

Minutes of Haverhill Selectboard Regular Meeting
Tuesday October 15th, 2019
6:00 PM

Draft subject to review, correction and approval at the next meeting.

Board Members Present: Tom Friel, Chairman Clogston, Fred Garofalo, Howard Hatch and Matthew Bjelobrk.

Town Manager: Brigitte Codling

Finance Officer: Jennifer Collins

Health Officer: Steve Robbins

Members of the Public Present: Ron Willoughby, Greg Mathieson, Kathleen Luce, Joe Longacre and Dawn Lavoie.

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

Pledge of Allegiance

Agenda Approval: Tom made a motion to accept the agenda as written. Chairman Clogston seconded the motion and it carried unanimously.

Consent Agenda: Tom made a motion to approve the consent agenda. Matt seconded the motion and it carried unanimously.

Town Employee Appearances:

- **Steve Robbins – Garbage Ordinance:** Steve has put a lot of thought into the issue and stated he'd like to define "offensive matters" and expand on what the State allows the Town to do through RSA 147. Steve doesn't think the Town should adopt an ordinance with a fine attached to it because generally, folks with a lot of garbage around their house cannot afford to have it removed and would not be able to pay the fine either. Fred mentioned an empty lot in Mountain Lakes with garbage on it and Steve stated per RSA 147, a process can be followed that would allow the Town of Haverhill to clean up the lot after steps have been taken. TM Codling stated that she'd like to have something in place that would compel property owners to clean up before the Town needs to step in. Steve stated he has a good success rate in having residents follow direction regarding garbage clean-up. Chairman Clogston identified a property in Haverhill Corner with a lot of tires and a property in Pike that contains a lot of vehicles. Steve will email the Board an amended ordinance and he will then meet with the Board at a work session or come back to another Board meeting to discuss it. Steve clarified that his position is recommended by the Selectboard and appointed by the State.

Pending (Old) Business:

- **Business Park Covenants:** Chairman Clogston stated Walter Mitchell responded and Fred stated he didn't understand a lot of it and Chairman Clogston stated he'd like to kick it back. Chairman Clogston and Fred did not like the enforcement section, as it referenced State laws. The Board agreed to send this back.

New Business:

- **First Reading – Personnel Policy & Procedures Manual:** TM Codling stated that this draft is based on a collection of comments that were obtained before

Codling came into office. TM Codling will meet with Department Heads on Friday to hear their comments. Fred brought up a section on Page 7 and stated that elected officials cannot be terminated by anyone other than the Court. Fred requested clarification on overtime approval and TM Codling stated the Department Head approves it. TM Codling will correct the allowable comp. time hours on page 17. Fred requested clarification on the holiday pay policy and TM Codling explained that full-time and part-time employees receive pro-rated holiday pay if the holiday falls on a day they regularly work. Matt asked for clarification on the Military Family Leave and TM Codling stated Matt can re-word that section if he'd like. There was further discussion regrading military leave and benefits. Howard stated the Town is very generous with its employees. Chairman Clogston referenced page 10 and asked where the Fire Department personnel fit in, in terms of employment classifications. Jennifer explained that Fire Department personnel are not Town employees, but they are precinct employees. Howard stated some are owned by a fire company. Chairman Clogston expressed concern with who hires department heads, as currently it's just the Town Manager. Chairman Clogston mentioned there is typo on page 4. There was discussion on the re-hiring policy discussed on page 13. The mileage reimbursement policy states employees will be reimbursed for any mileage over 15 miles and Jennifer explained this is because some employees are expected to travel from the JRM to the CMB or to the Highway garage, etc... Chairman Clogston stated he believes 15 miles seems excessive. There was discussion about utilizing an old Police Department vehicle as a fleet vehicle for Town employees who need to travel. Chairman Clogston brought up the personnel attire policy and asked who would send the employee home if their attire was deemed inappropriate. There was discussion on the two-hour minimum pay policy and the crime conviction policy. Chairman Clogston stated he believes exit interviews should be held with the Town Manager, not the Department Head. The Board discussed the Highway Department uniforms and TM Codling explained the shoe policy and Chairman Clogston stated he thinks 24 months is too long to go for new boots.

Scheduled Public Appearances: None at this time.

Public Wanting to Address Board:

- **Kathleen Luce, Red Cross:** Kathleen explained in her time covering this area, two blood drives have been held at the Morrill Building, two at the Clifford Building and two have been held at the Horse Meadow Senior Center. Kathleen stated blood drives at the Morrill Building have the highest attendance. Kathleen stated she'd like to have four blood drives at the Morrill Building and two at the Senior Center in the Summer in 2020. Kathleen would like the rental fees waived for the blood drives at the Morrill Building. Tom made a motion to waive the fees for the four blood drives scheduled in 2020 at the Morrill Building. Matt seconded the motion and it carried unanimously.
- **Ron Willoughby:** Willoughby requested that Selectboard meeting agendas be put on the Town's website so the public knows what will be discussed at upcoming meetings. Willoughby suggested that Health Officer Robbins keep a log to track where/when he visits.

Town Manager's Report/Comments: None at this time.

Finance Officer's Report/Comments: Jennifer attended several meetings and conferences during the last few weeks and will be sharing newly obtained information

with TM Codling. Jennifer explained that a form was created in effort to have more accountability with raised funds.

Commission/Committee Reports: The Recreation Committee met on 10/2/19 and discussed the accounting system, criminal background check policy and the Quarter Auction which was scheduled for 10/5/19. Tom stated that the Committee had an unofficial gross profit of \$2,475.03 from the Quarter Auction. Paddle the Border had about 50 participants on 10/6/19. A community build is scheduled for 10/19/19 to assemble the new playground at the VFW Field in North Haverhill. The Turkey Plunge is scheduled for 11/24/19 at Mountain Lakes.

Fred reported that the Conservation Commission has about \$18,000 available for scholarships. Marie is requesting that the individual scholarship amount be for \$1,000, not the current \$250. Fred explained he hasn't been able to find the Town owned piece of conservation land. Fred explained that Ezra "Bart" Mann resigned from the Conservation Commission. Fred made a motion to approve Bart Mann's resignation from the Conservation Commission. Fred seconded the motion and it carried unanimously. Matt shared that the Airport Commission met and discussed Airport Community Day, which was a successful day. The Commission voted to approve a new scholarship student. Matt shared that he and Dick Guy had a disagreement on what Matt would call "Town money" and what Dick would call "Airport money." Matt explained he also brought up accountability, in terms of raised funds and cash handling. Matt shared that he brought up Airport Commission jurisdictions at the meeting and that the Commission might not need to meet unless there were Airport zoning issues, since that's why the Commission was created initially. Dick Guy resigned from the Airport Commission. Matt stated Peter Kimball also left the meeting, but it's not clear if he resigned too. Matt made a motion to accept Dick Guy's resignation from the Airport Commission. Howard seconded the motion and it carried unanimously. TM Codling will contact the other Airport Commission members to see where they all stand. It was agreed that all Commissions and Committees should announce who is absent from meetings and whether it's excused or unexcused so it can be included in the minutes.

Correspondence: None at this time.

Comments of Selectboard Members: Selectboard members will discuss the revised Road Improvement Form at the next meeting. The Airport House is scheduled to be burned on 11/9/19 by the Fire Department. Chairman Clogston asked for this to be advertised and for Airport Road residents to be notified. Chairman Clogston stated there will be leftover materials after the burn that will need to be addressed. The 12/23/19 Selectboard meeting will not be re-scheduled.

TM Codling explained that the excavation permit went into the State along with the Traffic Control Plan for the Forest Street traffic demonstration. TM Codling hasn't heard back from the State but shared her plan for when/if the plan is approved which involves removing the turning lane.

Howard asked how Lily Pond Road was coming along and TM Codling explained Pike Industries hasn't called Colton back yet, but she will be calling tomorrow.

Joe Longacre asked if the bridge on Clark Pond Road will be fixed by 2020 and TM Codling stated she hopes so.

Greg Mathieson stated that Jeff Elliott has been on Benedict's Way fixing cracks and putting in culverts. Mathieson stated he cannot find any documents indicating that Elliott owns the road.

TM Codling stated she met with Lynn Wheeler and Barb Dutille from the Recreation Committee and had a pleasant conversation.

There was discussion about the Beautification Committee and that they should manage their own money, since they are not a Town sanctioned group.

Adjourn Meeting: Matt made a motion to adjourn the meeting at 8:38 P.M. Tom seconded the motion and it carried unanimously.

Minutes produced by Katie J. Williams.