

Minutes of Haverhill Selectboard Regular Meeting Monday October 29, 2018 6:00 PM

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

Board Members Present: Tom Friel, Fred Garofalo, Darwin Clogston and Chris Luurtsema.

Board Members Excused: Chairman Wayne Fortier

Town Manager: Jo Lacaillade

Town Administrative Assistant/Finance Officer: Jennifer Collins

Members of the Public Present: Howard Hatch, Greg Mathieson, Mike Lavoie, Dawn Lavoie, Bob Stoddard, Rich Clifford, Leslie Ramsay, Sandi Pierce, Gary Hebert, Guy Scaife, Tina Hebert, Leigh Reney, Brad Sargent, Susie Tann and Ed Ballam.

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

Pledge of Allegiance

Agenda Approval: Tom Friel made a motion to approve the agenda. Chris Luurtsema seconded the motion and it carried unanimously.

Consent Agenda: Tom Friel made a motion to approve the consent agenda. Chris Luurtsema seconded the motion. The motion to approve the consent agenda carried unanimously.

Scheduled Public Appearances:

- **Susie Tann, Beacon Review Committee Members - Mission Statement and support request from Selectboard:** Susan Tann shared that the first Beacon Review Committee meeting was held on Tuesday 10/23/18 and the implications and ramifications of federal funding were discussed along with how the visual study would carry on. Tann shared the Committee's newly founded mission statement. Tom Friel stated the Committee also discussed the pros and cons of the Beacon and he considered it a productive meeting. There was discussion questioning whether the beacon could be used only when needed by a pilot instead of it being on 24/7. TM Lacaillade explained how the mission statement was formed and is waiting for the Town Attorney's legal opinion. The Committee consists of: Mike Roberts, Tom Friel, Susan Tann, Preston Hatch, Miguel, Zach Henson and the three Precinct Commissioners. Tom Friel made a motion to endorse the Beacon Review Committee Mission Statement. Darwin Clogston seconded the motion and it carried unanimously.

Pending (Old) Business:

- **Purchasing Policy Revision:** Chris shared the revised policy, identifying the specific change on Page 5, Section 7c part III sub-section 6: The Exceptions of Bids – "All bids, RFP's or RFQ's shall be received by this Town's Selectboard office and shall be date and time stamped upon receipt. Post mark date is not acceptable. Any late bids will be rejected. Bids must be received in hard copy format and sealed unless otherwise stated in the invitation to bid. Email submission is not acceptable. Bids must be submitted in accordance with the bid solicitation." Chris will produce a hard copy without highlighter/edits and Board members will sign it at the next meeting.

- **Business Park Covenants Revision:** This is the 2nd reading of the revised covenants. Per Darwin's request, TM Lacaillade reviewed the funding document and could not find any stipulations on the funding including the requirement to create jobs. Funders included: Economic Development Administration in the amount of \$1,680,000, the D.E.S., the U.S. Dept. of Commerce and the Federal Assistance EDA Grant for Public Works. The Board would like to review the funding documents before approving the Covenant revisions. TM Lacaillade offered clarification on the disbursement of funds when septic connection fees are collected. \$12,500 goes to Woodsville and the other \$12,500 goes into the Special Revenue Fund for any repairs needed.

New Business:

- **Acceptance of Engineering Firm for Clark Pond Road Bridge Project:** Fred Garofalo summarized the interviews that were held with a few firms and the Committee would like to move forward with HEB because they state they can finish the project by 11/2019 while staying in budget. HEB also shared information regarding another grant the Town may be eligible for to assist in funding the project. Darwin Clogston asked who decided the bridge was needed and that \$690,000 was required for the project. TM Lacaillade stated that the \$690,000 was a number provided by the State/Federal Government using a formula they procedurally use. TM Lacaillade went on to state that if the bridge is going to be replaced, a bridge is needed rather than a culvert in effort to prevent this type of issue in the future. FEMA and the State suggested this, as they contribute to its funding. There was a public comment made explaining that if a culvert was placed, it would only have a 30-year lifetime when the proposed concrete bridge could last up to 100 years. Chris Luurtsema made a motion to approve HEB to continue the engineering for the Clark Pond Road Bridge Project. Tom Friel seconded the motion and it carried by a vote of 3-1. Voting in opposition was Darwin Clogston.
- **Acceptance of Town Manager Resignation:** Darwin requested that the entire Board be present to accept the resignation. Item will be tabled until the next meeting.

Town Manager Report:

The time that I have left at the Town will be spent organizing my records and reviewing them with staff. I have moved my files into the public folder so that they can be accessed by the other staff in the Finance Office. I am working on moving emails into batch folders by subject so they are not lost and access to them is available.

We have reached out to Primex to see if they will assist in the process of finding a new TM but they review each of these requests individually now and see if they have staffing to accommodate the process. Rick Alpers advised me today that he still does not have an answer as to whether they are available to help.

NH Municipal Association does not assist in this and said that some towns use:

Municipal Resources, Inc.
120 Daniel Webster Highway
Meredith NH 03253
Phone: 603.279.0352
Fax: 603.279.2548

TollFree: 866.501.0352

Email: all@mrigov.com

Website: www.mrigov.com

Our services include: financial management; fire/police assessments; general organizational/management studies; recruitment/human resources; interim management; wage/classification studies; internal financial control assessments; and accreditation consulting.

Geographical area served: New England

NHGFOA does not assist with a search but will put the ad on their website.

We also have Mike Simpson who is local to Haverhill and an HR Specialist who can provide this service to help with the search. We can provide his information to you if you would like.

The management team is close to being done with their suggested revisions to the Personnel Policy Manual. They will be asking for a joint meeting with the Board as a work session in the near future. They have put many hours into the process and have done a lot of research for this update.

There was discussion about where the funding would come from if any of the above services were utilized to assist in finding a new Town Manager. Darwin suggested getting quotes from Mike Simpson and MRI in the event that Primex is unable to assist. The Board will select the members for the Hiring Committee at the next meeting.

Commission/Committee Reports: Tom received an email from Dennis Cunningham and requested clarification and whether the Selectboard needed to approve the unusual usage of the airport on November 17th. Tom has not received a response yet.

Chris Luurtsema explained that the Planning Board met and discussed a few boundary adjustments, Benedict's Way and gravel pit inspections which will take place Saturday 11/3/18. Chris explained that the inspections will hopefully assist in getting the gravel pits back into compliance.

Howard Hatch expressed concern with Lily Pond Road and the drop that exists in a portion of the road. Greg Mathieson stated that the Heritage Commission met with two members and Fred Garofalo will check how the Committee should proceed without a quorum.

Correspondence: None at this time.

Comments of the Public: Greg Mathieson stated that Road Agent McDanolds submitted a written recommendation that requested two items to be waived including the length of the hammer head. The Planning Board Chairman requests that McDanolds come before the Planning Board which delays the project. Mathieson asked what the administrative procedure is to request a waiver from the Planning Board. Howard Hatch stated that the issue was tabled at the Planning Board meeting because Mathieson had brought with him ~15 road related issues and the P.B. only planned to discuss two or three. Ed Ballam stated the reasoning behind the 75' hammerhead is so semi-trucks have the space to turn around. Mathieson asked if the lights on top of the water tower in North Haverhill could be used for navigation purposes, in lieu of the beacon. Mathieson went on to suggest more signage directing travelers to the hospital, Police Department, Fire Department, Town Clerk's office, etc... Mathieson stated there are a few mattresses on the side of the road on Brushwood Road that somebody had put out for free but have since stayed put after several rainstorms. He'd like to know if an ordinance should be put into place to prevent these items from staying by the side of the road for long periods of time.

Susan Tann confirmed that the Board will endorse the Beacon Review Committee to work with the Airport Commission. TM Lacaillade stated that the Town Attorney reviewed the Airport Assurances. Susan Tann requested the Attorney's comments on the last two projects at the airport and TM Lacaillade provided them to her.

Mike Lavoie asked if he will have access to the final survey results for P.H.H. once the Town receives them. Fred Garofalo stated yes, as it will be public information.

Rich Clifford thanked TM Lacaillade for her service, morale and productivity. Rich went on to thank the Selectboard for their service as well.

Comments of the Town Manager: None at this time.

Comments of the Finance Officer/Administrative Asst.: Jennifer Collins stated that department budgets are due soon and she will be meeting with TM Lacaillade a few times before she leaves to go over the process.

Comments of Selectboard Members: Chris Luurtsema expressed his gratitude to TM Lacaillade for her service and for being the Town Manager.

Darwin asked for clarification on two items on the manifest. The first item was Clark Timber Management for \$300 which Collins explained was for a tree in Mountain Lakes that required removal. The second was for Catamount Forest Products LLC in the amount of \$1,500 which TM Lacaillade stated was the loader rental. Darwin would like a total cost for the loader repair. Darwin asked for an update regarding the open position on the Highway Department and TM Lacaillade stated she just received a second application and believes a third will be coming in soon. There is not a plan in place yet if snow should fall before the Highway Department has the position filled. TM Lacaillade provided an update on Lily Pond Road and stated she has not received a bill for the work recently done by Mike Conrad's house. Trees still need to be put in by the Poole residence and shoulder/apron work still needs to be done. There was a discussion about the number of culverts put in on Lime Kiln Road.

Meeting Adjourn: Tom Friel made a motion to adjourn the meeting. The motion was seconded by Chris Luurtsema and it carried unanimously. The meeting adjourned at 7:51 pm.

Minutes produced by Katie J. Williams.