

**Minutes of Haverhill Selectboard Special Meeting**  
**Tuesday October 23, 2018**  
**6:00 PM**

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

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

**Town Manager:** Jo Lacaillade

**Town Finance Officer/Administrative Assistant:** Jennifer Collins

**Town Staff Members:** Leslie Ramsay, Rich Clifford, Sandi Pierce, Brandon Alling, Sherri Sargent, Melinda Boutin, Austin Albro and Leigh Reney.

**Members of the Public Present:** Greg Mathieson, Gary Hebert, Guy Scaife, Howard Hatch and Dawn Lavoie.

**New Business:**

- **Discuss Interim Measures to be put in place following departure of the Town Manager:** Chairman Fortier received a letter from Town Manager Jo Lacaillade and later met to discuss her intent to retire from the position in 30 days. Chairman Fortier explained that if the Board chooses to use their services, Primex will handle the advertising and screening of candidates. Because finding a new Town Manager could take at least 60 days, Chairman Fortier asked Jennifer Collins if she would be interested in filling in as an Interim Administrator and she replied that she would be. Fred Garofalo suggested that if Sandi Pierce had interest, she could move to full-time to perform office duties rather than higher an external. Tom Friel also suggested Leigh Reney could move to full-time if she had an interest. Darwin expressed concern with Jennifer Collins moving out of her financial role this close to budget season and suggests hiring an external Interim Town Manager. Chairman Fortier stated he contacted Glenn English to see if he had interest in the interim position and English stated he would consider it; however, is only available Monday-Thursday. Guy Scaife offered his services if needed, as he has extensive experience with administrative business to which he briefly summarized. Chris stated he is not just concerned with financing an Interim Town Manager but is more concerned with the transition, as there are many open projects in the air as well as the budget. Darwin recommended reaching out to both Primex and the NHMA to seek suggestions. Chairman Fortier is hoping to hear back from Glenn English, NHMA and Primex by Monday.
  
- **Planning for a replacement of the Town Manager:** Darwin Clogston suggested creating a hiring committee to help narrow down the applicants for the position consisting of four employees and three residents. Chairman Fortier stated the Board should begin advertising the need for volunteers for the hiring committee and have a list by the 11/13 meeting. Chris requested the financial figures for three months of having a

Town Manager verses what three months without a Town Manager. Jennifer Collins will get the numbers out by the end of the week, so they can be reviewed on Monday.

**Non-Public Session RSA 91-A:3,II(a) (if necessary):** Not needed

**Meeting Adjourn:** Tom Friel made a motion to adjourn the meeting. The motion was seconded by Darwin Clogston and it carried unanimously. The meeting adjourned at 6:39 pm.

*Minutes produced by Katie J. Williams (Moyses).*