

FINAL



**Town of Henniker
Selectmen Meeting
October 18, 2016
Henniker Town Hall**

Members Present: Kris Blomback, Chairman; Tia Hooper, Vice Chairman; Robert French, Selectman; Ben Fortner, Selectman;

Town Administrator: Christine Trovato

Guests: Peter Flynn, Leigh Bosse, Bill Marko, Kathleen LaBonte, Cheryl Morse, Mike Flecchia; Bob Garrison, Mick Costello, Tom French, Matt French, Denise Getts, Steve Meade

Recording Secretary: Karen Rose

Chair Blomback called the meeting to order at 6:15 pm with the Pledge of Allegiance.

CONSENT AGENDA—

1. Appointment of Bob French to SHOT Committee
2. Refund, Map 1, Lot 331-B in the amount of \$2,239.31
3. Grzelak and Company PC-Report Acceptance
4. Sewer Assessments Collector's Warrant
5. Resignation from Economic Development Committee, Johanna Michie
6. Hire E. Scot Gould as a seasonal part-time pickup truck snow plow driver
7. MS-535

The following items were signed October 4-7

1. 2016 MS1
2. Susan Daniel as alternate member of Azalea Park/Riverwalk Committee
3. Letter of resignation from Dan Higginson from the Road Mgt. Committee
4. Warrant for November 8, 2016 Election (2)

A motion was made by Vice Chair Hooper to approve the Consent Agenda as presented; Selectman French seconded. Motion Passed 4-0

Public Forum #1

Cheryl Morse asked about the vacancy in the highway department. Town Administrator Trovato explained it is for a seasonal, part-time position in the highway department.

Presentation:

Item 1: Presentation of the Pamela Mitchell/Richard Connolly EMS Achievement Award

Chief Tom French reported that the department had been asked by the State Bureau of EMS to pilot their new elite program based on the success the town had had with another software program. He received a call that the Town was being nominated for the Pamela Mitchell/Richard Connolly EMS Achievement Award. He accepted the award on the Town's behalf on September 26th. He wanted to recognize Mick Costello and Steve Meade who were the two champions for the use of the program which collects data while in the field and drives new procedures in the field. Chair Blomback thanked the EMS crew for their outstanding contributions.

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OLD BUSINESS

none

NEW BUSINESS

Item 2: Request by Robert Garrison to discuss the monument/boundary markers for the perambulation of the Henniker bounds

Bob Garrison returned to report on the perambulation of the boundaries and asked for a signature by the Select board on the forms. He described some of the history of the boundary markers and the stone walls and stated he has ordered 150 metal signs which he was donating to the town. He stated that cleaning some of the rocks along the bounds will not be done until spring. The Select Board thanked Mr. Garrison for all his hard work. Vice Chair Hooper asked that the Historical Society be provided with a copy of his work.

Item 3: Consideration to accept fuel bid

Town Administrator Trovato put forth a recommendation to accept the fuel bid from Ayer and Goss for propane and #2 heating oil for the 2016-17 season in the amount of \$22,422.20.

A motion was made to accept by Selectman French to accept the bid from Ayer and Goss in the amount of \$22,422.20; Vice Chair Hooper seconded. Motion passed 4-0.

Item 4: First reading of Complete Streets Policy

This item was tabled until next meeting by request of Selectman Fortner.

Item 4a: Housekeeping item

Chair Blomback stated that he had neglected to provide a minute taker when the Road Management Committee (RMC) was addressed at the last meeting. He reported that he received several emails regarding minute taking and custody of minutes. Vice Chair Hooper stated that she had sent the rough notes of the RMC meeting as an attachment by mistake. Chairman of the RMC Mike Flecchia stated that at the next meeting, the minutes will be amended with edits. He also stated that he has asked for copies of the Select board minutes and hasn't been given them yet.

Chair Blomback stated he didn't understand why the RMC was rejecting the offer of a minute taker. Vice Chair Hooper stated that the RMC voted her to be the Secretary of the Committee and that she has experience in taking minutes for all types of committees and didn't feel that a separate minute taker was needed.

Town Administrator Trovato reported that a request was made for minutes of 8-23 and 9-13 of the RMC meetings. The minutes would normally have been posted to the website but due to a power surge, she was unable to access the website. She said she had some concerns about some inaccuracies in the 8-23 minutes and sent a note to Vice Chair Hooper. Selectman Fortner stated that it would be in the interest of the RMC to have a 3rd party do the minutes. Vice Chair Hooper said that the committee has not had an issue with the minutes she does.

Bill Marko stated that as a member of the Building committee, they asked for a minute taker and were told no. The RMC voted in Tia Hooper to do the minutes for the RMC committee.

Kathleen LaBonte wanted to emphasize that minutes are to be transcribed within 5 days. If there are any amendments, they need to be voted on at the next meeting. She expressed concern that amendments are happening before the next meeting. The process needs to be defined on how minutes are submitted and subsequently amended.

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Cheryl Morse questioned what the complaints were about the minutes. The only issue was that the first meeting the wrong notes were sent unfortunately. If no more complaints are made, she suggested the committee continue on as they have been doing.

Peter Flynn stated that another town he is familiar with puts the draft minutes on their webpage and corrections are made at a later meeting. Drafts must be kept permanently.

Vice Chair Hooper asked why this issue had not been placed on the agenda so that all RMC members could attend. Selectman Fortner indicated that the RMC chair was present and is responsible for the committee. Chair Blomback reiterated that he thought this discussion would be a short one and a housekeeping item only.

Leigh Bosse asked who was complaining and whose minutes are at issue? The response was Dr. Trivellini. Vice Chair Hooper stated that Dr. Trivellini should be here to clarify his comments. Vice Chair Hooper stated she had concerns if a minute taker will be able to keep up with all the data at the meeting.

A motion was made by Selectman Fortner to hire a professional minute taker for the Road Management Committee; Selectman French seconded. Motion passed 3-1 (Hooper)

Item 5: Request by Chief Matt French to present “Food for Fines” for the month of October
Chief Matt French would like to implement a *Food for Fines* program modeled after a program in Lexington Kentucky. Those that owe parking tickets can provide food to the Henniker food pantry, \$1.00 for every dollar they owe. He would like to start this in November with a cut off at Thanksgiving and if successful run the program in the spring. The food pantry personnel are on board with the program. The Select board agreed by consensus of 4-0 on the *Food for Fines* program.

Item 6: Request to negotiate the purchase of a truck bed for the wastewater truck
Town Administrator Trovato reported that Ken Levesque, Wastewater Superintendent, attempted to get the 2002 Ford F250 pickup truck inspected and it failed. He was able to find a truck bed locally for \$1800. The truck bed’s owner offered to sell the bed for \$1,000 and the Town’s Army Surplus Mule which has been parked and not running for over 6 years. The Mule has never been on the Town’s insurance or in serviced and is not a fixed asset.

A motion was made by Selectman Fortner to purchase the truck bed for \$1,000 plus the Army Surplus Mule for the 2002 Ford F250; Selectman French seconded. Motion passed 4-0.

Item 7: Discuss RV usage as long term housing

Town Administrator Trovato reported that a letter was sent to Mr. Hamel to notify him that the RV usage on his property was to be discussed. He did not let the Town know if he planned on attending the meeting.

In May 2015, Mr. Hamel stated he would be keeping the camper on his property on a temporary basis while renovations were being conducted on his property. Mark Fougere stated that Mr. Hamel has two housing units on his property. Under the provisions cited in his email to Town Administrator Trovato dated September 14, 2016, he stated that the Select board has the authority to request a schedule for the trailer to be removed. Town Administrator Trovato informed the Select board that she has received several complaints.

Vice Chair Hooper stated that the Select board never gave him a deadline and he should have an opportunity to speak in the front of the board. Selectman Fortner disagreed and stated that he has been given an opportunity. Vice Chair Hooper suggested he receive a certified letter of notification and she would like for anyone who lodges a complaint to put it in writing. Vice Chair Hooper recommended he

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received 30 days from the receipt of the letter that he should either be present to respond or respond in writing including a plan for resolving the situation. Town Administrator Trovato stated she will send this out and if he chooses to not accept the certified letter, she will bring it back to board in early December.

Town Administrator Trovato reported on Lot 741 on Bowers Road held by Russell Forest Mgt. LLC where the property is in current use and is posted private and has a camper and solar panel on a structure on the property. The Supreme Court had ruled that this property could not have a structure on the property. Town Administrator Trovato and Mark Fougere are working with the town counsel on this issue. The recreational discount on taxes of 20% has been removed. On town counsel's advice she will be sending a letter to the landowner that the structures need to be removed or the property will be taken out of current use.

Item 8: Request by Selectman Osgood to discuss Code Enforcement practices

This item is postponed until a future meeting per request of Selectman Osgood.

Item 9: Schedule for Selectman coverage for the November 8th Presidential election

Town Administrator Trovato asked the Select board to review their schedules for the November 8th election. The polls are open from 7AM to 7PM.

Selectman Osgood will work from 7AM to 9AM and 5PM to 7PM

Selectman French will work from 7AM to noon.

Selectman Fortner will work from 9AM to 5PM and 7PM to close

Chair Blomback will work Noon to 5PM

Vice Chair Hooper will get back to the Town Administrator for available times but her assumption is that she will work 6PM until close.

Item 10: Set a date for workshop discussion for policy updates

Vice Chair Hooper asked to table this item and withdraw the policies at this time as she wants to focus on the budget cycle. She will bring them back at a later date.

OTHER BUSINESS

Item 11: Review public minutes and non-public minutes of 9-20-16

The non-public minutes of September 20, 2016 were reviewed

Selectman Fortner made a motion to approve the non-public minutes of September 20. Chair Blomback seconded. Motion passed 4-0.

The public minutes of September 20, 2016 minutes were reviewed and tabled until the next meeting for edits. Vice Chair Hooper asked that a quote by Selectman French in the Messenger be included in the minutes. The quote is "We are trying to build a wall to protect him".

Item 12: Town Administrators Report

Town Administrator reported on grant funding as detailed in a memo from Chief Matt French dated September 29, 2016. Chief French was able to find enough funds in his current budget except for \$230 to fund the town's portion of the grant for Mobile Data Terminals. Vice Chair Hooper gave Chief French the go ahead to submit the grant after she tried to reach Chair Blomback. Selectman Fortner questioned the policy where the Vice Chair had authority to make this decision. Town Administrator Trovato stated that the grant application was due immediately and a decision had to be made or lose the funding. Chair Blomback stated he was fine with the way it was handled and noted Selectman Fortner's concern.

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Town Administrator Trovato requested a proclamation to name November 7th as “Color the World Orange” day in order to spread awareness of Complex Regional Pain Syndrome (CRPS). The proclamation will be read at the November 1 meeting. **The board agreed by consensus of 4-0.**

Town Administrator Trovato reported that the bridge is moving along with an estimate completion date in August 2017. Pike Industries notified Tom Weston that paving will be next week.

Town Administrator Trovato reported that code enforcement is over budget and we still have three months left of the year.

Selectman Fortner asked if it was possible to get the budget in excel.

Item 10: Selectmen’s Reports

Vice Chair Hooper wanted to reiterate why she pulled the policy reviews. She wants to focus on the budget and will resubmit them at a later time for discussion. She asked that the Select board set the dates for budget review in the future so that everyone’s schedule is clear. Town Administrator Trovato reported that the budget reviews are generally the 1st and 3rd Saturday in November.

Selectman French reported on the Music on Main Street event. He wanted to thank all the local businesses that help out. Even though it rained, it was well attended. He also asked about a municipal meeting to be held in Manchester? Town Administrator Trovato stated there is a conference at the Radisson in Manchester on November 16 and 17. She will email everyone the info.

Selectman Fortner attended the annual meeting of the NHMA. There was a lot of voting but no surprises. He reported that the Community Center Activities Committee is looking at their mission and charge and evaluating their duties. He mentioned that more volunteers are needed at the teen center.

PUBLIC FORUM#2

Bill Marko asked to go on record that the discussion on minute taking should have been on the agenda.

Adjournment

A motion was made to adjourn the meeting at 8:25 pm by Selectman Fortner and seconded by Vice Chair Hooper. Motion passed 4-0.