

**Minutes of Haverhill Selectboard Regular Meeting
Tuesday May 29, 2018
6:00 PM**

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

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

Town Manager: Jo Lacaillade

Finance Officer: Jennifer Collins

Head of Maintenance: Richard Clifford

Members of the Public Present: Howard Hatch, Joseph Longacre, Margo Longacre, Evelyn Elms, Doug Henson, Preston Hatch, Susie Tann, Don Hammond, Kim Robie, Zachary Henson, Josh Aldrich, Pam Aldrich, Jim Hobbs, Mary Ellen Fairfield, Harv Keyes, Donald Fairfield, Tom Bender, Daniel Jolley, Vincent Sorrentino, David Selent, Joe Hysong, Deb McDanolds, Stuart McDanolds, John Hunt, Danielle Hunt, Amanda Emmerton, Catherine Mclure, Dick Guy, Albie Estes, and Ed Ballam for the Journal Opinion.

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

Pledge of Allegiance

Agenda Approval: Darwin Clogston asked that the Airport committee be moved up from new business to old business and made a motion to approve the agenda as amended. The motion was seconded by Tom Friel and it was unanimously approved.

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

Scheduled Public Appearance(s): None at this time.

Pending (Old) Business:

- **Underhill Gravel Contract:** After a brief discussion Darwin Clogston made a motion to approve the three-year contract. The motion was seconded by Tom Friel and carried unanimously.
- **Revision to Town Owned Land Use Policy:** The Board discussed the importance of separating the two policies, as there are different rules for using town owned land when granted permission to do so than there are if one should lease the town owned land. A proposed change to this policy states for-profit businesses would not be able to sell goods

on town owned land with the exception of town events. Fred pointed out that this policy applies to land owned by the Town of Haverhill and any other town owned land use would need to be approved by the applicable commission.

- **Revision to Town Owned Lease Property Use:** Chris Luurtsema stated that this new policy specifies contingencies for lessees of town owned property that include paying applicable taxes for the property while using it whether it's included in the lease or separate. Vincent Sorentino suggested the Board hold a workshop to tackle the policy and explore other options including a vendor permit process. Tom Friel presented an application that could be used in conjunction to this policy, making appropriate revisions if needed. Members of the public stated they hadn't heard of other towns leasing town property for vendor use and a vendor permit is generally applied for with an applicable fee of \$25-\$50. Tom Friel suggested that vendors use the form he presented for now until the Board can work through proposed changes, in effort to allow them to continue their business. Dan Jolley will provide the Board with a few different vendor permit applications he has filled out in the past. Sorentino stated he is insured, carries a food license and a peddler's license. Chairman Fortier requested that vendors complete the existing application and the Board will review the policy further at the next meeting.
- **Ground Rules for Selectboard Meetings:** Chairman Fortier presented the second reading of the proposed ground rules for Selectboard Meetings which follow Robert's Rules of Order. Howard Hatch requested that before the Board votes on issues, they ask if the Public has any input to add before moving forward. Chris Luurtsema made a motion to accept the Ground Rules as written. Fred Garofalo seconded the motion and it carried unanimously.
- **Powder House Hill Survey:** Tom Friel suggested because the Town voted for a survey, the ad should be modified and put out for bid again. Darwin added that it may make more sense to do a survey to confirm boundary lines only. Chairman Fortier recommends Ray Saybourn to perform the survey, as he has preliminary work already; however, Tom stated this may deviate from the policy and we should re-bid the survey for Powder House Hill. Chris Luurtsema made a motion to re-bid the survey for Powder House Hill. Tom Friel seconded the motion and it carried by a vote of 4-1. Darwin Clogston voted against the motion.
- **Airport Committee - Deciding the Make-Up of Committee:** The Board discussed the composition of the committee and those who have requested to be on it. Chairman Fortier stated the committee could be composed of nine individuals. Dick Guy stated a committee may not need to be formed immediately. Chris Luurtsema made a motion to establish a committee of nine members to include Tom Friel, Preston Hatch, Susan Tann, one commissioner from each of the four precincts, a pilot and a member at large to review and discuss the proposed airport beacon. Darwin seconded the motion and it carried unanimously.

New Business:

- **Clifford Building Rental Policy:** Darwin attended the last Teen Night at the Clifford

Building and mentioned the Clifford Building had not been fully cleaned from the last event held there. Rich Clifford stated this was due to him leaving early per doctor's orders.

- **HEEC:** This group was generated by a group of young entrepreneurs in the Vision to Action forum and they'd like to be recognized by the Board as an official Committee.

Commission/Committee Reports: The Planning Board met and discussed alteration of terrain notice, as some permits may not be up-to-date. The State will provide the Committee with the necessary information.

Chris Luurtsema, Town Manager Lacaillade and Mr. Mathieson attended a meeting that discussed regulations for broadband and availability of cable in the area. They learned about a franchise fee that the Town could charge service providers at the time of renewal to obtain additional funding.

The Heritage Commission moved the caboose and it's in need of repair and painting. Everett Sawyer submitted for resignation from the commission, but agreed to reconsider after Chairman Fortier asked him to.

Correspondence: Senator Giuda sent a letter to CDFA regarding broadband and CDFA responded by stating they do not typically fund this type of project. Town Manager Lacaillade emailed Board members an update to the Emergency Operations Plan. Haverhill Police Department has received complaints about speeding on King Street.

Comments of the Public: David Selent suggested that the Board settle the right-of-way issue with Powder House Hill at the earliest convenience so that the Lavoie's can move forward with the sale of their property. Chairman Fortier stated the survey will be done and decisions can be voted on at the next Town Meeting in March 2019. Margo Longacre asked what the Board's "game plan" is and Chairman Fortier stated the survey needs to be re-bid with revisions and the final decision will be made by the Town at Town Meeting if a lot-line adjustment is required.

Town Manager's Report:

1. Attended a meeting with the FCC in Concord regarding Cell Service. Many Towns in the state are labeled as having cell service and there is a process to go through to appeal that. This meeting was the first of that process and I will be attending another one this Friday in Concord. Kath Mullholand from the PUC will help us with determining if we are eligible to appeal and help us with that process if we are. The appeal has to be submitted by August 27th.
2. We had a follow-up meeting with the facilitators of the Vision To Action Forum and invited the subcommittees that formed out of that to send representatives. Most groups have started meeting and one group has developed a mission statement, and trainings for the future. There is a lot of new energy being shown.
3. The beautification group met and there will be flowers, benches, trash containers and dog stations added in Woodsville this year along with some custom plant hangers on the poles. The hangers purchased last year will be shared with the other villages to help with

the beautification projects. There is a lot of discussion about what can be done in all of the villages to show a common theme as a town and bring more unification without giving up the uniqueness of each village.

4. I attended a meeting called “Come Back Communities” in WRJ. It was about revitalization that has been undertaken in other communities and the progress that they have made. The Town/Cities were Franklin, NH; Claremont, NH; White River Junction, VT; and Rutland, Vermont. There were discussions about funding revitalization; community involvement and moving forward. They will be holding more going forward and I hope to take others in the community with me for future meetings.
5. Jennifer and I attended a CDBG grant workshop to get a better sense of what is out there for those types of grants and the application process.
6. I attended the Communities For Alcohol and Drug-Free Youth annual meeting in Plymouth as the government representative on the Haverhill Area Substance Misuse Prevention Coalition. This year’s meeting dealt with the mental health crisis and steps being taken to try to get more services.
7. The Returning the Favor day was well attended even with the need for secrecy up to the event. The Town really pulled together to make this event a success.
8. First issue tax bills have gone out and we did not need to take an advance on the TAN until May; as soon as we have received tax revenue in to pay off the TAN we will.
9. We have received our grant for the Emergency Operations Plan update and will hold our first meeting on Friday, June 22nd at 9:30 am.
10. Town Manager Lacaillade asked for the Board’s opinion on the Lily Pond Road tree-cutting project. Chief Bogie stated he could cut and remove the trees/stumps for an estimated cost of \$12,443.00. The Board would like this project to go out to bid; Town Manager Lacaillade will put out an RFP.

Comments of the Finance Officer/Administrative Asst.: Finance Officer Collins stated the auction is still scheduled for June 23rd and signs have been posted on some of the properties. Information about the properties has been posted on the auction website.

Comments of Selectboard Members: Darwin stated that the emergency trailer at Clifford Building is not inspected or registered. Tm Lacaillade said that she was pretty confident that the trailer was registered, but the stickers may not have been put on it yet and she would look into getting them placed on the trailer. He went on to ask what code violations existed at the Airport House and Tom will find out at the next Airport Commission meeting. The Board discussed the contract with Horizons for the sewer line study and Town Manager Lacaillade confirmed they are in compliance with what the Town has asked of them but will contact the engineer for additional information.

Chris Luurtsema made the motion to adjourn the Selectboard Meeting at 8:36 PM. Darwin Clogston seconded the motion and it carried unanimously.

Minutes produced by Katie J. Moyse