

**Minutes of Haverhill Selectboard Regular Meeting**  
**Monday February 4<sup>th</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

**Police Chief:** Brandon Alling

**Members of the Public Present:** Kevin Shelton, Dennis Cunningham, Margo Longacre, Joe Longacre, Bart Mann, Sandy Mann, Gary Hebert, Dawn Lavoie, Mike Lavoie, Susie Tann, Howard Hatch, LeeAnn Robarge, Mary Patridge, Dick Guy, Alex Nuti-de Biasi, Rick Ladd, Douglass Techner and Doug Henson

**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. Fred Garofalo 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:**

- **Kevin Shelton – Haverhill Entrepreneurial Encouragement Committee:** The group meets the third Wednesday of each month at 6:00 and discusses business development and mentorships among other things. The Committee has surveyed 18 local businesses and have reported the findings in the report presented to the Board. Fred Garofalo stated that hiring employees is a recognized hurdle but is not sure how to overcome it. Chris Luurtsema stated the Town has the capabilities to create a Business Directory and add it to the Town's website. Chris mentioned RSA 79-E, Community Revitalization Tax Incentive, which encourages investment in downtowns to promote local economies. Chris agreed with the report in that the Selectboard should focus more on promoting new business growth. The Committee will meet with the School Board next. ITM English stated he'd like to see some focus on education systems.
  
- **Mike Lavoie & LeeAnn Roberge – Powderhouse Hill Survey:** LeeAnn is confident that the issue can be resolved with boundary line agreements once the Town owns the land. LeeAnn stated that she would like the Town to make a motion and vote on discontinuing the pursuit of the right-of-way on the property, as the Town has had two licensed surveyors state there is no right-of-way on the Lavoie's property. LeeAnn would like to know the increase in value of the property if a right-of-way should be determined. Fred stated it is not a right-of-

way that the Town is seeking, but an access to Powderhouse Hill. Fred stated the goal is to create a park on Powderhouse Hill. LeeAnn asked why the Town spent the money they did on another surveyor when the money could have been used to create an access on Town land and Fred stated it would cost thousands of dollars to create an access road off Route 10. Fred stated he would not want the Board to decide to discontinue the pursuit without consulting the Town Attorney. Chairman Fortier stated that the Town Attorney will be contacted to get an expedited work order on Powderhouse Hill.

**Pending (Old) Business:**

- **Transportation Fees:** Jennifer Collins presented the Transportation Fee idea at the last meeting and summarized that each registered vehicle would be charged up to \$5.00, excluding antique vehicles and ATV's. If the \$5.00 was charged for each of Haverhill's 6,500 registrations, \$32,500 of revenue is would be brought into the Town. \$10,045 would go to Woodsville and \$22,455 would remain with Haverhill. Revenue from this fee would strictly be used for road and bridge projects. There was discussion that regarding residents and/or businesses with multiple registrations and how they will be hit hard with the Transportation Fee, while others with only one registration will be paying less than the initial \$10 Residents Tax. Police Chief Alling brought up the idea of a Dwelling Tax. Chris Luurtsema made a motion to not put the Transportation Fee on the ballot. Darwin Clogston seconded the motion. Chris Luurtsema thanked Jennifer for thinking outside the box. The motion carried unanimously.
  
- **2019 Budget Review:** The Public Hearing is on 2/6/19 at 6:00 P.M. ITM English shared the Town Manager's recommendations and the Budget Committee's recommendations. ITM English stated he disagrees with the Budget Committee's 2% salary increase for Town employees, as he recommends \$1.00 hourly increase for all Town employees other than the Police Department who he recommends receiving an \$1.50 hourly increase. ITM English stated \$11,000 increase is "cheap insurance" to keep employees. The budget is down this year, as it is not going to be busy with projects. Darwin brought up health insurance costs and how the Town pays for premiums, rather than the employee. ITM English stated that Administration will be looking into insurance before July 1<sup>st</sup>, the beginning of the insurance year. Jennifer stated in 2016, the Town spent \$224,000 and at the end of 2016 the Town was looking at a significant increase for the following year which would cost the Town \$276,000 in premiums. The Town transitioned to a new insurance company half-way through the year and in 2017, the Town spent \$221,000 on health insurance premiums. In 2018, the Town spent \$187,000 in premiums and with the additions of HRA and health insurance stipends, it was a total of \$239,000 spent. Jennifer provided the Board clarification on the amount budgeted for the HRA, as last year was higher due to it being the first year. Chris Luurtsema stated that he calculated the Town Manager's pay raise proposal for Town employees as an overall increase of 3.93% compared to the 2% pay raise proposal recommended. There was discussion about the budget increase for the JRM building which include security upgrades. Chris Luurtsema asked Chief Alling why the Police Department is not budgeting less money for overtime than last year, as the Department is fully staffed now. Alling stated that he wanted to be conscientious of critical incidents that consume a lot of overtime. Darwin stated he's like to see some money set aside to begin unifying the three Fire Departments. It was suggested to wait and see what Newbury does, as they are implementing this currently and Darwin withdrew his suggestion. Darwin would like to know if it's permissible to eliminate the two staff that assist the Animal

Control Officer, as they may not be needed. Darwin stated he does not think new doors and new carpets should be a priority at the Clifford building, as the roof is currently leaking significantly and should be taken care of first. There was discussion regarding starting pay for Police Departments in the surrounding areas, that lead ITM English to recommend \$1.50/hour pay raise for P.D. employees. Chairman Fortier stated he asked the Budget Committee why the traditional \$1,500 budget for the Heritage Commission wasn't recommended and mentioned to the Selectboard that this is the only revenue source for the Heritage Commission and they depend on it. Jennifer will provide the Board with the Budget Committee minutes. Tom Friel made a motion to accept ITM English's budget proposal. Fred Garofalo seconded the motion. Chris would prefer to read the Budget Committee minutes before voting on a budget. Darwin suggests increasing the Building Capital Reserve by another \$20,000 to bring it to a total of \$60,000. Tom made a motion to withdraw his original motion. Fred seconded the motion and withdrew his motion as well. The motion to withdraw the original motion was carried unanimously. ITM English agrees with the Budget Committee's recommendations except for salaries and the Heritage Commission budget. Darwin made a motion to increase the Building Capital Reserve to a total of \$60,000. Tom seconded the motion and it carried unanimously. Tom made a motion to go with the Budget Committee's recommendation to increase CASA from \$500 to \$1,000. Darwin seconded the motion and it carried unanimously. Darwin made a motion to reinstate the \$1,500 to the Heritage Commission. Fred seconded the motion and it carried unanimously. Jennifer stated the \$2,500 under Highway Department should be split up between Financial and I.T., as it is money allocated towards a timeclock and surveillance cameras. Tom made a motion to move the \$2,500 originally allocated to the Highway Department into the suggested departments above which would include moving \$660 to Financial and \$1,840 to I.T. Fred seconded the motion and it carried unanimously. Darwin suggested finding a salary compromise between the ITM's proposal and the Budget Committee's proposal. The total cost of the ITM's salary proposal is approximately \$11,000. Tom Friel made a motion to go with the ITM's salary proposal. Fred Garofalo seconded the motion and it carried by a vote of 3-1. Voting in opposition was Darwin Clogston and abstaining from vote was Chris Luurtsema. Darwin made a motion to present the budget to the Public at the Hearing on 2/6/19 with a bottom line of \$4,499,251. Tom seconded the motion and it carried unanimously.

### **New Business:**

**Town Manager's Report:** ITM English presented the Board with a draft policy regarding appointments to Town boards, commissions and committees. ITM English discussed the list of roads that the previous Town Manager recommended discontinuing Town maintenance on and he does not agree with discontinuing Town maintenance on roads with multiple lots. ITM English stated if the road has only one building or lot on it, he would consider it a drive-way and keep it on the list.

**Commission/Committee Reports:** Chairman Fortier explained that Jon Hobbs attended the last Heritage Commission meeting and Fortier that he planned on attending the next two meetings until his term ended in March.

- **Airport Commission:** Chairman Fortier asked that the Airport Commission representatives provide clarity on where the Commission stands with the beacon and what other projects are in the works. Dick Guy explained that runway repairs/replacements would be costly but has been told there is a possibility of

receiving a grant for its total cost. Chairman Fortier asked if the \$150,000 annual allocation from DOT Bureau of Aeronautics could be used by the Airport Commission could use for projects and Dick Guy stated they could use it on a replacement for the airport house. This project would be qualified to use those funds, as it could function as snow removal storage as well as a pilot's lounge. Another potential project would be to build additional hangars to rent out. Dick explained that the DOT funding is not contingent upon having a beacon. There was discussion regarding if the Beacon Review Committee is necessary moving forward and if the Selectboard should vote to stop moving forward with the beacon. Doug Henson stated that only three to four planes came into the airport last month and he asked how a beacon is justified with these numbers. Fred made a motion to stop any more activity involving the beacon and disbanding the Beacon Review Committee. Darwin Clogston seconded the motion. Susie Tann stated the Beacon Review Committee has not finished contacting those who sent in comments and she'd like the Committee to be able to do so. The motion failed by a vote of 2-3. Voting in opposition was Chairman Fortier, Chris Luurtsema and Darwin Clogston. The Selectboard would like the Airport Commission to discuss where they stand with the beacon and report back to the Board with details on how they will move forward.

**Comments of the Public:** Susie Tann explained that 95.4% of the comments received have been in opposition to the beacon.

Mike Lavoie asked if the Town has gotten money for the tractor yet and Jennifer stated it hasn't been received yet, but it is anticipated to come soon. Bart asked a question concerning NPIAS.

**Correspondence:** A thank-you from CASA was received, an email from Bart Mann regarding the ex-officio status of the Airport Manager, Susie Tann's four points from the Beacon Review Committee and a letter from Senator Giuda expressing gratitude for the support received. Darwin received an email from James Fortier concerning the website and that meeting minutes are not being added to it.

**Comments of the Town Manager:** ITM English stated the members of the Beacon Review Committee have done a great job and if the Committee is dissolved, then he encourages its members to get involved in other committees.

**Comments of the Finance Officer/Administrative Asst:** Jennifer Collins suggested creating a policy around meeting minutes that identifies what is required by committees, so the transcriptionist can dictate meetings more accurately. Suggestions included adding a roll-call at the beginning of meetings and for a point person from each committee to send recordings to the transcriptionist. Darwin stated Recreation Committee minutes have not been posted on the website since May and Jennifer stated that the minutes should be sent to Sandi for her to upload them to the website. Jennifer and ITM English stated the minutes should be sent to the appropriate Committee/Commission rather than to Jennifer. The first Volunteer Fair was held on 2/2/19 and was successful.

**Comments of Selectboard Members:** Darwin asked if HEB is on track and ITM English stated they are. Darwin mentioned that the paving is cracking on the Piermont end of Lily Pond Road. Darwin stated he went with Greg Mathieson out to Benedict's Way to look at the "clear-cut" and Darwin stated there is small cut. ITM English stated the Board can take this under advisement and act accordingly. Chris Luurtsema would like to be on the next agenda to discuss the Town Manager's contract, whether it be public or non-public.

Darwin Clogston made a motion to suspend the meeting at 9:56 P.M. and go into non-public session. Fred seconded the motion and it carried unanimously.

Chris Luurtsema made a motion to re-enter public session at 10:23 P.M. Tom Friel seconded the motion and it carried unanimously.

Tom Friel made a motion to seal the minutes. Chris seconded the motion and it carried unanimously.

**Meeting Adjourn:** Chris Luurtsema made a motion to adjourn the meeting at 10:24 P.M. Tom seconded the motion and it carried unanimously.

*Minutes produced by Katie J. Williams.*