

Town of Haverhill
SELECT BOARD MEETING MINUTES
November 18, 2024, 6:00 p.m.
Robert E. Clifford Memorial Building

Zoom link to the recording:

[https://us06web.zoom.us/rec/share/PzTGX1-](https://us06web.zoom.us/rec/share/PzTGX1-RaJb0ob9khhBgUX9IXfLJ_9p9mFkPpaInPFs8cFAxj47Eq6pE6KwR2UvqP.1FQoSUCsRJGhT8Oi?startTime=1731969084000)

[RaJb0ob9khhBgUX9IXfLJ_9p9mFkPpaInPFs8cFAxj47Eq6pE6KwR2UvqP.1FQoSUCsRJGhT8Oi?startTime=1731969084000](https://us06web.zoom.us/rec/share/PzTGX1-RaJb0ob9khhBgUX9IXfLJ_9p9mFkPpaInPFs8cFAxj47Eq6pE6KwR2UvqP.1FQoSUCsRJGhT8Oi?startTime=1731969084000)

Passcode: ?P2asEbz

Select Board Present:

Chair Rod O’Shana, Kevin Knapp, Theresa Paige, and Joe Longacre. A quorum was met.

Select Board Attending via Telephone:

Ron Hurlburt (sporadically, due to connection issues)

Attendees In Person:

Gordon Harris, Judy Harris, Lynn Wheeler, Steve Wheeler, Thomas D. Smith, Darwin Clogston, Vickie Wyman, Ron Willoughby, Dawn Lavoie, Dick Guy, Joe Towne, Gary Scruton, Kevin Shelton, Phil Blanchard, Andrew Dellinger, Justin Henson, Matthew Bjelobrk, Regis Roy, Margo Longacre, David Robinson, John Conti, Evelyn Elms, Dottie Long, Donald Bagley

Attendees Online:

Bridget Lanctot, Howard Hatch, Christine Hebert, Jim McKinnon, Melinda Boutin, Mike Bonanno, Joanne Young, Jessica Moody, Skip Gadwah, Alex Nuti-de Biasi (Journal Opinion)

CALL TO ORDER

Chair O’Shana called the meeting to order at 6:00 p.m.

ATTENDANCE/ROLL CALL

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

A motion was made and the Agenda was approved.

CONSENT AGENDA

A motion was made and the Consent Agenda was approved.

APPROVAL OF MINUTES

November 4, 2024

MOTION #3: R. O'Shana made a motion to approve the Selectboard meeting minutes of November 4, 2024, as written. K. Knapp seconded the motion.

Voice Vote: A roll call vote was taken. O'Shana – aye, Knapp – aye, Paige – aye, Longacre – abstain. The motion carried 3-0-1.

SCHEDULED APPEARANCES

David Robinson School Board Update

David Robinson, Haverhill School Board Chair, appeared before the Board to share an update:

- **New Superintendent Dolores Fox:** Dolores started as SAU 23's new superintendent on July 1st. She has a Listening and Learning approach for her year one. She has been very busy and has focused on many issues that will improve school safety, communication and educational outcomes.
- **Soccer Lights on Kings Plain:** The community-based soccer lights committee raised the needed money to complete this project. It was completed in early October and five varsity games, one playoff game, and three 3rd & 4th grade games were played under the lights.
- **HCMS Advisory Program:** Two students presented to the Board at the last meeting. Each student at the middle school starts their day in small groups with students from different grades. They are building community, culture, and positive behaviors that will improve leadership and accountability throughout the school.
- **Budget Planning:** They will start the budget planning at the next meeting in December. They will look at three drafts of the budget and hold a budget hearing in February 2025.
- **Extracurriculars:**
 - **WHS:** The fall sports were all successful: the boys won their first playoff game and lost a heartbreaker on penalty kicks in the quarter finals. The girls finished in the quarter finals as well in a tough fought one-goal game against eventual champion Profile. Cross country had five meets plus a Kinder Forest Run.
 - **HCMS:** The fall sports had high participation and played many game tournaments and jamborees. Band and Chorus also have amazing participation. Cross Country had three meets plus a Kinder Forst Run. Soccerfest was a huge success and was a very lucrative fundraiser. It was made possible by the dozens of volunteers, PTA members, and over 40 businesses who advertised with banners at the event.
- **School Highlights:**
 - **WHS:** 18 WHS seniors recently spent Apply NH day working on application materials, including letters of recommendation, college essays, and compiling their information. Students applied to colleges, technical schools, and for employment during the event.
 - **HCMS** invited the New England League of Middle Schools (NELMS) to do a whole-school assessment in September. This group will give administration, staff, and

students comprehensive feedback on ways to improve the educational experience at HCMS and also highlight some of the areas of current success.

- WES hosted a veterans day assembly on September 8th. Local veteran and mom Joy Henson spoke to the children. She was joined by close to two dozen veterans, including WW2 veteran Earl Aremburg, who received resounding applause.
- **Facilities Update**
 - French Pond School: The French Pond project that was approved last March has a tentative schedule to next June and will be completed by early winter 2025. This project will add new space to allow this important program to expand its enrollment and update current educational spaces to allow for more educational growth for every student.
 - Woodsville Elementary School: Completed last summer:
 - New roof installed
 - Asbestos flooring in hallway/kitchen removed and abated
 - New flooring in the hallway/kitchen installed
 - Grease trap and new piping in kitchen installed
 - Woodsville Elementary School: Completed this fall:
 - New boiler controls installed
 - Woodsville Elementary School: Planned for next summer:
 - Bathroom upgrade, 2 main bathrooms
 - Electrical upgrades to entire building, including new outlets and LED lights in the classrooms
 - New windows for most of the building
 - HVAC roof controls.
 - Woodsville High School: Drainage project is currently being completed to fix an issue at the corner of the parking lot and the soccer field.

D. Bagley SAU 2025-2028 Contract

Chair O'Shana reviewed the terms of the SAU lease of the second floor of the Morrill building: 2025-26 will be flat, 2026-27 and 2027-28 will increase 1.5%. He noted they are good renters and that Haverhill residents would pay \$0.66 for every dollar of a rent increase.

MOTION #4: R. O'Shana made a motion to accept the SAU lease agreement for 2025-2028. J. Longacre seconded the motion.

Voice Vote: A roll call vote was taken. O'Shana – aye, Knapp – aye, Paige – aye, Longacre – aye, Hurlburt – aye. The motion carried unanimously.

Phil Blanchard Haverhill Fire Department

Fire Chief Phil Blanchard recommended the Board support the ambulance contract and noted the phenomenal job they are doing. He updated the Board on the need to purchase a new fire truck and provided background for this request. A committee has been formed and is researching this. He asked the Board to investigate if a warrant article is needed to sell the current Haverhill truck, and to approve a warrant article to purchase a new truck.

The Board agreed to table the discussion until more information is obtained. P. Blanchard offered to answer any questions necessary to ensure a decision can be made at the next meeting.

MOTION #5: K. Knapp made a motion to table this discussion until the next meeting. J. Longacre seconded the motion.

Voice Vote: A roll call vote was taken. O'Shana – abstain, Knapp – aye, Paige – aye, Longacre – aye. The motion carried 3-0-1.

Tom Smith Haverhill Road Agent

Tom Smith presented information on the state of the 2008 International dump truck and the need to dispose of it, as a new truck is on order.

He urged the public to contact the department when they find issues on the roads.

MOTION #6: K. Knapp made a motion to approve legal disposal of the dump truck currently stored at the Center Haverhill Armory. J. Longacre seconded the motion.

Voice Vote: A roll call vote was taken. O'Shana – abstain, Knapp – aye, Paige – aye, Longacre – aye. The motion carried unanimously.

NEW BUSINESS

Woodsville Highway Study Committee Recommendations

Lynn Wheeler described the process the Highway Study Committee has undergone to gather information. She noted that roads in Woodsville and Haverhill are very different. She presented the Committee’s recommendations, which included the Woodsville Highway Department budget being reviewed by the Advisory Budget Committee and included in the Selectboard budget public hearing to improve transparency, and not combining the Woodsville and Haverhill highway departments. She thanked the Committee members and the individuals who helped gather information.

Chair O’Shana thanked the members of the Committee for their work. This topic will be discussed at the next Board meeting, to give the public an opportunity to express their opinions.

ETS Global Requests Reduced CMB Rental Fee for 14 Dec 2024

ETS Global has requested use of the Clifford Memorial Building at a reduced rate to hold a party for children and to help the community. They are working to obtain their own building; this is an interim solution. The Board agreed they should reduce the normal rate by 50% to cover costs.

MOTION #7: R. O’Shana made a motion to approve a reduced rate of 50% for ETS Global to hold holiday festivities at the Clifford Building. J. Longacre seconded the motion.

Voice Vote: A roll call vote was taken. O'Shana – aye, Knapp – aye, Paige – aye, Longacre – aye. The motion carried unanimously.

General Assistance Application Update Request

Chair O'Shana reported Jessica Young has requested that the general assistance application be updated to ask for information on balances of PayPal, Zelle, Venmo, and other cash app accounts as well as bank statements.

MOTION #8: J. Longacre made a motion to instruct the Public Assistance Administrator to add a request for PayPal, Zelle, Venmo, and other cash app account balances to the general assistance application. R. O'Shana seconded the motion.

Voice Vote: A roll call vote was taken. O'Shana – aye, Knapp – aye, Paige – aye, Longacre – aye, Hurlburt – aye. The motion carried unanimously.

Snow Plowing and Lawn Mowing Bid Request

Chair O'Shana explained bids are being accepted for winter supplemental snow plowing and lawn maintenance for the Town properties. Any interested parties can submit bids to Mary Houde at the Town Hall.

Annual Report Production Bid Approval

Chair O'Shana reported they have received two bids to print 750 copies of the annual report; they requested three bids, but Staples chose not to submit one.

MOTION #9: K. Knapp made a motion to approve the use of Smith & Town Printers to print the 2024 Annual Report. J. Longacre seconded the motion.

Voice Vote: A roll call vote was taken. O'Shana – aye, Knapp – aye, Paige – aye, Longacre – aye. The motion carried unanimously.

Request to Add Positive Pay to Woodsville Bank Accounts to Prevent Fraud

Chair O'Shana reported the treasurer has requested the Town enroll in Positive Pay, which is an online banking fraud prevention program. He noted the Treasury Management Officer at Woodsville Bank highly recommended this program.

MOTION #10: T. Paige made a motion to approve the Town enroll in Positive Pay. K. Knapp seconded the motion.

Voice Vote: A roll call vote was taken. O'Shana – aye, Knapp – aye, Paige – aye, Longacre – aye. The motion carried unanimously.

Newfound Title Services LLC

Chair O'Shana explained Newfound Title Services has performed lien and deed research for Haverhill for the last four years. The price increase for their services is minimal and they do a good job.

MOTION #11: R. O’Shana made a motion to continue to use Newfound Title Services LLC. J. Longacre seconded the motion.

Voice Vote: A roll call vote was taken. O’Shana – aye, Knapp – aye, Paige – aye, Longacre – aye, Hurlburt – aye. The motion carried unanimously.

Woodsville Ambulance Contract

Chair O’Shana said the Woodsville Ambulance is doing a knockout job. The contract has gone up 7%, which he believes is due to both doing fewer transports and inflation. He noted the residents receive better service, when there are fewer transports.

Kevin Shelton explained all positions are filled. They have a new ambulance on order that will be built in 2026. They have not returned to pre-COVID revenues.

MOTION #12: R. O’Shana made a motion to accept the cost for their portion of the Woodsville Ambulance service, which is \$262,354 for 2025. J. Longacre seconded the motion.

Voice Vote: A roll call vote was taken. O’Shana – aye, Knapp – aye, Paige – aye, Longacre – aye, Hurlburt – aye. The motion carried unanimously.

Deputy Town Clerk

Chair O’Shana reported a new deputy town clerk, Ivy, has been hired and will be working with the town clerk. He asked the residents to welcome her.

COMMISSION / COMMITTEE EX-OFFICIO REPORTS:

R. Hurlburt – Conservation Commission

There has not been a meeting.

Joe Longacre – Planning Board

The next Planning Board meeting is November 26, 2024. J. Longacre reviewed the issues that are being presented to the Planning Board. The December meeting has been changed to the 18th.

Rod O’Shana – Airport Zoning Commission

The Airport Zoning Commission meeting was cancelled. The next meeting is December 11th.

CORRESPONDENCE

Horse Meadow Senior Center

Fully decorated trees can be dropped off at the Senior Center to be raffled.

PUBLIC WANTING TO ADDRESS THE SELECT BOARD REGARDING ITEMS ON THE AGENDA (3 minutes maximum)

Dick Guy asked about the status of hiring a town administrator. Chair O'Shana said they have an interview on November 20th, so the process is moving along. D. Guy asked about the status of the 2022 audit. Chair O'Shana said it has been submitted.

(No audio from 7:09 p.m. through the end of the meeting at 7:12 p.m.)

NON-PUBLIC MEETING

A non-public session was held per RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted; and (d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

The public meeting was closed at 7:12 p.m.

The Board returned to public meeting.

ADJOURN MEETING

The meeting was adjourned.

Respectfully submitted,
Beth Hanggeli