

**Minutes of Haverhill Selectboard Regular Meeting
Monday August 19th, 2019
6:00 PM**

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

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

Town Manager: Brigitte Codling

Finance Officer: Jennifer Boucher

Chief of Police: Brandon Ailing

Members of the Public Present: *See attached sign in sheet*

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

Before the Pledge of Allegiance Chairman Clogston spoke of his recent visits to Gettysburg Battlefield in PA and Arlington Cemetery in Washington DC. He discussed the impact the visits had on him as he thought of the American's that laid down their lives for our freedoms.

Pledge of Allegiance

Agenda Approval: Matt made a motion to approve the agenda as written. Tom seconded the motion and it carried unanimously.

Consent Agenda: Tom made a motion to approve the consent agenda. Matt seconded the motion. John Bauer requested clarification if the Board wants the ATV Club to reach out to Bob Giuda or if Tom suggested that the Board contact Giuda, at the last meeting. Tom stated he didn't have a preference who contacted Giuda. Regarding manifests, Howard requested cut-off dates ending prior to the meeting so Board members have a chance to review them and TM Codling stated the cut-off date has been moved to Wednesday's. The motion carried unanimously.

Town Employee Appearance(s):

- **Police Chief, Brandon Ailing:** Chief Ailing stated that Derek Sullivan has been doing a great job as Detective. Fred asked about the legality of ATV's riding on roads in Mountain Lakes and Ailing responded by saying there are a few people in the process of being charged. Fred would like to see more police presence in Mountain Lakes to patrol this issue. Howard Hatch stated the money spent on the County Attorney isn't working and Chief Ailing provided background information on the issue. Matt asked Chief Ailing about the current schedule. Howard stated that the first time the Town had a detective, the Police Department was a five-man force and police officers would go to Court to prosecute their own cases. Joe Longacre requested more police presence on Clark Pond Road and Chief Ailing stated he would send an email to officers letting them know there are concerns regarding speedy motorcyclists. Fred mentioned having seasonal officers; however, Chief Ailing stated that it would be difficult as all officers are required to go through the Academy and attend the same amount of trainings.

Chief Ailing stated that there are two viable candidates for the vacant position and the background process has begun for both of them.

Pending (Old) Business:

- **R.W. County Road Property:** TM Codling and Colton Grant visited the property and walked around the property with Mr. Wright. At the visit, both the court order and the Town's desire to have the property cleaned up were discussed. TM Codling asked Wright to focus on the space between the edge of the road and the trailers for now and Wright agreed and stated he would need about a month since he'd like to do it himself. TM Codling will do weekly visits to check on the status and after one month, the Board will determine if Wright is progressing adequately. If progress is not made within the month, the Town will then go in and begin a clean-up. It was mentioned that a trailer on Wright's Court Street property is ready to roll over onto its side.
- **Industrial Park Covenants:** The Planning Board has not met about this yet, so this topic will be tabled until the next scheduled Selectboard Meeting.
- **Blackmount Branch Trail:** TM Codling explained that neither the State nor the Feds. can locate the agreement. TM Codling is still piecing together related documents, more to be reported at a future meeting.

New Business:

- **T.M. Appointment to NCC TAC:** The North Country Council has asked TM Codling to sit on the Transportation Advisory Council; however, the Board needs to approve this before she can accept. Chairman Clogston made a motion to approve TM Codling's appointment to the TAC. Tom seconded the motion and it carried unanimously.
- **Acceptance of Sandy Mann's Resignation from Conservation Committee:** Matt made a motion to accept Sandy's resignation from the Committee. Fred seconded the motion and it carried unanimously. The Board agreed that TM Codling should offer Sandy the opportunity for an exit interview.

Scheduled Public Appearances: None scheduled.

Public Wanting to Address Board:

- **Diana Danforth:** Danforth asked the Board if there was any way around waiting the 90 days to purchase the property, which would be November 12th. Jennifer explained that the statute dictates that the date of the sale must be 90 days after the notification of opportunity to repurchase is mailed. TM Codling suggested she could contact the New Hampshire Municipal Association to see if there is a loophole. Danforth asked whether the covenant dictating no building on the property for 50 years could be changed to 20 years, since she will be 75 in 20 years. Since the Board voted on the covenants, the Board can vote to make the change if wanted. The Board will discuss the covenant to be included in the deed at the next scheduled meeting.

Town Manager's Report/Comments: TM Codling explained that once Diana Danforth identifies which granite blocks she'd like, the remaining Chapel Street blocks will be put up for sealed bid. The Airport hosted the Granite State Flyers on 8/17 and 8/18 and Airport Awareness Day is scheduled for 9/21/19. The Airport Inspection was on 8/19/19 and it went well. The asbestos abatement for the Airport House is scheduled for mid-

September and the next steps will be for the Board to determine what will be done with the house. Chairman Clogston would like to discuss the Airport House at the next meeting. TM Codling met with HEB on 8/19/19 and finalized a few things regarding Clark Pond Road so that once the funds are obligated, the Town is ready to put the project out for bid. TM Codling met with the landowner on Lily Pond Road where the trees are being planted and the species of trees were picked out and they will determine a planting date. Culverts for Lime Kiln Road have been purchased, as the culverts installed last year were put in incorrectly. TM Codling, Rich Clifford and Colton Grant met with Pump Systems Inc., to assess the status of the North Haverhill Sewer Pump Station. It was decided that a backup generator needs to be evaluated and the Town will get a programmable logic control system with a phone line up and running. TM Codling has scheduled an inspection for the pipes at the James Morrill Building, before money is put into the heating system. The Recreation Committee would like 35 granite blocks from Railroad Park, so the next step is to have the SAU and Recreation Committee identify which blocks they'd like. Doug Henson asked if any of the granite blocks were small enough to be used for headwalls for the culverts on Lime Kiln or the Flat Iron Road bridge project. TM Codling's next step for the North Country Council is to fill out the Town's exaction permit and traffic control plan for the Forest/Central Street intersection demo project. Once completed, it will be submitted to NH-DOT and they'll help complete a survey. A Tire Waste Collection event will be held at the Center Haverhill Armory on 8/24 from 9am – 4pm. Health Officer Steve Robbins and Deputy Health Officer Sandi Pierce are working on developing a draft Garbage and Trash Ordinance that would address the issue of residences with excessive trash on private properties. Town Clerk Tina Hebert completed her New Hampshire Town Clerk certification. The Tax Collector is working with the Town Assessor to address tax abatement requests. Sargent Elliott is attending Crisis Management classes. Maintenance has put a second coat down on the flooring at the Clifford Building. Eight applications have been received for the Highway Maintenance Worker and at least seven will be interviewed. Applicants who perform well in the interview, will do a ride-along with Colton. There was discussion on whether the Board wanted to be involved in the hiring process. Welfare Department is continuing to deal with homelessness. TM Codling stated that the Department is working closely with the Town's law team to determine when folks have exhausted services that the Town can provide. Planning Board is still working on the gravel pits and will be looking at the Business Park covenants again. The Recreation Commission's HARP program ended and has started hosting weekly Pickleball at the Clifford Building which has been very well attended.

Finance Officer's Report/Comments: Jennifer explained that Tina Hebert's Town Clerk Certification was a three-year process. Last week, 2018 records were audited. Diane Thompson will be back from maternity leave on September 3rd and once she is back, Connie will transition to a new part-time position as an Assessing Clerk/Office Assistant. TM Codling explained to the Board that the tax-sale will be pushed back to the Spring.

Commission/Committee Reports: Tom explained that the Recreation Committee's HARP program hosted 76 children this Summer. Aqua Aerobics had a decrease in members this Summer, but it did bring in about \$300. International Soccer Camp starts on 8/19/19. An Acoustic Summer Jam was held on 8/10/19 and 41 people attended despite the rain. Tom stated that the Recreation Committee discussed concerns about not having updated financial reports. Pickleball has turned into a very popular event at the Clifford Building. The Committee decided to purchase a playground structure for \$18,399, handicap swings for \$1,749, benches for \$389 each and estimate excavation will cost about \$3,000. TM Codling stated she sent Sherri Sargent the purchasing policy and

the policy was followed as Sherri obtained three quotes. There will be a bake sale on 9/20/19 and 9/21/19 at the rest area on I-91 Northbound to raise funds for the playground. \$2,500 worth of products and services have been obtained for the quarter auction, all by donation. The Turkey Plunge will be discussed at the next Recreation Committee meeting. Fred asked for clarification on attendance requirements for members on committees/commissions and it was stated that members cannot miss 25% or more of meetings. Fred expressed concern with the Conservation Commission and explained that they want to do too many things, some that are not related to the Commission. Jennifer stated that the Commission/Committee handbook that has been discussed at previous meetings, would define what each groups responsibilities and goals are. Fred mentioned it may be beneficial if the Commission started "from scratch" in effort to define a more specific mission. Matt shared that the Airport Commission met and discussed the upcoming Airport Awareness Day and enabling card-use for fuel purchases. The estimated cost for this project would be about \$14,000 and when asked how the Airport would fund this, Matt mentioned the Airport Commission did not know the current balance of their budget. Howard stated that Airport expenditures could easily be kept on a couple sheets of paper; however, nobody on the Commission knew figures. Howard suggested looking into a different kind of mower for the Airport and a hand-held radio for when Dan is working alone. Dan is also using his own weed-wacker currently. TM Codling stated she has been serving as Airport Manager, doing all the administrative and regulatory work involved in running the airport. TM Codling would like the Airport Commission to take over more of the administrative tasks related to running the Airport as previously agreed to by the commissioners. TM Codling stated that Carol of the Bureau of Aeronautics will be coming to discuss the FAA grant funding process. There was discussion on the lack of organization and accountability regarding the Airport. Chairman Clogston stated that the Airport Commission should be doing a lot more than what they're currently doing, that the Airport should be run by the Airport Manager who is supervised by the Town Manager, and perhaps deactivating the Airport Commission should be considered.

Correspondence: An email was received by Wayne Mitchell regarding a tax-deeded trailer in his mobile home park. The Board previously gave TM Codling authorization to negotiate the sale of the property, but Mitchell does not want the trailer anymore. Mitchell produced a bill for six months of lot-rent and would now like the Town to remove the 45-year-old trailer. Jennifer stated the Town could leave the trailer and pay lot-rent, tear down the trailer or sell the trailer. Doug Henson suggested calling Jet Star for the removal of the trailer.

Comments of Selectboard Members: Chairman Clogston thanked Tom for signing the audit document on behalf of him, as Vice Chairman and thanked Fred for stepping up and being the new Selectboard Representative for the Conservation Commission.

Comments of the Town Manager: TM Codling explained that the reason why the Tax Sale Auction is set to be pushed back until the Spring is because once notices are received, 90 days is in November and the Board had previously stated they did not want to attempt to sell property in the Winter. Fred suggested waiting to hold the auction until after mud season, in June.

Meeting Adjourn: Tom Friel made a motion to adjourn the meeting. Howard seconded the motion and it carried unanimously.

Minutes produced by Katie J. Williams.