

**Minutes of Haverhill Selectboard Regular Meeting
Monday November 26, 2018
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.

Town Administrative Assistant/Finance Officer: Jennifer Collins

Town Clerk: Tina Hebert

Town Deputy Clerk: Leigh Roney

AP/Payroll Clerk/Bookkeeper: Sandi Howe

Members of the Public Present: Mike Lavoie, Dawn Lavoie, Margo Longacre, Joe Longacre, Guy Scaefe, Doug Henson, Howard Hatch, Ed Ballam, Glenn Hatch, Gary Hebert, Mike Davey and Susie Tann.

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

Pledge of Allegiance

Agenda Approval: Darwin made a motion to approve the meeting's agenda. Fred seconded the motion and it carried unanimously.

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

Scheduled Public Appearances:

- **Mike Davey - EEI Energy Upgrade Reports:** Davey discussed several potential upgrades to the Town building. Upgrades discussed included changing the fluorescent lighting to LED, the heating system, adding insulation to the attic space, switching from oil to propane heat, ventilation system and addressing outdated electrical panels. \$429,000 worth of improvements were identified and if addressed it's estimated that energy savings would total to \$13,480. Rebates would then be available from the state for up to \$24,295 which would result in a 30-year pay back. If the Town spread the cost over a 10-year lease, the yearly lease would be approximately \$50,000 which would be partially offset by the energy savings. The estimated budget impact of a 10-year lease is approximately \$36,000 and Davey mentioned the Town could do a lengthier lease as well. Fred stated that he doesn't think that the amount of savings would warrant this project; however, the necessary upgrades do. Chris mentioned his concerns with the heating system. Davey stated he believes the boiler has about five years of life left, and it has code issues that should be addressed. The hot water heater and boiler currently vent into the same chimney which does not meet code now. It was suggested to have the whole building evaluated before making a decision. The payback for the LED lighting is approximately 8 years. The controls upgrade

would cost \$70,000 with a potential savings of \$2,500 which would have a 27.8-year payback. The propane heating system would cost \$253,000 and would be a 48-year payback. Chris expressed concern with the length of these paybacks. Mike Davey will compile a report with more detail for the Board and this will be put on the 12/10/18 Selectboard agenda. The Board would like Jennifer to determine the cost of the repairs and maintenance done on the boiler for the last three years. It was also suggested that Hood's Plumbing and Heating come look at the boiler to give an estimate on its life expectancy. There was discussion about Alliance and what types of services they provide.

Pending (Old) Business:

- **Interim Town Manager:** Glenn English was hired as a private consultant but the Town's insurance policy mandates that private consultants obtain their own insurance coverage. English is opposed of obtaining his own insurance so Chairman Fortier suggested that the Board vote to hire English as a Town employee, working 25-30 hours per week at a rate of \$35/hour for a 90-day term. Fred questions the 90-day term, as he believes it will take longer to find a Town Manager; however, Chris stated that the 90-day term will provide motivation to hire sooner rather than later. Darwin expressed concern having an Interim Town Manager possessing the full authority of a Town Manager.
Chris Luurtsema called for a reconsideration of the motion he made at the previous meeting to hire Glenn English due to the information received regarding insurance requirements for private consultants. Chris would like to consider Glenn English's position as Interim Town Manager as opposed to Private Consultant with the full authority of a Town Manager. Tom Friel seconds the motion based on what he knows now. The motion carried by a vote of 4-1. Voting in opposition was Darwin Clogston.
Town Clerk Tina Hebert swore in Glenn English as Interim Town Manager.

- **Business Park Covenants:** The Board was provided a clean copy to sign. Glenn English asked the Board if anyone had asked the Woodsville Fire Department for their thoughts; however, the Board would like to move forward. The Board provided clarification on the allocation of funds received for sewer/water hookups. The Board needs to have a Public Hearing and advertise for it before approving these changes. Chris Luurtsema made a motion to hold a Public Hearing during the next Selectboard meeting on 12/10/18 to allow the Public to discuss the proposed changes to the covenants. Tom Friel seconded the motion and it carried unanimously.
Darwin asked Glenn English if he knew if there were "strings attached" to the money the Town received from the organization for the infrastructure. Glenn stated he believed the cost to build the infrastructure was \$1.6 million and there was a \$950,000 grant from EBA which mandated that the Town maintain the Business Park for 20 years. English went on to state there was another grant-loan from the State of New Hampshire for \$180,000 which the Town is currently paying back at a rate of \$9,300 per year which expires in 2020.

New Business:

- **Employee Gift Cards:** There are currently 26 full-time Town employees and 34 part-time employees. Traditionally, each full-time employee receives a \$50 gift card and each part-time employee receives a \$25 gift card. There is a \$3.00 fee for each gift card which totals out to \$2,330. Darwin Clogston made a motion to approve the purchase of gift cards, as it was approved last year. Chris seconded

the motion and it carried unanimously. Traditionally, tea and crumpets are served to Town employees at the Town Office on a date before Christmas to distribute the gift cards. The Board decided to schedule this for 12/21/18 at 10am. Tom Friel will bring brownies.

Town Manager's Report: Interim TM English expressed concerns with the energy audit and stated he'd like EEI to research mini-splits rather than a central system. English provided his availability which is as follows: Monday: 2pm-4pm (if no meetings), Tuesday and Thursday: 9am-4pm, Wednesday: 2pm-5pm and Friday: 3pm-5pm. Jennifer stated that Town offices will be closed at 2pm on 12/24/18.

Commission/Committee Reports: Tom Friel attended the last Beacon Review Committee meeting and stated the meeting was approximately two hours long and not a lot was accomplished. Tom briefly discussed what he thinks the goals of the Committee should be. Susie requested that all comments and concerns sent to the Airport Commission be forwarded to the Beacon Committee email address. Susie notified the Board that Preston Hatch resigned from the Committee and she would like to nominate Joe Longacre to join the Committee. Tom Friel made a motion to approve the nomination and move Joe to the Committee. Darwin Clogston seconded the motion and it carried unanimously. Chairman Fortier asked that Susie give a copy of what she read to the Board to the Selectboard office, so it can be kept on file. Chairman Fortier encouraged the Beacon Committee not to stray away from the original mission statement. Susie stated she does not believe hiring out for technical assistance is necessary. Chris wants to ensure the Airport Commission forwards all comments and concerns about the Beacon to the Selectboard and that notification of the next test is publicized appropriately. The Committee is missing a member of the Airport Commission, as it was pointed out that Mike Roberts is no longer on the Airport Commission.

Teen Night was held on 10/26/18 and brought in \$435. Haunted Happenings happened again and \$701 was brought in by the Spooky Walk. The Challenger Sports Rebate was in the amount of \$650.00. A blow-up movie screen will be donated to the Recreation Committee. A child was caught possessing marijuana at Teen Night and Haverhill Police Department dealt with it. Another child was seen slapping another child and it was taken care of as well.

Correspondence: A letter was received regarding the Rocky Hill Farm questioning the Board if they knew of any hazardous materials and/or sites on the property. Glenn English will respond. Wendy Spooner emailed the Board regarding the BMU reunion held at the Armory, which was able to generate a \$500 scholarship. Darwin stated he'd like to see more of this happen.

Comments of the Public: Mike Lavoie suggests the Town look into getting three-phase power if changes are going to be made. Mike would like to get a packet to Glenn to review for Powder House Hill before the next meeting. Dawn Lavoie stated that Sayborn finished his report/survey and will be at the next meeting to report to the Board.

Comments of the Town Manager: None at this time.

Comments of the Finance Officer/Administrative Asst: Jennifer Collins stated she looks forward to working with Glenn English. Sandi Pierce started working 40 hours per week and Jennifer began working 45 hours per week. Jennifer stated that the Town will not need to borrow funds for the remainder of the year and she is very pleased with this and thanked the Town Clerk's office and the Tax Collectors.

Darwin asked for clarification on the payment to BlakTop in the amount of \$1597.50 and

the check made payable to Chief Crushing in the amount of \$35,252.00. Jennifer stated that the check to Chief Crushing was for crushing services on Lummoxtown Road.

Comments of Selectboard Members: Chris mentioned concerns with the width of the road on sections of Lily Pond Road. The Board was informed that Steve Tegu, Clerk of the Works for the project, was relieved of his position. Chairman Fortier requested more information of this and it was suggested that the Road Agent be present at the next meeting. The Board would like a debriefing on Lily Pond Road and what Horizons has been paid for and what the Town still owes.

There was a discussion about the sewer line study and that the study may not have been done the way it should have been. Luurtsema made a motion to hold check #36350 made payable to Horizons Engineering in the amount of \$5,000 until further notice and the Town has received its due diligence. Darwin Clogston seconded the motion and it carried unanimously.

Fred attended three NHMA conferences regarding cell towers, paving roads and the Right to Know law. Fred briefly summarized a few things he learned during these conferences.

Meeting Adjourn: Tom Friel made a motion to adjourn at 8:35 PM. Chris Luurtsema seconded the motion and it carried unanimously.

Minutes produced by Katie J. Williams.