

**Minutes of Haverhill Selectboard Regular Meeting
Thursday December 20, 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.

Interim Town Manager: Glenn English

Town Administrative Assistant/Finance Officer: Jennifer Collins

Members of the Public Present: Dawn Lavoie, Mike Lavoie, Howard Hatch, Joe Longacre, Margo Longacre, Bart Mann 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: Tom Friel requested to add an item under New Business regarding a letter of resignation he received from a member of the Airport Beacon Review Committee. Tom Friel made a motion to approve the agenda as amended. Darwin Clogston seconded the motion and it carried unanimously.

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

Pending (Old) Business:

- **Drug & Alcohol Policy (2nd Reading):** This policy will pertain to Highway Department employees who hold CDL's. Chris Luurtsema clarified that the policy also includes outsourcing the drug testing beginning January 1st. Darwin Clogston made a motion to accept the Drug & Alcohol Policy. Tom Friel seconded the motion. Jennifer Collins stated she would volunteer to be the employee representative. Positive drug tests will result in termination. The motion to approve the policy was carried unanimously.

New Business:

- **Investment Policy:** This policy is the same policy from last year without change. Tom Friel made a motion to accept the Investment Policy. Fred Garofalo seconded the motion and it carried unanimously.
- **Fund Balance Policy:** The DRA suggests that towns keep a balance between 5% and 17% in the Fund Balance. Currently, the Town is at about 3.8%, mostly due to the tax deeded properties; however, the balance should increase soon based on the auction revenues. Last year, the Board approved a 5% balance. ITM Glenn English and Jennifer Collins recommend carrying over a 4% balance. Chris Luurtsema made a motion to approve the Fund Balance Policy for 2019 with a minimum balance of 4%. Tom Friel seconded the motion and it carried

unanimously.

- **Town Report Dedication:** The Board will discuss nominations in a non-public session.
- **Pole Licenses:** Chris Luurtsema stated that the Selectboard had previously given the Town Manager authority to sign off on pole licenses. ITM Glenn English would like to double check with the Attorney to ensure the Town Manager has proper authority to approve pole licenses. Tom Friel made a motion to approve the replacement pole on School Street. Chris Luurtsema seconded the motion and it carried unanimously.
- **Resignation – Beacon Review Committee:** Miguel Vasconcelos submitted a letter of resignation to Susie Tann. Tom Friel made a motion to accept the resignation. Chris Luurtsema seconded the motion and it carried unanimously.

Town Manager’s Report: ITM Glenn English stated that the two screens on the sign out front of the Town offices are being returned for credit and a new vendor has been identified. There will be an additional cost to fix the sign; however, Glenn believes there is enough money in the 2018 budget to cover it, and he will keep the Board updated. ITM English suggests that all Committee/Commission meetings get recorded so the transcriber for the Selectboard can do them, so they are done in a timely manner. Chairman Fortier suggests continuing with hard-copy minutes backed up by a recording. ITM English met with Chris Fournier from HEB who is finishing a draft-study on the Clark Pond Road project and will be at the next Selectboard meeting on 1/7/19 to present the study and to answer any questions. ITM Glenn English would like the ITM budget to be completed by January 1st. The check currently being held for the Horizons Sewer Study is holding up the reimbursement process. English suggested sending in the check so the Town can be reimbursed. Fred Garofalo made a motion to pay the final \$5,000 check to Horizons to receive the \$18,000 reimbursement. Darwin Clogston seconded the motion and it carried unanimously.

Commission/Committee Reports: Susie Tann presented a chart that was formed during the last two Beacon Review Committee meetings that explain the relationship between the Committee and the Airport Commission regarding the beacon. Tann explained that a Letter to the Editor will be written that will notify the public about the trial and also invite people to send in comments and questions. The Beacon Review Committee will meet next on 1/8/18 and the agenda will include: review submitted comments and chipping away at the action plan.

The Planning Board met with two gravel pit owners and discussed getting applications completed. The Planning Board also talked to property owners on Benedict’s Way about what exactly needs to be done to have the road meet Town specifications. ITM English would like to ensure that the Planning Board follows their regulations.

Comments of the Public: Dawn Lavoie asked ITM Glenn English what the plan will be moving forward with Powder House Hill, after the Town Attorney reviews the deeds as discussed last meeting. ITM English stated that he asked the Attorney to quiet title, which may involve a court process. English stated he is not sure how long the process will take. Dawn Lavoie stated that after Lynn Wheeler’s initial work in 2016, it became apparent to her and Mike that a select group of people (acting separate from the Board) were adamant to find an access point to Powder House Hill from the Lavoie’s property. Dawn asked how much more expense will [the Town] ask tax payers to bear for this piece of property.

ITM English stated that the Board was given a copy of Sabourn's written report and because it is now public information, anybody interested in obtaining a copy can stop by the Selectboard office.

Bart Mann asked if somebody obtained 25 signatures to "yay" or "nay" the beacon, if it could then become a warrant article at Town Meeting. Chairman Fortier stated that it is possible and ITM English stated that warrant articles need to be submitted by February 3rd or 4th.

Joe Longacre asked if Sabourn's written report differed from what he presented at the last Selectboard meeting. Fred Garofalo stated he doesn't believe there are any differences, but he recommends that Joe read the report to answer that question. There was discussion regarding the process moving forward with Powderhouse Hill.

Correspondence: A letter was written to Senator Shaheen from Glen Page regarding Charter-Spectrum Communications and news networks. There was also a notice indicating that Town employees have a mandatory sexual harassment training on 1/3/18. The Board received Sabourn's written report on Powderhouse Hill.

Comments of the Town Manager:

Comments of the Finance Officer/Administrative Asst: Jennifer Collins presented the advertisement for the Town Manager position and the Board approved it.

Comments of Selectboard Members: Darwin Clogston would like to add "Town Manager Contract Review" to the next meeting's agenda.

Tom Friel made a motion to suspend the regular meeting with the anticipation to go into a non-public session. Darwin Clogston seconded the motion and it carried unanimously.

Tom Friel made a motion to go into non-public session per RSA 91A II (c). Darwin Clogston seconded the motion and it carried unanimously.

Tom Friel made a motion to come out of non-public session at 8:31pm. Darwin Clogston seconded the motion and it carried unanimously.

Tom Friel made a motion to go back into the public session at 8:33pm. Darwin Clogston seconded the motion and it carried unanimously.

Tom Friel made a motion to seal the non-public minutes. Fred Garofalo seconded the motion and it carried unanimously.

Tom Friel made the motion to adjourn at 8:34pm. Fred Garofalo seconded the motion and it carried unanimously.

Minutes produced by Katie J. Williams.