

MINUTES OF HAVERHILL SELECTBOARD REGULAR MEETING
Monday, May 6, 2013
Draft Subject to Review, Correction and Approval at Following Meeting

Board Members Present: Wayne Fortier, Tom Friel, Lynn Wheeler, Roderick Ladd and Robert Roudebush

Town Manager: Glenn English

Administrative Assistant/Finance Officer: Jo Lacaillade

Selectboard Clerk: Karen Hyde

Members of the Public Present: Sandra Roy and Ed Ballam -- JO

Call Meeting to Order:

Wayne Fortier called the meeting to order at 6:00 pm

Pledge of Allegiance

Approval of Agenda: Rick Ladd requested that the Policy Manual be added to the agenda as New Business. Lynn Wheeler made a motion to accept the amended Agenda; seconded by Robert Roudebush and carried unanimously.

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

Public Hearing: None

Scheduled Public Appearance(s):

- **Sandra Roy – Deputy Town Clerk Appointment:** Sandra Roy presented the name of Christina Hebert as a nominee for Deputy Town Clerk. It was a unanimous decision by the three interviewees: Sandra, Lynn Wheeler and AA Lacaillade. Rick Ladd made the motion to accept the nomination of Christina Hebert for the position as Deputy Town Clerk; seconded by Robert Roudebush. Rick Ladd asked the interviewees what some of Christina's strengths were. The consensus was that she had a lot of experience dealing with the public; she was very professional and she comes from a family that has provided many years of town and government service. Lynn stated that Christina would learn very quickly. AA Lacaillade stated that Christina had a very good attitude, which is important. Sandy stated that she would be a good team player. All Board members voted in the affirmative of the nomination.

Town Manager's Report: TM English presented the Board with the 7-year FCC franchise agreement with Charter Communications, which is up for renewal December 31, 2013. Charter Communications would like to sit down with the Board and discuss a renewal. TM English stated that he would get in touch with Charter and suggested that the Board should hold a couple of public hearings. The Board would like Charter in as soon as possible for discussion and TM English was going to try to get them in for the next Selectboard meeting.

Pending (Old) Business:

- **Town of Haverhill Purchasing Policy-Review and Assessment:** Rick Ladd stated that he had 3 or 4 concerns with the current Purchasing Policy. He presented a draft revision. Chairman Fortier stated that the Board would study the proposed changes and discuss them at the next Selectboard meeting.
- **Elderly Exemption Application Verification Process:** Tom Friel did an overview of the research he conducted on how other towns in the area are doing the verification process of elderly exemption applications. After hearing comments, Tom would like to check on a few more things. Tom was going to redraft the process and it will be discussed further at the next Selectboard meeting. It was the consensus of the Board that any changes in procedure would have to start next year due to timelines.

New Business:

- **Policy Manual:** Rick Ladd stated that there are some issues with the current Policy Manual. He had a list of agreements, contracts and plans that are in the Policy Manual and he's not sure that they should be in there. There are also specific department policies, such as discipline policies for HARP. The Board members would like to see the Policy Manual better organized as far as Selectboard policies, department policies, and agreements/contracts/plans. They would like to have books in the office that they can come in and look at when they need to. Rick Ladd was going to sort through his information and then give AA Lacaillade all that he had.

Commission/Committee Reports: Chairman Fortier reminded everyone that Founders' Day was May 18, 2013. Former Selectmen, through media, have been invited to attend. The week after that, the American Veterans' Traveling Tribute will be arriving at the Fairgrounds. Rick Ladd stated that they had a zoning board meeting on April 23, and the application was incomplete. The applicant was told to reapply, with all abutters to be notified at the applicant's expense.

Correspondence: Chairman Fortier received from TM English the 2014 Grafton County Commissioners' Proposed Fiscal Year Budget. It will be left in the office for anyone to look at.

Comments of the Public: None

Comments of the Town Manager/Administrative Assistant-Finance Officer: AA Lacaillade advised the Board that the auditors would be in the office the week of May 13 for their annual audit.

Comments of Selectboard Members: Rick Ladd stated that Grafton County did an excellent job with the Drug Court Graduation. It was a successful afternoon. Robert Roudebush went to his first class of the Selectmens' Institute. He stated it was very interesting and well-attended.

Adjourn Meeting: Rick Ladd made a motion to adjourn; seconded by Robert Roudebush and all approved. Chairman Fortier adjourned at 7:12 pm.

Minutes transcribed by Karen Hyde