

Minutes of Haverhill Selectboard Regular Meeting

Monday, December 12, 2016

Draft subject to review, correction and approval at following meeting

Board Members Present: Chairman Wayne Fortier, Tom Friel, Darwin Clogston and Chris Luurtsema. Excused: Mike Bonanno.

Town Manager: Jo Lacaillade

Call Meeting to Order: Chairman Fortier called meeting to order at 6:00 P.M.

Pledge of Allegiance

Agenda Approval (additions/deletions completed by Board consent):

There were no additions or deletions suggested by the Board. Tom Friel made a motion to accept the agenda and it was seconded by Chris Luurtsema. The agenda was approved unanimously.

Approval of Consent Agenda:

Darwin Clogston made motion to approve the consent agenda and it was seconded by Tom Friel and carried unanimously.

Scheduled Public Appearance(s):

Credit Card Acceptance – Town Clerk:

Town Clerk Christina Hebert gave the Town Manager a tentative contract for the credit/debit card services that are being requested by a number of residents in the Town Clerk's office. This service would be over the counter, with the possibility of offering online payments in the future. Residents would be charged a 2.79% fee should they choose this form of payment in the office in order to cover the \$505 annual service charge. Tina stated that currently, she processes approximately 6,000 registrations per year and believes enough people would use this form of payment to adequately cover the annual service charge. To avoid confusion, Tina is going to find out if receipts will be itemized to display the amount of the fee. It is recommended that a one-year contract be written up, so it can be determined whether it is a service to continue or discontinue once it ends. The card terminal itself will not be a chip card reader. When asked if the town would be held responsible if a resident's card number was compromised, Tina stated that for a fee of \$125, Security Metrix will protect card information. This fee, was included in Tina's original \$505 annual fee [\$380 annual fee + \$125 security fee = \$505]. The Board voted unanimously to move forward with IDIC web services for the Town Clerk's office.

Ed Shanshala – Ammonoosuc Community Health – CDBG Grant:

Ed Shanshala is seeking the Town of Haverhill's support in applying for a CDBG (Community Development Block Grant) to renovate the current space at Ammonoosuc Community Health Services in Woodsville to provide a better atmosphere for patients. CDBG generally assists low and moderate income areas. There are a few types of grants towns can apply for each year including up to \$500,000 for housing and public facilities as well as another \$500,000 in economic development. There is paperwork that requires updating, as it has not been since the

town applied for its last CDBG fund. For this specific grant, the town would not be held financially responsible. If given the grant in the amount of \$350,00.00, Shanshala would go to the bank to seek a loan for the remainder of the total cost of the renovations, an estimated \$900,000.00. If scoring is not high enough however, and the project does not get funded by CDBG, Shanshala stated he will go to the bank for the whole amount, as he is running out of options. CDBG grant coordinator Donna Lane stated that if the Select Board approves submitting the grant application, the next step is to schedule three consecutive public hearings, as public input is required. These public hearings would be bundled into one night and would cover three topics: The project itself, housing and community development and the anti-displacement/relocation assistance policy. The Board approved the public hearing unanimously.

Cindy Williams, Mountain Lakes Roads:

Ms. Williams came to the Board to voice concerns about the road conditions in Mountain Lakes this Winter. She stated that on 12/5/16, Bear Road was not sanded until 4:30 P.M. and she was unable drive safely without sliding when attempting to leave at 2:00 PM. She was unhappy when she called the Town Manager about this issue and learned that the Road Agent had been having a discussion in the town office for 45 minutes earlier that day. Darwin stated that he had heard a lot of unhappiness regarding the road conditions that day, but is unsure if it was due to it being the first considerable amount of snow this season. When asked about her opinion with summer road conditions, Ms. Williams stated that it had gone downhill, as grading was less frequent and ditching was not happening. Chairman Fortier assured her that the complaint is now registered and both the Board and Road Agent are aware of it.

Recycling:

Chairman Fortier gave a reminder: Come 1/1/2017, Haverhill residents will no longer have access to the Newbury recycling amenities. Neil Robie, Dan Marsh and Fred Garofalo have made separate proposals to the town in regards to a recycling solution. Option 1 is to construct a full recycling center in Haverhill Center. The first year cost including set up is an estimated \$200,000.00 and every year after that an annual cost of \$125,000 to \$150,000. Option 2 would be a single stream site for an annual cost of \$38,500 and involves the use of Neil Robie's truck on Saturday's. There would be no required set up and Pete's Rubbish would be manning the truck at the site and also hauling away the load of recyclables. Option 3, proposed by Dan Marsh, would be a zero-sort center at the Haverhill Armory. The first year cost including hauling, set up and manning is an estimated \$54,800 and after that, an annual cost of \$29,850. Option 4 is to have residents take recyclables to the Lisbon recycling center. This option would cost \$25,000.00 per year. There were 293 Haverhill permit holders for the Newbury recycling program. Fred Garofalo, of the Lisbon, Landaff and Lyman Transfer Station stated that they do not have enough man power to check and accept permits from Haverhill residents so there would not be a permit required there. Because the annual meeting isn't until March, a per-diem contract with a vendor may be necessary if the Board wants to provide residents with a recycling source during the three-month period. The Board is in agreement that an accessible recycling program is important for Haverhill, but the cost is a barrier. Darwin suggested that more of the cost should come from the people who use the services instead of the entire town. This could be satisfied by charging a higher permit fee. Another way to alleviate costs is to sell the recyclables by bailing them. Garofalo stated that Lisbon was able to sell \$12,000.00 worth of recyclables last year, but that alone did not cover all costs associated with the program. Lucas Swaine, of Haverhill, suggested that the Board compare our town to similar sized towns to gain perspective. Tom Friel agrees and has arranged to discuss another town's experience with recycling. The Board agrees that Options two and three seem the most plausible, and that option two could even be a solution to

the three-month period of time between the new year and town meeting. The Board unanimously agreed to put Recycling on the next meeting's agenda to discuss further.

Comments of the Public:

Don DuBois approached the Board to discuss a concern regarding his property on Route 116. Currently, DuBois' land is being flooded, allegedly sourced from abutting property being developed. The land developer is slowly building homes on a private road, which is poorly maintained and is at a 20% grade, causing water to divert onto DuBois' land. Because this is the first time the Board has heard this issue, they will need to communicate with the Planning Board to find a remedy. Planning Board Clerk, Ed Ballam, stated that the developer came before the Planning Board the week of 12/5/16 for a lot line adjustment. The developer's property is a common lot, not a sub-division, therefore there is no trigger for the Planning Board to upgrade the private road. Because the Planning Board did not have jurisdiction to decline his request, the State could get involved for anything he does after the lot line adjustment. The Board will do some research, as it is illegal to move water on to somebody else's land. TM Lacaillade stated that it may be something that Mr. Dubois has to address through a civil action.

Town Manager's Report:

Ralph Wright has asked the court to set aside the judgement issued against him, as he has been sick for the last several weeks and is unable to make it to court. Attorney Mitchell is appealing Wright's request. TM Lacaillade spoke with Jeff and Steve Robbins about the Patten Street Property and what needs to be considered when putting out an RFP for demolition and clean up. She attended an OHRV meeting in Warren with representatives from DRED and NHDOT where changes in their trail systems were discussed. This was an informative meeting to attend, as this process could be helpful if the town votes to relocate trails on to town roads like Warren. TM Lacaillade attended the Cohase Region Economic Development Summit and Dinner. She met with Harry Burgess to produce a Mylar for a boundary agreement with Doug Henson. The purpose of the Mylar is to establish the boundary line between Doug and the Town and will record this with a boundary agreement. She and Jennifer met with an insurance broker to look at options for health coverage. Both will meet with another vendor the week of 12/12/16. Two additional supporting documents were requested for the sewer grant and both were submitted. There will be a meeting regarding the rail trail scheduled tentatively for 12/22/16 but a time has not been set yet. The meeting is being arranged by Benoit Lamontagne of NH DRED and will be attended by the Grafton County Regional Development Council, NHDOT and federal delegates. Dick Guy, Joe Maccini, Road Agent McDanondst, Julie Libby, Jim Oakes and TM Lacaillade will meet Friday 12/16/16 to discuss the sewer line and what the Town is responsible for verses what the county is responsible for. The Town is hopeful to have a certified tax rate by Monday 12/12/16 or Tuesday 12/13/16, and TM Lacaillade will alert the Board when the warrant is ready to sign. The town needs to pay off its Tax Anticipation Note on the final manifest of the year with the incoming tax revenue. TM Lacaillade has approached NH Dred – Benoit Lamontagne and Chris Wellington, Grafton Regional Development in regards to Hubert's announcing the closing of their store. She will meet with both contacts to see if there is anything anyone can do to try and keep the store open.

Old Business

Drug and Alcohol Policy:

This item will be tabled until next meeting, as Mike Bonanno is not present.

Annual Meeting:

The school district does not want to change the time and/or date of their meeting and wish to begin their meeting at 10:00 AM. TM Lacaillade stated that both meetings could commence at 10:00 AM but then the Town would immediately suspend its meeting and resume once the school's meeting is complete. The Board is hoping that holding the Town meeting immediately after the School's meeting will help boost the number of attendees.

New Business:**Powderhouse Hill:**

Darwin began the discussion stating the Town is currently in possession of 85 pieces of property and after striking one off the list on Tewksbury Road, the Board should strike this one off the list as well. Wayne stated that this specific land is historical and the Board needs to check in with both the Haverhill Heritage Commission and the Historical Society before making any decisions about selling it. Chris stated that although the land is deemed as historical ground, all structures have been moved elsewhere and it is only the ground left. Tom suggested that a plaque could be set in place to deem the area historical.

Pike Library:

The Pike Library is now in possession of Becket Family of Services, but an estimated balance of \$2 – 3,000.00 remains. The Board needs to decide whether to divide this money between the other libraries in town, or to put it back into the General Fund. The Board agreed by a vote of 3 to 1 that the remaining balance will be put into General fund.

Commission/Committee Reports:

Tom Friel reported that the Haverhill Recreation sponsored Turkey Plunge raised \$6,261.00. Darwin Clogston said the Airport Commission met and decided to increase the size of the safety zone at the airport to get government money for snow removal equipment. This will not affect the size of the physical runway.

Correspondence:

Nothing to report at this time.

Comments of the Public:

None at this time.

Comments from Town Manager:

None at this time

Comments of Selectboard Members:

The Board asked the Road Agent about the progress on the Pickering Culvert issue. Stuart stated that the new 18" pipe was successfully put into place, the bank was better stabilized and a section has been stone lined. The next step would be to get an easement signed from Pickering in order to remove the requested pipe. Stuart stated that this part of the project would involve more stone lining and ditching but it would all be in the Town's right of way.

Chairman Fortier sought the Board's approval to purchase \$50 gift cards for the town's 32 employees for the holidays. The cost would be \$1,696.00. Tom set a motion to approve this purchase and it was seconded by Chris. It was decided that the town employee brunch will be held on 12/21/16 from 10am – 12pm.

Adjourn Meeting:

Darwin set a motion to adjourn the meeting and Chris seconded it.
The next Select Board meeting will be held on 12/27/16.

Minutes transcribed by Katie J. Moyse.