

Minutes of Haverhill Selectboard Regular Meeting Tuesday November 13th, 2018 6:00 PM

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

Board Members Present: Tom Friel, Wayne Fortier, Darwin Clogston and Chris Luurtsema.

Board Members Excused: Fred Garofalo

Town Manager: Jo Lacaillade

Town Administrative Assistant/Finance Officer: Jennifer Collins

Town Staff Present: Tina Hebert, Melinda Boutin, Sandi Pierce, Rich Clifford, Sherri Sargent, Leslie Ramsay, Stuart McDanolds, Chief Brandon Alling, LorieAnn Aldrich, Sergeant Camden Elliott, Corporal Derek Sullivan, Officer Kaitlyn Barnum, Officer, Michael DiDomenico, Officer Jared Mitchell, Officer Elizabeth Hilliard, Officer Gregory Roberts, Lise Solbeck (Prosecutor)

Members of the Public Present: John Bauer, Judy Bauer, Marvin Kendall, Barbara Warren, Howard Hatch, Guy Scaife, Greg Mathieson, Joe Longacre, Margo Longacre, Bart Mann, Sandy Mann, Roger Warren, Mike Lavoie, Dawn Lavoie, Gary Hebert, Brad Sargent, Jane Sargent, Ed Ballam (Journal Opinion), Sandy Knapp, Preston Hatch, Miguel Vasconcelos, Senator Bob Guida, Mark Lang, Susie Tann and Deborah MacDanolds.

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

Pledge of Allegiance

Wayne Fortier expressed his gratitude to retiring Town Manager Lacaillade and stated her last day will be 11/21/18. Senator Bob Guida presented TM Lacaillade with a New Hampshire Senate Resolution in recognition of her many years of dedicated, diligent service and the NH Senate sends her well wishes in her next endeavor.

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

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

Scheduled Public Appearances:

- **Chief Brandon Ailing – Introduction of New Police Officers:** Chief Ailing introduced Officer Hilliard and Officer Greg Roberts. Town Clerk Tina Hebert swore in Officer Hilliard.
- **John Bauer – Approval for Alternate OHRV Trail:** Bauer approached the Board a year ago after the usage of the Rail Trail was banned, seeking an alternate route which would utilize Town roads. It was agreed to do a trial run and Bauer stated that he believed the last year has gone well without issue. The Ammonoosuc Valley ATV Club has increased its numbers from 40 members last Spring to over 400 members today. Bauer would like the Board's approval to continue with

this alternate OHRV trail for another year. Tom Friel made a motion to approve the alternate trail for another year and Chris Luurtsema seconded it. This motion was carried unanimously.

- **Senator Bob Giuda – Letter:** Senator Giuda received a letter from the Northern Border Regional Commission and asked the Board if they'd like to set up a meeting to hear more information about potential grants and to discuss economic development with Mr. Benoit Lamontagne and Senator Giuda. Board members agreed that this would be a good idea and Chairman Fortier stated this will be put on a future agenda.
- **Marvin Kendall:** Kendall represents the Passumpsic Railroad Museum and asked the Board if the Museum could obtain the railroad coupling in exchange for railroad tools for the caboos. It was mentioned that these couplings are currently covered in dirt and not in use by the Town. Chris Luurtsema made a motion to work with the Passumpsic Railroad Museum to do this exchange if there is no negative feedback from the Heritage Commission. Tom Friel seconded the motion and it carried unanimously.

Pending (Old) Business:

- **Business Park Covenants Revision:** A clean copy of the revisions was not available at the meeting so the approval vote will be tabled until the next meeting's agenda.
- **Acceptance of Town Manager Resignation:** Town Manager Lacaillade provided the Selectboard a letter of resignation on October 17th, 2108 and the acceptance of her resignation was tabled to this meeting due to the entire Board not being present. Darwin Clogston made a motion to accept the Town Manager's resignation. Tom Friel seconded the motion and it carried unanimously. Chairman Fortier mentioned that his acceptance of the resignation is with regret. TM Lacaillade explained the scope of services that Primex offers to assist in hiring a replacement. There is no cost for these services unless the behaviors and motivators assessment was requested. TM Lacaillade obtained a quote from MRI; whose base fee is \$6,000. Mike Simpson provided the Board with an hourly rate with the option of a base fee as well. Chris Luurtsema made a motion to use Primex's services. Tom Friel seconded the motion and it carried unanimously.
 - **Establish Hiring Committee:** Stuart MacDanolds, Sherri Sargent, Brandon Ailing and Jennifer Collins will be the four Town employees to serve on the Hiring Committee. 18 individuals expressed their interest in being on the Hiring Committee to fill the three remaining spots for Town residents. Darwin asked how the employees were chosen and it was stated that the Town Manager chose them. Darwin expressed concerns with the Road Agent being on the Committee. Chairman Fortier explained why he thinks MacDanolds should be on the Committee. Tom Friel stated he has worked with Lynn Wheeler and would recommend her, Howard Hatch and Patricia Brady. Darwin recommends Mike Graham, Patricia Brady and Howard Hatch. Chairman Fortier stated he would recommend Mike Graham, Patricia Brady and Doug Teschner. Mike Lavoie suggested putting the 18 names in a hat and drawing three names to fill the committee spots. Chris Luurtsema recommends Howard Hatch and Mike Aremburg. Applicants with the most votes are Howard Hatch, Patricia Brady and Mike Graham and the Board agrees these will be the three remaining Committee members.

The Board agreed by a vote of 3-1 to continue with the four Town employees chosen by the Town Manager to serve on the Hiring Committee. Voting yes was Wayne Fortier, Tom Friel and Chris Luurtsema. Voting in opposition was Darwin Clogston.

- **Interim Town Manager:** Glenn English indicated to Chairman Fortier on 10/15/18 that he had interest in servicing as a temporary Town Manager and could devote 25-30 hours per week, Tuesday-Thursday. He also mentioned he would be unavailable Wednesday mornings. English would like to know how many nights he would need to work as well. English requested to be paid hourly as a consultant. Guy Scaife offered his assistance during this transitional period, as he has experience. Tom Friel mentioned that Glenn English is familiar with the Town. Darwin Clogston made a motion to hire Glenn English as a private consultant. Tom Friel seconded the motion. Jennifer Collins stated she believes a new Town Manager needs to be appointed within 60 or 90 days. Tom suggested seeking the Town Attorney's opinion afterward to see if the Town needs to hire an "Interim" rather than a consultant. Darwin Clogston withdrew his motion. Chris Luurtsema made a motion to hire Glenn English as a private consultant to assist in the duties of the Town Manager position for a 90-day interim period in which at the end it is negotiable for an extension at a rate of \$35 per hour not to exceed 25-30 hours per week. Tom Friel seconded the motion and it carried unanimously.

New Business:

- **SAU Lease:** TM Lacaillade proposed not to change the lease and to approve the next three-year lease. Chris Luurtsema asked what changes could happen in the future and if the time frame of the lease should change moving forward. Tom made a motion to accept the lease. Darwin seconded the motion and it carried unanimously.
- **HEB Amendment #4:** TM Lacaillade explained the amendment and stated that the State has approved it. Tom Friel made a motion to approve the amendment. Darwin seconded the motion. TM Lacaillade stated that the Town's FEMA funds have been approved. Darwin read documentation from a firm who stated they would not move forward with the project due to the involvement of Federal funds and their solution did not state a bridge would be involved. Chairman Fortier explained that we are past that. The motion carried by a vote of 3-1. Voting yes included Tom, Wayne and Chris. Voting in opposition was Darwin.
- **Staffing Changes – Selectboard Office:** Due to staffing changes and it being Town Report time, TM Lacaillade moved Jennifer Collins to 45 hours per week and Sandi Pierce will begin working full-time hours starting this week. TM Lacaillade stated this change is imperative this time of year and there is money in the budget for this from their departments. This was a Town Manager decision.
- **Update from Airport Beacon Review Committee:** Miguel, Preston and Susie were present and stated that Bart Mann and Greg Mathieson both have expressed interest in joining the Committee. Three meetings have been held and Miguel presented the Board with a draft of their Internal Beacon Document (Action Plan) which outlines issues involved and timelines of processes pertaining to the Beacon. Miguel stated that when finished, he'd like the document to include the background of the beacon, typical aspects of what a beacon does, the actions of the Town, a technical report based on methodology/criteria, any negative impacts it may have, identify mitigation/tools that could be used to seek alternatives if necessary, where the Beacon would go,

adjustments/variables to take into account, and identify any technical assistance that would be needed. Tom explained his “bare bones assessment” which included: ensuring the beacon would be FAA approved, ensuring the Public is informed when the final Beacon test will be performed, identify a place where public/pilot comments can be made/sent for review by the Committee, look at possible alternatives for the Beacon should the Public find it interfering with their quality of life/effectiveness, look at solutions/concerns from all parties and that Committee members should all be flown over the Beacon at night for their review. Tom mentioned that the Committee should have a secretary and a chairperson and TM Lacaillade suggested a transcriptionist for meetings. The Board suggested the Committee reduce its size to seven members and have no issues with the two interested members joining.

- Chairman Fortier suspended the meeting for a five-minute break. At 8:27, the meeting was reconvened.
- **Exit Interview – TM Lacaillade:** TM Lacaillade indicated that she’d like to have her exit interview in a public meeting as opposed to a non-public session. TM Lacaillade explained that she has accepted another position, is relocating, has family health needs and is dissatisfied with her supervisors (Selectboard) and the working conditions. She also mentioned she is taking a regular retirement from the State of New Hampshire. When asked what she liked most about her job, TM Lacaillade explained that the staff “is a strong team and does an amazing job” and the citizens. When asked what she liked the least about her job, TM Lacaillade explained that “the current Board is the most dysfunctional Board that [she has] worked with.” Lacaillade also mentioned a lack of respect from the Board, micro-managing in all departments and a general lack of transparency. TM Lacaillade stated that her rate of pay, medical coverage for self and dependents was “good” and that she would rate holidays, vacations, retirement plan and sick leave as “excellent.” TM Lacaillade explained that she felt very satisfied with the following: Opportunity to use your abilities, training you received, the information you received on departmental structure and physical working conditions. TM Lacaillade felt neutral on the following: discipline policies and practices. TM Lacaillade felt slightly dissatisfied with the following: recognition for the work you did, promotion policies and practices, job transfer policies and practices and performance review policies and practices. TM Lacaillade felt very dissatisfied by the following: your supervisor’s management methods, the opportunity to talk with your supervisor and the info you received on policies, programs, projects and problems. TM Lacaillade made a comment which in summary explained that many people had reached out to her expressing their regrets on her departure but that they were not surprised, due to the “current climate of the Board.” Lacaillade went on to explain that two Board members are often seen at public events but the other three “rarely make an appearance.” Lacaillade expressed that it is “frustrating how many times things are brought to the table in the form of “rumor” or one person’s version of the truth.” Lacaillade will be taking on a new position where she will be performing accounting, payroll and budget work and expressed the attractiveness of “normal hours” and its working conditions. When asked if the Town could have made any improvements that might have influenced her to stay, TM Lacaillade stated not at this time; however, “the majority of your residents appreciate my staff, myself and the things we do.” TM Lacaillade made a final remark regarding a lack of transparency exhibited “when there are meetings in the parking lot, before and especially after a meeting... that discuss Town business.”

Barb Warren stated that TM Lacaillade’s exit interview may warrant an apology from the Board. Chris

Luurtsma stated that he apologized to TM Lacaillade if he had ever offended her and if she ever felt like he did not do his job; however, he too has felt pain on this Board. Chairman Fortier reiterated the gratitude he expressed towards TM Lacaillade in the beginning of the meeting. Chairman Fortier apologized for any personal pain he may have caused Lacaillade and apologized on behalf of the Board as Chairman for not being as efficient as he should/could have been. Chairman Fortier went on to explain that he would like to see a new Town Manager in place by the next Town Meeting.

Town Manager Report: Two bids were received for the Cruiser, one for \$2,989 and one for \$1,819. TM Lacaillade will notify the winning bidder.

Commission/Committee Reports: Darwin asked if the three precincts have ratified the Fire Funding Committee contracts. North Haverhill has but TM Lacaillade has not seen the other two. Mike Lavoie stated it's been discussed and he will get Haverhill Corner's signed and Lacaillade will reach out to Woodsville.

Correspondence: An email from Jennifer and TM Lacaillade concerning the tax rate was sent to Board members. An email was received from Susan Wiggins, of Shallow River Properties Inc., which will be discussed at the next meeting. Ron Willoughby sent an email which has since been taken care of. Chairman Fortier will attend a court hearing on 12/5 for the Wright property. Pat Buchanan sent in a letter of opposition of the airport beacon.

Comments of the Public: Greg Mathieson recommended checking the social media pages and financials of all Town Manager applicants.

Comments of the Town Manager: None at this time.

Comments of the Finance Officer/Administrative Asst.: Jennifer Collins stated that the tax rate was set on October 31st and is up \$0.26 from last year due mostly to the local education portion of our tax rate which went up \$0.28. The Town portion came in at \$7.24 which is down \$0.08 from the previous year. The County portion is \$1.79 which is up \$0.06 from last year. Local Education is \$20.05 which is up \$0.28. State Education is \$2.22 which is the same as last year. Making our total tax rate \$31.30. Haverhill Corner came in at \$1.21 (up \$0.01 from last year), Mountain Lakes is at \$4.90 (up \$0.07 from last year), North Haverhill came in at \$0.91 (up \$0.16 from last year) and Woodsville came in at \$0.00 tax rate for the third year in a row. The On-Demand training on Public Meeting Effectiveness will take place on 12/4 from 6-8 PM.

Collins explained that the property Susan Wiggins emailed about will not be tax-exempt until next year.

Comments of Selectboard Members: Tom asked about the status of the sign out front. TM Lacaillade stated the sign will be returned and a different company will be looked into.

Darwin suggested mailing out tax rate information along with the tax bills. TM Lacaillade stated this info is in the Town Report. Melinda Boutin suggested adding the information to the website in effort to save paper.

The Board agreed to change the date of the 12/24 Selectboard meeting to Thursday 12/20.

Meeting Adjourn: Tom Friel made a motion to adjourn the meeting at 9:00 PM. Darwin Clogston seconded the motion and it carried unanimously.

Minutes produced by Katie J. Williams.