiscal 2016 budget. Lynn Wheeler commented that she has received no response to her requests to UNH and was looking for any suggestions. TM English suggested that Lynn contact Delia Clark, who had worked on the previous community profile and on one in Newbury recently.

Comments of the Public: None

Comments of the Town Manager/Administrative Assistant-Finance Officer: TM English stated that he had asked the Town attorney what to do next about the junk car sites. There are two remedies: District or Superior Court. Town Attorney Mitchell favors Superior Court. The next step would be a letter from Attorney Mitchell advising where the Town was going next. Superior Court can do an injunction; District Court cannot and that is why he is favoring Superior Court. Chairman Fortier stated that he would like a decision from the Board by next meeting.

AA Lacaillade commented that she wanted to let the Board know that she had spoken with Sandra Roy, Tax Collector, about the status of the first billing of 2016 taxes. As of right now, they were just under 9% delinquency, which was very good. AA Lacaillade also wanted to remind the Board that she had sent out an

original of the proposed 2016 appropriation request forms. She also presented a draft of the 2016 library appropriation request form. All of the non-profit agencies and the libraries would receive the form. The presentation of these forms would be considered a 1st reading, with a 2nd reading at the next meeting.

Comments of Selectboard Members: Rick Ladd commented on the property in Woodsville that they were looking at. He suggested that this property go through the Life Safety and Fire Code Inspection process. Robert Roudebush stated that Airport Awareness Day was on September 12, 2015 at 11:30. It would be starting later so that the fog would have time to dissipate. Chairman Fortier reported on a possible future site of the Town war memorial park that had been discussed at previous meetings. There had been a walkthrough on the left-hand side of the VFW Field on July 23 and there would be another on July 30 at 7:00 PM. It was his feeling that this would be an ideal spot for a war memorial park. This would be an ongoing project and would take several years to complete. Robert Roudebush commented that he would like a visual on the site that Chairman Fortier was speaking about. AA Lacaillade asked if the American Legion and the VFW were on the same page as far as location. Chairman Fortier stated that they weren't on the location, but they were on the same page as far as the war memorial. Lynn asked if Jack Brill had been brought into the discussions and Chairman Fortier stated that Jack had created the list. Lynn stated that Jack's plan was to work on the memorial. Chairman Fortier stated that Jack's plan was to finish creating and authorizing the list and he would donate some granite. Mr. Brill was in favor of Woodsville as a location for the park.

Fire Chief Richard Morris arrived late to the meeting and Chairman Fortier relayed to him what was decided earlier. Chief Morris was told that there would be discussion on this issue again at the next meeting.

Adjourn Meeting: Tom Friel made a motion to adjourn; seconded by Robert Roudebush and all approved. Chairman Fortier adjourned at 7:25 pm.

Minutes transcribed by Karen Hyde



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John T. Beardmore
Commissioner

Kathryn E. Skouteris
Assistant Commissioner
July 29, 2015

MUNICIPAL AND PROPERTY
DIVISION

Stephen W. Hamilton
Director

David M. Cornell
Assistant Director

School Administrative Unit 23
2975 Dartmouth College Highway
North Haverhill, NH 03774

Attn: Bath School Board
Benton School Board
Haverhill School Board
Piermont School Board
Warren School Board

Re: DRA compliance

Dear Governing Bodies,

The Municipal Bureau is required by RSA 21-J:35 to review estimated revenues, voted appropriations, and the manner in which appropriations were voted. This evaluation includes a determination whether these items comply with applicable state statutes. As a result of this analysis, the following issues were discovered:

Bath School:

- The operating budget, specifically warrant article #6, was warned on the posted *warrant* in the amount of \$2,232,529. However, the operating budget total on page 7 of the posted *budget* (MS-26) form was \$2,194,915.
- Warrant article #7, establishing the Building Maintenance and Repairs Fund and appropriating \$20,000 into the fund, was not included on the posted budget MS-26 form.

Benton School:

- Warrant article #8, appropriating \$25,000 to the Tuition and Education Expendable Trust Fund, was not included on the posted budget MS-26 form.

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TDD Access: Relay NH 1-800-735-2964

Individuals who need auxiliary aids for effective communication in programs and services of the Department of Revenue Administration are invited to make their needs and preferences known to the Department.

Haverhill School:

- The operating budget, warrant article #2, was warned on the posted *warrant* in the amount of \$14,188,722. However, the operating budget total on page 7 of the posted *budget* (MS-26) form was \$13,937,272.
- Warrant article #3, appropriating \$50,000 to the Building Maintenance Expendable Trust Fund, was not included on the posted budget (MS-26) form.
- Warrant article #4, appropriating \$50,000 to the Special Education Expendable Trust Fund, was not included on the posted budget (MS-26) form.

Piermont School:

- Warrant article #2, appropriating \$25,000 for *Debt Service – Principal*, should not have authorized a bond or note in an operating budget warrant article.
- Warrant article #3, appropriating \$20,000 to the Special Education Expendable Trust Fund, was not included on the posted budget MS-26 form.
- Warrant article #4, appropriating \$7,041 for proposed tuition costs, was not included on the posted budget (MS-26) form.

Warren School:

- The operating budget, Warrant article #2, was warned on the posted warrant in the amount of \$2,363,061, however the operating budget total on page 7 of the posted budget (MS-26) form is \$2,159,917.
- Warrant article #3, appropriating \$5,000 to the Technology Expendable Trust Fund, was not included on the posted budget (MS-26) form
- Warrant article #4, appropriating \$5,000 to the Special Education and Tuition Expendable Trust Fund, was not included on the posted budget (MS-26) form.
- Warrant article #5, appropriating \$10,000 to the Building Maintenance and Construction Expendable Trust Fund, was not included on the posted budget (MS-26) form.

Last year, there was concern due to the delayed filing of forms (e.g. DOE 10/15/14 request for changes on the MS25 not completed until 12/11/15 and 12/8/14 question on retainage not answered until 12/18/14, etc.) delaying the tax rate setting process for all the constituent communities of SAU 23. Additionally, there was an overexpenditure without emergency appropriation approval. This year has seen significant technical issues.

To circumvent any such issues in future tax years, please request staff to utilize the Municipal Tax Rate Setting Portal (MTRSP) for warrant/budget preparation and postings. The MTRSP manual, help sheets, training videos, and class schedules are all available online at: <http://revenue.nh.gov/mun-prop/mtrsp/index.htm>. The municipal advisor for

SAU 23, Jamie Dow, is also available for assistance and may be reached at 230-5092 or by email to jamie.dow@dra.nh.gov if staff has any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Stephan Hamilton", written in a cursive style.

Stephan Hamilton

cc: Melissa Dunnet, Business Administrator
Donald LaPlante, Superintendent
Town of Bath, Selectmen
Town of Benton, Selectmen
Town of Haverhill, Selectmen
Town of Piermont, Selectmen
Town of Warren, Selectmen
Ronald Leclerc, DOE