

**MINUTES OF HAVERHILL SELECTBOARD REGULAR MEETING**  
**Monday, August 22, 2016**  
**Draft Subject to Review, Correction and Approval at Following Meeting**

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

**Town Manager:** Jo Lacaillade

**Selectboard Clerk:** Excused

**Members of the Public Present:** Doug Henson, Mike Lavoie, Howard Hatch, Jeff Page, Jasper Page, Neil Robie, Chief Byron Charles, Grafton County Attorney Lara Saffo, Town Prosecutor Lise Solbeck and Alex Nuti-de Biasi – JO

**Call Meeting to Order:**

Chairman Fortier called the meeting to order at 6:00 pm.

**Pledge of Allegiance**

Mike Bonanno asked for a Moment of Silence for the fire fighter that was killed in a car accident and the Lincoln dispatcher and former Haverhill police officer that were severely injured.

**Agenda Approval (additions/deletions completed by Board consent):** Chairman Fortier asked that the Review of the Purchasing Policy under Pending (Old) Business be tabled until the next meeting on September 6, 2016. There would also be a Non-Public Session added for a personnel issue to this Agenda. Mike Bonanno made a motion to accept the amended agenda; seconded by Chris Luurtsema and carried unanimously.

**Approval of Consent Agenda:** Darwin Clogston wanted to add something to the last meeting Minutes under Town-owned lot on Tewksbury Road. He stated that Mr. Long made the comment that the Town selling that lot was unethical and he wanted that included in the Minutes. Chris Luurtsema stated that those comments would be on the tape and TM Lacaillade stated that “we were not doing word-for-word Minutes” but the comment could certainly be added. It was the consensus of the Board to amend the Minutes to reflect the comments of Mr. Long. Mike Bonanno made a motion to approve the consent agenda; seconded by Chris Luurtsema and carried unanimously.

**Scheduled Public Appearance(s):**

- **Chief Charles and Grafton County Attorney Lara Saffo:** Chairman Fortier stated that Chief Charles and Attorney Lara Saffo were there to talk about the contract for the Town Prosecutor. Chief Charles introduced Lise Solbeck, Town Prosecutor, to the Board. Lise has been doing the prosecution work for about a month and the Police Department would like to continue with that. Chairman Fortier commented that the Board had received a copy of the contract a couple of meetings ago and asked if the Board had any questions about that. Darwin had several questions. On the first page of the contract, it says that the contract will automatically be renewed and he, personally, has a problem with anything automatically renewing. The other part says that the contract will run from June 30 to June 30, but a couple

of pages later, termination shall be effective at the end of a calendar year. He is perplexed about that. Attorney Saffo commented that they had no template to draft the contract from. She plagiarized the contract from Cheshire County and she would be happy to see the contract modified that would give the Board peace of mind. The County is on fiscal year and the Town is on calendar year and it didn't matter if it was either fiscal or calendar. She also didn't have a problem with it not automatically renewing. Her goal is to have the Town have services that they are comfortable with. Darwin was concerned about budgeting for 25-30 hours, instead of a flat rate per month. Chief Charles explained that this was considerably less than what they were paying Steven Carroll, the former Town Prosecutor, at \$39,000 a year. Attorney Saffo explained that Haverhill has a cap of \$30,000 a year right now. The Town will pay \$2,500 a month and that will be crystal clear in the contract. Darwin asked about the Town Prosecutor's responsibilities on page 2 of the contract. He asked if this was for all of the Town's cases and Attorney Saffo said it was all of the Town's cases. Chief Charles explained that it was all of the criminal cases as well as right-to-know requests, which he gets quite frequently. Mike Bonanno asked what the normal length was for a contract or was there a normal length. Attorney Saffo stated that she did not know as this hasn't been done before. Mike's other question was concerning overtime and whether there would be any. Attorney Saffo commented that it wasn't budgeted, but if the prosecutor clocks out late, they would have to be paid. She would then talk with them and let them know that that couldn't be done. Chris Luurtsema asked who would be covering Lise Solbeck as far as insurance was concerned. Attorney Saffo commented that she would definitely be covered by County insurance. Chief Charles commented that the contract could be sent to Primex for their review. TM Lacaillade stated that this would be done once it is amended. Chris asked if Lise was going to be at the County or at the Police Department in the JRM Building. Chief Charles said that she would be at the Police Department. Mike commented that the arrangement could be both beneficial and cost effective. There was another brief discussion of whether the contract should be fiscal or calendar. The former Prosecutor budget was on a calendar year. Chris thought that the contract should be reviewed on an annual basis. It was the consensus of the Board that the contract would be reviewed annually. Chairman Fortier stated that the Board's goal would be to sign a contract by the next meeting on September 6, 2016.

- **Recycling Options-Neil Robie:** Neil Robie from Pete's Rubbish stated that the goal was to see if they could get a little closer to what a proposal would look like for recycling. A representative from Gem Environmental and Neil spent some time at the Center Haverhill Armory as a possible recycling site. There were some problems, such as lead/arsenic paint in the doors and asbestos. Tom asked if the asbestos was encapsulated and Neil said that none of it was. He went on to say that the roof structure was most likely asbestos and some of that is crumbling. There is probably hazardous waste at this site. There are ways to make it a useable site but the way it is right now, the Town would not want the liability. Darwin asked if Neil thought the building would be public friendly or just for equipment and Neil stated not for the public. Neil then discussed a budget for the project. The first thing he would recommend would be voter approval because this would benefit all at the table if the voters had a say in this. He then discussed possible hours of operation for both public and commercial use. The Town's responsibilities would include grinding and/or storage of glass, initial site work, a perimeter fence and signage, some kind of 40' overhang on the east side of the Armory, outdoor lighting, building made suitable for transfer station and a modine heater. He would recommend a permit sticker for users, which would be available at the Armory or the Town office. After a break-in period, 1000 households should be utilizing the center. Haverhill has approximately 2,350 households of which 350 are currently using the Newbury

facility. The services that would be free with a recycle permit would be cardboard, mixed paper, all glass, plastics (hopefully, 1-7), aluminum, scrap metal and appliances. There would be a fee for trash, construction debris and tires. He would anticipate about \$4,000 from the commodities in the first year and maybe up to \$10,000 from household permit sales annually. If he was putting in a bid for this, he would accept a 5-year contract to operate the center. If after five years, the Town decides to run their own recycle center, he would like some sort of non-compete on the trash portion only. This is one of the worries that he has. Finally, the range that he came up with as an annual from taxpayers is between \$115,000 and \$135,000, which is approximately \$15 per household. The price of the sticker was included in that range. Neil has done a lot of work in the past few years, but there is still more work to be done on the project. Darwin asked if Neil would need the whole Armory or just the part where the dog kennel is not. Neil didn't think he would need the whole building. Chairman Fortier asked where they go from here. Chris's biggest concern is getting the building up to a point where there is no liability. The figure doesn't include what had to be done to the building. Chairman Fortier commented that they would need an assessment of the condition of the building as far as hazardous material. Howard Hatch commented that some of the work on the building has been done and should be documented somewhere.

Mike Lavoie came in at the start of the meeting and handed the Board with a sheet of various questions. They will address the questions when they have time. Doug Henson was wondering in regards to the Airport beacon. He understands the sentiment of the public were against the beacon. His question was where they stood on the question of the beacon. Chairman Fortier commented that the Airport Commission was looking into making a recommendation to the Board. TM Lacaillade told the Airport Commission that they could not move forward with the project without coming to the Board. Chris commented that the Airport Commission was looking into a test beacon and TM Lacaillade stated that, according to their Minutes, they can't. Darwin stated that they were still looking into resolving the issue.

**Public Hearing:** None

**Town Manager's Report:** TM Lacaillade did a brief synopsis of her two-week Town Manager Report, which she would e-mail to the Board the next day.

**Pending (Old) Business:**

- **Attorney revision to Advertisement for Tewksbury Rd Lot:** TM Lacaillade read to the Board the verbage that the Attorney wanted in the advertisement for Tewksbury Road. Chris Luurtsema made the motion to approve the suggested advertisement; seconded by Mike Bonanno and carried unanimously.
- **Review of Purchasing Policy:** Tabled until next meeting.
- **Tax Collector Deeding Process:** TM Lacaillade commented that there have been discussions about the Tax Collector not bringing deeds to the Board for a few years. AA Collins has obtained the process that the Tax Collector is supposed to follow in bringing those deeds to the Town. AA Collins has met with the Tax Collector and given her a timeline that she wants to see those tax deeds to take place. There is a schedule for when the Tax Collector is going to get her notices out. Sandy will be bringing the tax collector deeds to the Board at the October 3, 2016 Selectboard meeting.

**New Business:** None

**Commission/Committee Reports:** Darwin reported that the Airport Commission had their monthly meeting. They talked about the budget and he was assured that the budget is on track. Chairman Fortier reported for the Heritage Commission that Mike Dannehy had passed away last week. They cancelled their monthly meeting.

**Correspondence:** None

**Comments of the Public:** None

**Comments of the Town Manager/Administrative Assistant-Finance Officer:** AA Collins was excused.

**Comments of Selectboard Members:** Darwin asked about the Town Manager's three-month evaluation and TM Lacaillade stated that that would be the first meeting in October. Darwin also asked about the July and August Road Agent reports. He hasn't received any reports. Darwin is also questioning the overtime for the Highway, which he doesn't feel is necessary in the summer. TM Lacaillade stated that the only one getting overtime was the Road Agent due to meetings, Page Road, Clark Pond Road and trees down. It was suggested that the Board receive the logs of July and August, with reasons for overtime, by the next meeting and then have the Road Agent in at a meeting after that.

**Non-Public Session Per RSA 91-A:3(a) -- Personnel Matter**

Mike Bonanno made the motion to come out of regular session and go into non-public session at 7:50 pm; seconded by Chris Luurtsema. The Board was polled and all agreed to go into non-public session.

Mike Bonanno made the motion to come out of non-public session at 8:10 pm; seconded by Tom Friel and all agreed. Public session reconvened at 8:10 pm. No motions made; no action taken, and minutes are to be sealed. All approved.

Mike Bonanno made a motion to allow AA Collins 8½ days from the sick bank after using 1.5 days of personal leave; seconded by Tom Friel. Chris Luurtsema amended the motion to clarify that the hours from the sick bank would be paid back; seconded by Tom Friel; Darwin Clogston opposed. The motion passed.

**Adjourn Meeting:** Mike Bonanno made a motion to adjourn; seconded by Chris Luurtsema and all approved. Chairman Fortier adjourned at 8:12 pm.

Minutes transcribed by Karen Hyde