

**Minutes of Haverhill Selectboard Regular Meeting**  
**Monday September 30<sup>th</sup>, 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.

**Finance Officer:** Jennifer Collins

**Tax Collector:** Melinda Boutin

**Road Agent:** Colton Grant

**Members of the Public Present:** Joe Longacre, Erin Boucher, Forrest Boucher, Melissa Roy, Martha Cunningham, Dennis Cunningham and Mark

**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 approve the agenda as written. Matt seconded the motion and it carried unanimously.

**Consent Agenda:** Tom made a motion to review the previous meeting's minutes at the next meeting. Matt seconded the motion and it carried unanimously. Tom made a motion to sign manifests, forms and other warrants. Matt seconded the motion and it carried unanimously.

Matt made a motion to suspend the regular Selectboard meeting and begin the Public Hearing at 6:05 P.M. Tom seconded the motion and it carried unanimously.

**Public Hearing:**

- **Airport House Discussion:** Per RSA 41:14-a, the Selectboard met with the Planning Board and the Conservation Commission and they sanctioned the Selectboard's actions. The first Public Hearing was held on 9/16/19. Tom reminded folks that the Airport House is in a no-fly zone and it also has been deemed uninhabitable. Matt made a motion to close the Public Hearing at 6:07 P.M. and re-enter the regular scheduled Selectboard meeting. Tom seconded the motion and it carried unanimously.
  
- **Public Comment to Selectboard on Airport House:**

**Town Employee Appearances:**

- **Colton Grant and Forest Boucher:** Road Agent Colton Grant introduced Forest Boucher, the newest Highway Department employee, to the Board. Forest briefly told the Board a little about himself. Grant explained that the new loader came last Thursday, and it was undercoated on Friday.
  
- **Melinda Boutin:** Chairman Clogston stated there are currently 75 unpaid invoices which is a huge reduction compared to previous years. The Board thanked Melinda for doing a great job. Boutin's list contains 15 parcels that will go to auction; but one land owner is scheduled to stop in the office to pay this week. 12

parcels are land and two are mobile homes. Chairman Clogston made a motion to waive the tax deed on the following 24 properties (see attached spreadsheet) based on the recommendation provided by the Tax Collector at the Work Session on 9/26/19. Matt seconded the motion and it carried unanimously. Chairman Clogston made a motion to authorize the Tax Collector to commence with tax deeding of the following properties on 10/3/19 at 12:00 P.M. if payments have not been received to clear the outstanding balance due on the 2016 property taxes. Howard seconded the motion and it carried unanimously.

**Pending (Old) Business:**

- **Airport House – Selectboard Decision:** Chairman Clogston stated one option that's been discussed is to move the Airport House and to sell it and the other option discussed is to burn the house. Fred stated he'd like to see it get burnt to get it out of the flight path and to remove the trees that are also in the flight path. Matt mentioned that the gas line, water lines and cellar hole would all need to be addressed too. Chairman Clogston suggested that the Airport Commission discuss where to run the waterline to at their next meeting. Chairman Clogston will talk to the Fire Chief and see if he'd like the trees dealt with before or after the burn. Fred made a motion to burn the Airport House. Chairman Clogston seconded the motion. Chairman Clogston stated that the refrigerator and furnace in the Airport House may be relatively new and worth salvaging. Fred stated he doesn't want to see the salvaged items sit in storage and others suggested putting them up for sealed bid. Chairman Clogston stated the Public will be notified when the burn will take place. The motion to burn the Airport House carried unanimously.

**New Business:**

- **Personnel Policy & Procedures Manual – First Reading:** Matt made a motion to table this discussion until the next meeting, so all Board members have time to review it. Tom seconded the motion and it carried unanimously.

**Scheduled Public Appearances:** None at this time.

**Public Wanting to Address Board:** None at this time.

**Town Manager's Report/Comments:** TM Codling was not present for the meeting, so Board members agreed to review her Town Manager Report. Chairman Clogston stated that the Police Department and Public Health Department are not writing Department reports for TM Codling to share to the Board.

**Finance Officer's Report/Comments:** Diane sent out a memo to all Town employees regarding Accounts Payable invoices and mileage reimbursements. Moving forward, all invoices need to be received in the office by 5:00 P.M. on Wednesday's prior to payroll for processing, unless special permissions are given by TM Codling or Jennifer. There is a special form for mileage reimbursements and the memo indicated that the form needs to be utilized. Jennifer, TM Codling and Fred attended the Budget and Finance workshop at Twin Mountain and reviewed the budget process and were informed there is now an adopted budget by the State. Jennifer explained that there is an additional \$4 million that will be given back to Towns in a span of two years and the estimated amount coming back to Haverhill is \$162,528. Because the funds are classified as anticipated revenue, a special hearing will not be necessary in order to accept the money. The first payment is expected to be received by 10/15/19 and the second half will be received next year. Jennifer spent two days in Concord for mediation between "the big 100" and PSNH and would like to discuss the issue further with the Board in a non-public session.

**Commission/Committee Reports:** Tom shared that the Planning Board met on 9/24/19 and were provided cost estimates by Danika Malone for assistance with the Master Plan. For a full Master Plan, the cost estimate is \$11,000 and for basic assistance which meet the minimum requirements of the RSA's the cost estimate is \$7,000. There is potential for a \$3,000 grant to be used towards these expenses. There was also a minor sub-division discussed on Sand Road. This led to a discussion on road improvements before further development. Chairman Clogston suggested that Tom discuss Sand Road and potential improvements with TM Codling and Road Agent Grant. The solar farm application on Mace Hill was discussed. Gravel pits were discussed and H.E.B. should be at the next Planning Board meeting to update the group on their progress. The Planning Board discussed the Industrial Park covenants and how they could be better enforced. Chairman Clogston reminded folks that the Selectboard has recently discussed how to enforce the covenants.

Chairman Clogston stated that the Heritage Commission met, and they have decided to focus on Hazen Park. Blackmount Equipment will come get the lawn mower to service and store it for the Winter. A high priority is to have a survey done at Hazen Park to know where boundaries truly are. Memory blocks will be moved to the basement of the JRM building.

**Correspondence:** A letter from NH-DOT was received that included a synopsis of what's going to happen with the street lights in Woodsville. It was clarified that a stop sign will be placed at the exit of Wal Mart, across the street from the Woodsville Emergency Services building.

**Comments of Selectboard Members:** Tom stated Rick Ladd approached him regarding the school district wanting more granite blocks. Tom told Rick that the school would need to approach the Board ASAP. Chairman Clogston reminded folks that on 9/16/19, the Selectboard voted to sell all remaining granite blocks via sealed bid and the SAU has accepted the gift of 25 blocks. The SAU still needs to mark the 25 granite blocks they'd like and provide the Selectboard with a plan on how they'll move the blocks. The school has stated they'll have them moved by Thanksgiving. The Board agreed that if the school would like more than 25 blocks, they can purchase them.

Matt would like to modify the Road Improvement Form for Class VI roads and require that before anything is done, the Road Agent go down and meet with the person looking to do the improvements. Matt believes the performance bond should be removed, since the Town does not maintain Class VI roads. Chairman Clogston asked Matt to create a draft form and bring to the next meeting to present to the rest of the Board.

Chairman Clogston asked the Selectboard members to look at their calendars to determine an alternate date for the 12/23/19 meeting so they can discuss at the next meeting.

**Non-Public Session – RSA 91-A:3, (II)(e):** Matt made a motion to adjourn the regular scheduled meeting and enter Non-Public Session. Tom seconded the motion and it carried unanimously.

**Meeting Adjourn:**

*Minutes produced by Katie J. Williams.*