

**Minutes of Haverhill Selectboard Regular Meeting  
Tuesday January 22<sup>nd</sup>, 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

**Members of the Public Present:** Dawn Lavoie, Mike Lavoie, Margo Longacre, Joe Longacre, Greg Mathieson, John Nelepovitz, Howard Hatch, Lynn Wheeler, Bart Mann, Sandy Mann, Susie Tann, John Hobbs and Mary Patridge.

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

**Pledge of Allegiance**

Chairman Fortier requested a moment of silence to remember Daniel Brady, a member of the Haverhill Budget Committee and a volunteer for many things in Town.

**Agenda Approval:** Fred suggested adding Pole License Policy to Old Business, as he'd like the Board to vote on approving the Town Manager to sign off on pole licenses moving forward. Fred also suggested adding the Hiring Committee to Old Business to discuss their request and a fee waiver request for use of the Clifford Building. Darwin requested a Non-Public session per RSA 91-A:3 II c. Darwin made a motion to approve the agenda as amended. Tom seconded the motion and it carried unanimously.

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

**Scheduled Public Appearances:**

- **Mike Lavoie & Leanne Nystrom – Powderhouse Hill Survey:** Mike requested the Board move Leanne Nystrom to the 2/4 meeting.
- **John Nelepovitz – 10-Year Plan Status Update:** A group of three have been working on the Town Master Plan for the last year and progress thus far has included date changes, updated statistics and adding/deleting business. The group feels like they do not have a solid sense of direction and do not have the support or leadership they need. ITM Glenn English stated this is a Planning Board issue and concerns should be addressed to them.
- **Airport Commission:** This is the second Selectboard meeting that the Airport Commission has failed to be present after being asked to attend. Susie Tann presented the Board with four points discussed at the Beacon Review Committee. Tann would like the Beacon to be placed in a proposed permanent location during the next two trials, have two more trials in effort to witness its effect during each season, trials will be properly announced to the Public and that future trials last

for at least 14 nights. ITM English stated that Jennifer reconciled the Airport budget and they currently have a budget of \$3,600 which could potentially allow more funding for additional trials; however, these proposals may be a financial stretch. The Board would like to discuss these four points with the Airport Commission. Susie Tann will send the requests to the Selectboard.

### **Pending (Old) Business:**

- **Pole License:** Chris Luurtsema made a motion to authorize the Town Manager to approve pole licenses. Tom Friel seconded the motion and it carried unanimously.
  
- **Town Manager Hiring Committee:** The Town Manager Search Advisory Committee has requested an additional one to two weeks before they give the Board their recommended candidates. It was decided that the Board's interview day will be March 5<sup>th</sup> at 9:00 A.M. Chris and Wayne stated that they are not running for re-election, so Wayne suggested having the second interview on March 11<sup>th</sup> at 9:00 A.M. so that all current Board members can be present. Darwin expressed concerns that only two out of five Board members making the decision will not be serving as Board members after March 16<sup>th</sup>. Fred made a motion to conduct final interviews on March 11<sup>th</sup> with the Board that exists currently. Tom Friel seconded the motion and it carried by a vote of 2-1. Voting in opposition was Darwin Clogston and abstaining from vote was Chairman Fortier and Chris Luurtsema.
  
- **Town Manager Contract Review:** Chris discussed some of the language used in the contract regarding health insurance and suggested using terms that won't "lock in" specific plans should it change. ITM English suggested including spouse and family coverage up front as well. Chris brought up indemnity and would like to ensure the Town Manager is solely the employee of the Town. ITM English agrees that the Town Manager should exclusively work for the Town. Chris mentioned adding a severance package section should the Town Manager position be eliminated at Town Meeting or if the Town Manager provides a 90-day notice. There was discussion about the Lebanon Town Manager contract. The Board agreed that the Town Manager Contract should be for three years. There was discussion about providing the Town Manager with a cell phone. Chris suggested the Selectboard provide the Town Manager with sustainable goals. Chris will draft a new policy with the proposed changes.

### **New Business:**

- **Review of Assignments to all Commissions/Committees:** Tom stated that commission/committee terms have not been kept track of appropriately. Chairman Fortier stated the Board, in conjunction with Committee/Commission chairmen, need to do a better job at maintaining this. There were questions regarding the status of Heritage Commission members. ITM English stated it sounds like a written policy is needed and he is willing to assist in its creation. Darwin made a motion to renew Lynn Wheeler to the Recreation Committee. Tom seconded the motion and it carried unanimously. Jennifer will talk to Sherri about getting the Rec minutes posted on the website. The motion carried unanimously.
  
- **Discountance of Resident Tax:** ITM English stated he recommends a warrant for the discountance of Resident Tax be brought to Town Meeting. Tom made a motion to discontinue the resident tax. Darwin seconded the motion and it carried unanimously.

- **Transportation Fee:** An alternative revenue source is the Transportation Fee, which is up to \$5.00 which can be added to any vehicle except for ATV's and antiques. Up to \$0.50 can be kept by the Town for overhead and the remaining funds would go into a capital reserve fund for road improvements. The Town Clerk estimates that she processes over 6,500 registrations per year which could result in \$32,000 in revenue. The Board would like to discuss the Transportation Fee at the next meeting on 2/4/19.
- **Set Date for Budget Hearing:** ITM English suggests the Budget Hearing take place on 2/6/19 at 7:00 P.M. The business meeting will be held on 3/16/19 at 9:00 A.M.
- **Clifford Building – Fee Waiver:** Jennifer received an email from Kristen Murray who would like to use the Clifford Building on 3/30 to host a fundraiser dance to benefit the American Cancer Society. Darwin Clogston made a motion to approve the fee waiver. Tom Friel seconded the motion. Darwin would like information about what funds were generated and how they were spent. The motion carried unanimously.

**Town Manager's Report:** ITM English identified a motor vehicle junk yard and explained the process on how to act. ITM English stated he does not have any updates from the lawyer on Powderhouse Hill.

**Commission/Committee Reports:** Commission/Committee reports were discussed earlier in the meeting.

**Comments of the Public:** Greg Mathieson brought up the motor vehicle junk yard on County Road and ITM English told him that the Town is currently in court with the property owner. Mathieson asked for an update on the monitors for the new sign and Jennifer stated the monitors came in and are in the gym. Mathieson expressed concern with road conditions. Mathieson requested the Selectboard's assistance with Benedict's Way and ITM English stated the Planning Board needs to first accept it and contact the developer.

Mike Lavoie asked if Haverhill Corner minutes could be posted on the Town's website, as there isn't enough staffing to maintain their own website. Chris stated we should have a paragraph explaining that the Town is not responsible for the timing or the content of the Haverhill Corner minutes.

**Correspondence:** A letter was received from Melissa Walker regarding her assessment of the beacon. A letter was received from Charter Communications notifying the Town of their agreement with another company. ITM English provided the Board with a timeline of Clark Pond Road from HEB.

**Comments of the Town Manager:** None at this time.

**Comments of the Finance Officer/Administrative Asst:** The HCCE will be hosting a Volunteer Fair on 2/2/19 from 1:00 P.M to 3:00 P.M. in the JMB.

**Comments of Selectboard Members:** Darwin stated he has received a few complaints on road conditions on Slate Ridge Road in Haverhill. ITM English stated he has shared these concerns but he has not received a response back yet.

Tom Friel made a motion to suspend the public session at 9:40 P.M. Fred seconded the motion and it carried unanimously.

Tom Friel made a motion to go into Non-Public Session per RSA 91-A:3 II-C at 9:48 P.M. Fred seconded the motion and it carried unanimously.

Darwin made a motion to come out of non-public session at 10:28 P.M. Chris seconded the motion and it carried unanimously.

**Meeting Adjourn:**

*Minutes produced by Katie J. Williams.*