

**Town of Haverhill Board of Selectman
Meeting Minutes
March 30 ,2020**

Draft Subject to Review by the Board

Board Members Present: Darwin Clogston, Howard Hatch, Fred Garofalo, Matt Bjelobrk, Steve Robbins.

Town Employees Present:

Town Manager: Brigitte Codling

Finance Executive: Jennifer Boucher

Members of the Public Present: Dawn Lavoie, Margo Longacre

The meeting began at 6:07 PM

Pledge of Allegiance

Election of Chair and Vice Chair of the Select Board

Matt nominated Darwin Clogston as Chair, Howard seconded it and passed unanimously.

Steve nominated Fred for Vice Chair and Howard nominated Matt for Vice Chair.

Howard and Matt voted for Matt. Steve and Fred voted for Fred. Darwin broke the tie and voted for Matt.

Agenda Approval

Motion 1: Matt made a motion to approve the agenda. Howard seconded the motion and it passed unanimously.

Consent Agenda:

Motion 2: Howard made a motion to approve Minutes of Previous Meetings (March 16, 2020 and March 16, 2020 non-public) Sign Manifest, Forms and Other Warrants. Fred seconded the motion and it passed unanimously.

Town Employee Appearances: None

Scheduled Public Appearances: None

Public Wanting to Address the Board: None

Pending (Old) Business:

Second Reading of the updated Personnel, Policy, and Procedures Manual: Fred had some comments; he stated that a public hearing is not required to set policy so wants that removed. He also stated that the Town cannot impose policies on Town Officials so wants that removed. He also asked for edits to the page on harassment. Fred also had some concerns about the time required to maintain a sick leave bank. The Town Manager is looking to move the sick leave bank to 200 hours of sick leave as it is currently at 100 and maxed out. The selectmen all agreed to this.

**Town of Haverhill Board of Selectman
Meeting Minutes
March 30, 2020**

Matt also had a few concerns. Matt was looking at the military leave and stated he would like to make some edits that he will get to Brigitte.

Howard stated as a businessman in Town he would think it reasonable to eliminate some of the holidays the Town offers, such as the day after Thanksgiving and the floating holiday.

Fred then stated he would like to see the Town have employees paying a portion of their health care premiums. The Town Manager stated that the Town is going back to HealthTrust for health insurance in July and will be evaluating over the next year.

Darwin cited a few spelling errors and awkward wording. He also had questions about a few things just to further his understanding.

The Town Manager stated that the Town's attorney is still reviewing, and legal comments will be addressed before the Select Board is asked to approve the final version on April 13th.

New Business:

Airport Lease Discussion: Anything the Selectboard signs off on is limited to 5 years but the leases are longer, so they need to fix the leases. This means the leases need to be renegotiated with an attorney.

Town Manager's Report/Comments: See attached

Howard wondered how many employees could be called out to pump gas at the airport since a card reader was not accepted at the Town Meeting. The Town Manager explained Airport Commission is working with a fuel supply company with the caveat that they sign a three-year lease agreement. Currently, Colton has the keys and will be making a copy for Ralf. They will sell the gas until a card-reader is put in.

Howard reported that the pump had a spike in electrical use in March. Brigitte stated she was not notified by text by the programmable message system, so she will call pump systems because the system should send her, Rich, and Colton a text when that happens.

Finance Officer's Report/Comments: Jennifer is only working half days currently in order to remote school her children. She is in from 8 am to 12 pm. She has been deemed an essential employee. Access to the office is very limited to help practice social distancing. Brigitte and Jennifer are keeping in constant contact with each other and the Town's lawyers to make sure that they are briefed and sending out proper info to employees.

Commission/Committee Reports: Board Members to be assigned to Commissions and Boards. The heritage commission is not there because there are only two members. It is active but there aren't enough members to make it work. A board member will be assigned if more people join. Currently the committees and commissions will meet over zoom.

Motion 3: Darwin made a motion to extend appointments till May 31st. Howard seconded the motion. The motion was withdrawn.

**Town of Haverhill Board of Selectman
Meeting Minutes
March 30, 2030**

Motion 4: Matt made a motion to extend terms until May 31st. Howard seconded the motion and it passed unanimously.

It was agreed that the following board members would serve as liaisons to the various Boards and Commissions to maintain consistency.

Fred Garofalo – Conservation Commission
Howard Hatch – Planning & Zoning Board
Steve Robbins – Parks & Recreation Commission
Matthew Bjelobrk – Airport Zoning Commission
Darwin Clogston – Fire Department Committee

Correspondence: None

Comments of Select Board Members: UNH came up with ground rules for meetings and Darwin put them in the Selectboard's mail boxes.

Non-Public Session (if necessary):

There was a need for non-public under RSA 91-A:3, II(a)

Motion 5: Matt made a motion to exit public session of the meeting. Howard seconded the motion and it passed unanimously.

Non-Public was conducted....

The Selectboard came out of non-public into public for a vote.

Motion 6: Matt made a motion for the Town to pay Brigitte for a portion of her sick leave from 2019 that she was unable to take. Fred seconded the motion and it passed unanimously.

Motion 7: Matt made a motion to adjourn. Fred seconded the motion and it passed unanimously.

The meeting was adjourned at 8:00 PM

Minutes Provided by Alex Collins