

Minutes of Haverhill Selectboard Regular Meeting
Monday January 7th, 2019
6:00 PM

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

Board Members Present: Chairman Wayne Fortier, Fred Garofalo, Tom Friel, Darwin Clogston and Chris Luurtsema.

Interim Town Manager: Glenn English

Town Administrative Assistant/Finance Officer: Jennifer Collins

Town Clerk: Tina Hebert

Town Road Agent: Stuart MacDanolds

Members of the Public Present: Christopher Fournier, Daniel Brady, Patricia Brady, Michael Graham, Bart Mann, Sandy Mann, Dawn Lavoie, Mike Lavoie, Bob Lang, Susie Tann, Howard Hatch, Joe Longacre, Margo Longacre, Brandon Ailing, Sherri Sargent, Guy Scaife, Benoit Lamontagne, Mary Patridge and Senator Bob Guida

Call Meeting to Order: The meeting was called to order at 6:00 P.M. by Chairman Fortier.

Pledge of Allegiance

Agenda Approval: Tom Friel made a motion to approve the agenda. Chris Luurtsema seconded the motion and it carried unanimously.

Consent Agenda: Darwin Clogston made a motion to approve the consent agenda. Fred Garofalo seconded the motion and it carried unanimously.

Scheduled Public Appearances:

- **Chris Fournier, HEB – Draft Report on Clark Pond Road Bridge:** After evaluating the existing condition, the hydraulics, the road geometry and all the different conditions at the site, HEB came up with three options to present to the Selectboard; Alternative's A, B and C. Alternative A, also referred to as Hydraulic Minimum, meets the minimum requirements of DOT but does not fully satisfy the standards of DES. It would contain a rectangular opening rather than a circular opening and it would be slightly larger than what is there now. This option's probable cost is approximately \$703,000. Alternative B is a 31' pre-cast concrete beam structure that meets DOT hydraulic requirements and full requirements for DES. This option has an estimated cost of \$723,000. Alternative C is a wooden super-structure that is like Alternative B but would cost roughly \$50,000 less. Alternative C has a potentially shorter life-span than Alternative B, however. All three alternative options would be able to sustain all legal limits load. Alternatives B and C would be a lot more resilient with water flow than Alternative A would be. FEMA will cover 75% of the project cost and DOT will cover 20%. Chris stated that because Alternative B meets both DOT and DES requirements, it has a very strong case to receive grant funding for the 5% that the Town would be responsible for. Fournier suggested washing the salt off the concrete each Spring

in effort to keep the salt from “eating away” at the concrete; however, it was stated the Town does not currently wash bridges each Spring. Chris expressed concerns with the potential financial burden of bridge repairs for future generations. There was discussion about the natural flow of water and it was stated that with a wider flow, the velocity will be less. Darwin pointed out that Alternative A does not meet the time constraint. Chris Fournier stated that the estimate would be an October completion date for Alternative’s B and C and a December completion date for Alternative A. Darwin asked why HEB’s initial proposal in October 2018 differs than tonight’s proposal to which Chris Fournier stated HEB had not done all the required calculations in October. Darwin expressed concerns with the project and that it may lack leadership and not enough research was done by the Town. ITM English stated he would steer towards Alternative B. Tom Friel made a motion that to go with Alternative B. Fred Garofalo seconded the motion and it carried by a vote of 4-1. Voting in opposition was Darwin Clogston. Now, the State will review the proposed plan. If approved, the project will go out for bid in the Spring.

- **Senator Bob Guida, Benoit Lamontagne – NBGP Economic & Infrastructure Development Investment Grants:** The Northern Borders Commission is a four-state program and it’s estimated that this year’s budget will be around \$20 million, split between the four states to be used for infrastructure improvement. Mr. Lamontagne stated he’s hoping to have a net budget of \$4.5 million for the three northern counties of New Hampshire. Funded projects in the past have included road improvements and erecting industrial buildings to promote job growth. Applications open in April on the Department of Business and Economic Affairs website and are due in May. Applications are reviewed and voted on by the grant program. The grant is a 50/50 match, and proof of funds is required by the time the program votes on recipients. Federal money is permitted as well with this grant. There are no encumbrances once the project is completed and paid for with the grant money. Possible Town project could include the Clark Pond Road Bridge, the James R. Morrill Building and a building in the business park

- **Patricia Brady – Town Manager Search:** Patricia is the spokesperson for the Hiring Committee and summarized a memo written to the Board explaining what they assumed were their responsibilities. The Hiring Committee recommends that the Selectboard appoint two additional residents to the Committee, making a total of nine members. The Committee is also recommending that before forwarding recommendations to the Board, they’d like to ask candidates to create a three-minute video on a topic somehow related to Haverhill. The Hiring Committee recommends that two members (one employee and one resident) be present for the interviews. Primex suggested that the Behaviors and Motivations exercise be administered to the final three candidates and that background checks be performed on final candidates. Fred Garofalo made a motion to appoint two additional residents to the Hiring Committee. Tom Friel seconded the motion. Chairman Fortier stated that others have expressed interest in volunteering on the Hiring Committee. The motion carried unanimously. Darwin Clogston recommended appointing Mike Aremburg and Wally Trott to the Hiring Committee. Patricia asked that the Board also appoint an additional two people as “back-ups” in case the primary appointed members are unable to fulfill the duties. The Board also agreed that Maryann Aldrich and Rosie Farr are good candidates. Tom made a motion to appoint Mike Aremburg and Maryann Aldrich to the Hiring Committee, with Wally Trott and Rosie Farr serving as back-ups. Chris Luurtsema seconded the motion and it carried unanimously.

Darwin expressed concern with the video requirement for final candidates, as he is worried there may not be enough time. Tom made a motion to accept the recommendations of the Hiring Committee and to adopt them. Fred seconded the motion. Chris expressed concern with the interview recommendation and Chairman Fortier stated that Primex will facilitate the interviews. ITM English stated that Primex is obligated to defend the Town/Board should a mistake occur during the interview process but is unsure if they will defend the other members of the committee. The motion carried unanimously.

Pending (Old) Business:

New Business:

- **Encumbrances:** Jennifer Collins stated that funds to be carried over include Clark Pond Road project funds and the remaining balance left on the Lily Pond Road project. \$5,900 remains for the Emergency Operation Plan which will also need to be carried over. There is \$10,000 remaining for the Hazardous and Dilapidated Clean-Up that will need to be carried forward, per the contract the Town agreed upon. Chris Luurtsema made a motion to approve the 2018 encumbrances. Darwin Clogston seconded the motion and it carried unanimously.

- **Town Manager Contract Review:** Chris Luurtsema obtained copies of Town Manager contracts from other New Hampshire towns and recommends that the Board review them to see if the other contracts can help fill any gaps Haverhill's contract may have.

Town Manager's Report: ITM English stated that Jennifer Collins, himself and the department heads have prepared a Town Manager's preliminary budget of revenues and expenditures which will be presented to the Budget Committee at their first meeting. Total expenditures for 2019 are about \$1,000,000 less than 2018, mostly due to special projects done in 2018. Taxes are estimated to be down about \$188,000 which would lower the tax-rate. The first drug/alcohol testing for all CDL highway department employees will be on Monday 1/14/19.

Commission/Committee Reports: Bart Mann read a statement which asked the Selectboard to place further beacon action on hold until the Board can create a diverse and balanced Airport Commission that will work in a transparent and responsible manner with the public. Darwin Clogston moved to approve Bart Mann's recommendation. ITM English stated that Airport Manager Dennis Cunningham is not to voice opinions for the Airport Commission or for the Town but does not think the Board should shut down the beacon testing. Susie Tann suggested that some sort of restitution should be made to publically set things straight regarding the comments made in the airport column. Susie stated that the beacon testing was initially budgeted for two weeks, then changed to one week which she does not believe gives a fair assessment. Susie stated the Airport Beacon Review Committee would like a copy of the Capital Improvement Plan that the Airport made with NHDOT in 2015 and 2017. Susie recommends that the beacon be placed in a proposed permanent location for its next trial and to extend the current trial period to two weeks.

Mary Patridge stated she'd like the beacon notices moved to the back of the newspaper, where other Town notices are generally located.

Chris suggested that the Airport Commission come to the next Selectboard meeting.

Darwin suggested putting an article in the newspaper to clarify and re-cap the latest news on the beacon. ITM English stated something can be put on the website immediately or

WYKR could put out an announcement as well.

Comments of the Public: Dawn Lavoie asked if minutes from the last Heritage Commission meeting were available. Jennifer Collins stated she sent the recording to the transcriber before this meeting started. Dawn asked ITM English if there had been any legal discussion on Powderhouse Hill and he stated he has not heard from council. Mike Lavoie expressed that there is a lack of leadership on the Selectboard and questions are not being answered. Lavoie brought up a Town truck going off the road on Lily Pond Road and recommended placing stakes on the sides of the roads where the shoulder should be.

Correspondence: A notice from the Woodstock Planning Board was received regarding a hearing date of 1/14 proposing a telecommunication tower. A letter from Charter Communications notifying their upcoming changes and an issue of GT magazine were also received.

Comments of the Town Manager: ITM English will be out of town from 1/17 through 1/21 or 1/22/18.

Comments of the Finance Officer/Administrative Asst: Last year, the Town had a loan agreement for \$3.5 million for possible TANs with a 2.95% interest rate. This year's loan agreement will be for \$2 million with a 3.4% interest rate with Woodsville Guaranty Savings Bank. Darwin Clogston made a motion to approve and sign the loan agreement. Chris Luurtsema seconded the motion and it carried unanimously.

Comments of Selectboard Members: Darwin asked if Jennifer Collins would provide him with a paper copy of total 2018 expenditures when she completes it, with a yearly break-down of highway expenditures. Darwin asked how the Heritage Commission met with only two members and Chairman Fortier explained that two members attended, but the third member, Bruce, was absent due to illness, so there was still a quorum. Mike Lavoie asked that the Interim Town Manager look into these improprieties, as the Selectboard has not accepted a resignation from the Heritage Commission from Mr. Hobbs. Chairman Fortier stated that Mr. Hobbs has stated he no longer wishes to be on the Commission and his actions reflect that as well; however, he has not submitted a formal letter of resignation. Howard Hatch asked Chairman Fortier if he and "Bunny" were conducting business after the Heritage Commission meeting and Chairman Fortier stated they did not. Chris Luurtsema stated the Heritage Commission needs more members.

ITM English stated that an additional \$10,000 is needed to purchase the correct sign in front of the Town Offices and he is working with the SAU to see if they will split the cost. Fred Garofalo made a motion to purchase the new sign with funds from the 2018 budget and have it installed. Chris Luurtsema seconded the motion and it carried by a vote of 4-1. Voting in opposition was Darwin Clogston.

Meeting Adjourn: Darwin Clogston made a motion to adjourn the meeting at 9:12 P.M. Fred Garofalo seconded the motion and it carried unanimously.

Minutes produced by Katie J. Williams.