

MINUTES OF HAVERHILL SELECTBOARD REGULAR MEETING

Monday, October 20, 2014

Draft Subject to Review, Correction and Approval at Following Meeting

Board Members Present: Chairman 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, Dick Guy, Monica Jaynes, Steve Robbins, Chief Byron Charles, and Ed Ballam – Journal Opinion

Call Meeting to Order:

Chairman Wayne 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 Agenda; seconded by Tom Friel 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):

- **Chief Charles-Police Issues:** Chief Charles was in attendance to give the Board an update on the Police Department and any issues that concern the Police Department. Chief Charles handed out a Law Enforcement Regional Survey Summary, which is attached to these Minutes. One of his goals was to get updated equipment, particularly guns and radios, for the Police Department. Most of these upgrades were made through grants. Another of his goals was to stop the attrition rate in the Department. Overall within the department, the officers are happy. The present caseload is steep and some of these cases involve a lot of time. He stated that policies and procedures were started several years ago and they continue to review them. The Police Department is working with the schools, Steve Robbins, and TM English on emergency preparedness. They are also working on officer training. Specifically, sending an officer out for training and then the officer coming back and training the rest of the officers. Chief Charles stated that there are several new programs in the works, such as Coffee with a Cop. The biggest problem right now is the heroin epidemic, which is also a nationwide problem. He stated that someone doing heroin is not a stereotypical situation. This is a problem for the Town, the Police Department, the medical community and the citizens in the community. There is not much help for an addict as far as rehabilitation and treatment. Chief Charles then stated that on November 7, 2014 from 6-8 PM, the Police Department along with Woodsville High School, Woodsville Fire Department, North Haverhill and Haverhill Corner Fire Departments, Cottage Hospital and the County Attorney's office, are going to present a film at Woodsville High School called "The Hungry Heart". It is a documentary film on prescription drug addiction and recovery and it is open to the public. After the film, there will be a question-and-answer session. Chief Charles stated that prescription drug addiction is probably one of the bigger concerns for the Police Department. Dick Guy, a Woodsville EMT, stated 20-30 years ago, there were very few, if any, drug overdoses. In one week's time recently, there were four (4) on this side of

the river. They were all different ages, but similar social-type people. He stated that it is very scary to see this. He also reiterated what Chief Charles had said about there not being any help for these people on this side of the river. Lynn Wheeler asked Dick Guy if the overdoses were heroin or prescription drug. Dick stated that they were related, but for the most part, it was heroin because it's cheap. Rick Ladd asked Chief Charles when the Police Department responds to a suspected overdose if they are being asked to do anything medically to these individuals and if so, what? Chief Charles responded that when an officer responds, it all depends on the situation. If someone is unresponsive on the ground and not breathing, the officer will start CPR. The officer will respond in the same manner as they would for a heart attack. There was a question about Narcan. Chief Charles stated that the Police Department does not carry Narcan; he is not opposed to it, but he has questions that haven't been answered yet. A few of the questions are the liability and how much training has to go into the officers to get them to administer Narcan. Steve Robbins explained that Narcan is administered one of three ways: intranasally, intramuscular or intravenously. The drug was benign for someone who doesn't need it; but very effective for someone who does. Dick Guy showed the Board what Narcan looks like and how it is administered. Chairman Fortier asked how long Narcan had been around and he was told that it had been around a long time.

Robert Roudebush asked what the Board could do to help the Police Department in terms of equipment or manpower. Chief Charles stated that that was the second part of what he wanted to discuss with the Board. He stated that they had applied for a cop's grant and at this point, have not received it. Some interesting things have come out of the grant process. Haverhill received a score of 122.76; that's the final scoring that goes through a scoring process as to the immediate need for a police officer received. There were only 11% of the departments ahead of the Town of Haverhill that would have received a cop grant for a police officer. Haverhill was #2 to receive an officer; the town of Manchester received five (5). There is not enough manpower to do stakeouts on the houses of suspected drug dealers. Rick Ladd asked about the traffic at Rte. 135 and 302 as well as Forest St. and 302. TM English stated that those were state roads and the State didn't feel there was a need for traffic lights. Chairman Fortier asked Chief Charles if he felt that he needed more than one officer. Chief Charles would like to promote from within for a detective and in order to do this another patrolman would need to be added. TM English stated that this was tried a few years ago without adding another officer, but it did not work out as there were not enough officers to cover for the investigative officer.

Public Hearing: None

Town Manager's Report: TM English stated that the budget process was well underway and he anticipates getting something done well before Christmas. He would like to get the operating budget done early because they have the capital budget to deal with. He also stated that he and AA Lacaillade had the opportunity to speak with Primex about liability issues including guns in the workplace and whether the Town should adopt a policy governing the use of carrying weapons by employees. Primex suggested that the Town have a policy and he had put a policy together and run it by Primex and also the Town Attorney. He passed out a fairly simple draft to the Board for their review. He stated that the other piece of security was physical security and that would be part of the budget request.

Pending (Old) Business: None

New Business:

- **Pole License (3)-Public Service of NH:** AA Lacaillade stated that these licenses were for replacement poles, not any new poles. The work has been done and it has been a long process to get PSNH to fill out our forms, which they now have done. The licenses only required a signature.
- **Lease of storage building:** TM English asked for guidance on whether to advertise for the leasing of the storage buildings at the Robert E. Clifford Memorial Building. It was the consensus of the Board that this be advertised. Tom Friel asked about the progress of the food pantry going into the RECM Building.

TM English stated that he had received a phone call from CAP asking what was going on. He also stated that they had heard nothing from the group that was going to be running the food pantry. Ed Ballam commented that he was a member of the Board of Directors for the group and things were progressing on the 501(c)(3) and insurance.

- **Primex-CAP Program:** AA Lacaillade stated that the Town was due to renew property liability, worker's compensation and unemployment insurance. The Town hasn't been a part of the CAP Program, which is a three-year agreement and the rates are guaranteed to not go up, for the last few years. TM English stated that the Town receives very good legal advice from Primex and the three-year agreement makes good sense. Robert Roudebush made the motion to accept the three-year CAP Program agreement with Primex; seconded by Lynn Wheeler and carried unanimously.

Commission/Committee Reports: Lynn Wheeler reported that the Rec Commission is having Haunted Happenings on Saturday, October 25, 2014. There are two levels: one for younger children and then at 7:30 for all. The Commission is also continuing work on the Rec budget. Lynn commended the members of the Commission for their hard work. Robert Roudebush stated that Airport Manager Jim Fortier would be resigning as of December 2015. The Airport Commission will come up with a set of guidelines and there is already a job description that will help the Commission with this process. TM English reported that an open and competitive hiring process would be used.

Correspondence: Chairman Fortier stated that the Board had received a letter from Ammonoosuc Community Health Services telling what they do. He reminded that HCMS would be having an extended learning program on Thursday, October 23, 2014 at 5:15 PM. North Country Council sent a letter to the Board concerning the dues cost to Haverhill. There would be a business roundtable on October 29, 2014 from 9-10:30 at Lake Morey Inn. One of the issues that will be discussed is the education system and the job market. Lynn Wheeler commented that there were teleconferences being done on Fridays about the Ebola virus. TM English stated that Board members were invited to join in these teleconferences on Friday, October 24 and 31, 2014.

Comments of the Public: Darwin Clogston asked about the road work being done on Lime Kiln Road. Chairman Fortier stated that a portion of Lime Kiln Road was being reconstructed. The Town was providing the material and a contractor was doing the excavating.

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

Comments of Selectboard Members: Robert Roudebush asked how Daniels Road was looking. TM English stated that he did not know as he hadn't been on it for a couple of weeks. Rick Ladd commented that he drove on it the other day and it was much smoother than it was.

Adjourn Meeting: Rick Ladd made a motion to adjourn; seconded by Robert Roudebush and all approved. Chairman Fortier adjourned at 7:23 pm.

Minutes transcribed by Karen Hyde

Law Enforcement Regional Survey Summary
10/20/2014

OFFICER SUPPLY AND DEMAND

	Openings -past 2 yrs.	Filled w/Trained Officers	Officers Sent to Academy	#FT	#PT	time to fill vacancies
Haverhill	0	0	0	7	3	4 + months
Bristol	1 FT, 3 PT	0	4	9	5	2 months
Canaan	2 FT, 2 PT	0-FT, 1-PT	1	6	6	2 months
Enfield	2	2	2	7	1	2-6 months
Franconia	3	2	2	3	3	
GSO	no response					
Hanover	2 current	0	4	20	3	4-5 months
Lebanon	3	0	4	34	4	4 months
Lincoln	2	0	1	9	0	
Lisbon	2	2	0	3	5	2 to 2.5 months
Littleton	2	2	1	10	2	
Plymouth	2	2	3	11	2	several months
Troop F	10	4	6	380	3	6 months

Law Enforcement Regional Survey Summary
10/20/2014

WAGE COMPARISON

	Chief or Equivalent	Supervisor	Patrol	Incentives	Notes
Haverhill	\$ 70,760.00	\$25.00-\$30.40/hr	\$19.00-\$23.00/hr	No	
Bristol	not available	\$23.08- \$27.88/hr.	\$18.27-\$21.15/hr	No	
Canaan	\$ 62,915.00	\$24.57-\$25.98/hr	\$22.00-24.57/hr	No	
Enfield	\$ 82,000.00	\$28.85- \$31.25/hr	\$23.08/hr	No	
Franconia	\$ 75,000.00	\$24.50/hr to start	\$19.00-\$20/hr to start	No	
GSO	no response				
Hanover	\$ 105,000.00	\$23.12-\$44.72/hr	\$16.88-\$25.48/hr	Yes	
Lebanon	\$75,000-\$108,908	\$29.33-\$45.04/hr	\$23.78-\$28.70/hr	Yes	Positions from Sgt. to Chief are salaried
Lincoln	\$ 91,797.30	\$22.18-\$32.11/hr	\$19.16-\$27.75/hr	No	
Lisbon	\$ 62,400.00	\$27.00/hr	\$24.00/hr	No	
Littleton	\$ 92,889.00	\$26.81-\$32.82/hr	\$20.30-\$24.76/hr	Yes	
Plymouth	\$ 74,300.00	\$25.75-\$31.25/hr	\$19.06-\$20.44/hr	Yes	
Troop F		\$32.69-\$38.46/hr	\$21.63-\$31.25/hr		3% annual raise

BENEFITS COMPARISON

	Accruals										Disability Insurance Paid by Town	
	Health Insurance Premium Employee Co-Pay	Dental Insurance Premium Employee Co-Pay	sick	personal bereavement	holiday	vacation						Life Insurance Paid by Town
						0-2	2-4	5-6	6-10	11-15	15+	
Haverhill	10%-20% under 10%	not pd by town	1 day/mo	3 days	11	10 d	5-6	15d	20d			No
Bristol	under 10%	8%	10+	5	11							No
Canaan	Town pays 100%	Town pays 100%	60	2	12	5	10	3 weeks	10-14 days	4 weeks	5 weeks	Yes
Enfield	5%	Town pays 100%	1 day/mo	3	11							No
Frankonia	50% of any increases	not pd by town	10	2	10	10		2 weeks to start then add 8 d/yr svcs				Yes
GSO				5	5			15	20			Yes
Hanover	10%-15% dep on salary level	flex spending	1 day/mo	2								No
Lebanon	20%	Town pays 100%	10 hrs for each month employed	5	11		10	15	20			Yes 1x salary
Lincoln	not available	not available	1/2 day/mo	2	12			see detail sheet				Yes
Lisbon	18%	18%		5	11	2 weeks		3 weeks	4 weeks	5 weeks		Yes
Littleton	12.50%	Town pays 100%	all time is in one accrual bank									
Plymouth	15%	Town pays 100% for supervisors	1 d/mo	2	11	14	15	1.25d/mo	1.75d/mo	2.25 d/mo		Yes
Troop F	\$30.00 per pay period	Town pays 100%	1.5 d/mo	3	12	12	18	21	27	30		Yes

*other employees may donate time see detail sheet on vacation accruals see detail sheet on vacation accruals