

**Town of Haverhill
SELECT BOARD MEETING MINUTES
December 2, 2024, 6:00 p.m.
Robert E. Clifford Memorial Building**

Zoom link to the recording:

[https://us06web.zoom.us/rec/share/UA188A7II-WKxY-](https://us06web.zoom.us/rec/share/UA188A7II-WKxY-Vjbauxf4o4MZc0fqdp0MX_rs6BgpgbahlGaVyNiMrODJWptdH.kreQMzQ8ZayPezBW)

[Vjbauxf4o4MZc0fqdp0MX_rs6BgpgbahlGaVyNiMrODJWptdH.kreQMzQ8ZayPezBW](https://us06web.zoom.us/rec/share/UA188A7II-WKxY-Vjbauxf4o4MZc0fqdp0MX_rs6BgpgbahlGaVyNiMrODJWptdH.kreQMzQ8ZayPezBW)

Passcode: 0g=Hpqc8

Select Board Present:

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

Attendees In Person:

Matt Bjelobrk, Marie Bjelobrk, Lynn Wheeler, Steve Wheeler, Darwin Clogston, Don Kimball, Melinda Boutin, Dan Boutin, Darlene White, Judy Harris, Margo Longacre, Ron Willoughby, Gary Scruton, Regis Roy,

Attendees Online:

Carolyn Hofmann, Joanne Young, Bridget Lanctot, Dennis Cunningham, Brad Cassidy, Skip Gadwah, Jim McKinnon, 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

MOTION #1: K. Knapp made a motion to approve the Agenda as presented. J. Longacre seconded the motion.

Chair O’Shana added two items to the Agenda.

K. Knapp retracted the motion.

MOTION #2: K. Knapp made a motion to approve the Agenda as amended. J. Longacre seconded the motion.

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

CONSENT AGENDA

MOTION #3: K. Knapp made a motion to approve the Consent Agenda as amended. J. Longacre seconded the motion.

Voice Vote: A roll call vote was taken. O'Shana – aye, Knapp – aye, Longacre – aye, Paige - aye, Hurlburt - abstain. The motion carried 4-0-1, with R. Hurlburt abstaining.

APPROVAL OF MINUTES

November 18, 2024

MOTION #4: K. Knapp made a motion to approve the Selectboard meeting minutes of November 18, 2024, as written. R. O'Shana seconded the motion.

Voice Vote: A roll call vote was taken. O'Shana – aye, Knapp – aye, Longacre – aye, Paige - aye, Hurlburt - abstain. The motion carried 4-0-1, with R. Hurlburt abstaining.

NEW BUSINESS

Woodsville/Haverhill Highway Study Committee Recommendations

Chair O'Shana reviewed the Woodsville/Haverhill Highway Study Committee recommendations from November 6, 2024. The consensus was not to combine the Woodsville and Haverhill Highway Departments at this time. Public comment will be heard during the Public Comment portion of the meeting.

General Assistance Policy Update Approval

Chair O'Shana reviewed the updated General Assistance Policy.

MOTION #5: R. O'Shana made a motion to approve the updated General Assistance Policy. J. Longacre seconded the motion.

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

Snow Plowing and Lawn Mowing Bid Approval

One bid was received for snow plowing, from Paige Excavation, the company that currently does the work. Bids were due on December 1st. No bids were received for lawn mowing.

MOTION #6: R. O'Shana made a motion to accept the bid from Paige Excavation for snow plowing. K. Knapp seconded the motion.

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

Civil Air Patrol Request to Use CMB

Dennis Cunningham submitted a request for the Civil Air Patrol to use the Clifford Memorial Building on Monday evenings from 6:30 to 8:30 p.m. and to waive any costs.

MOTION #7: K. Knapp made a motion to approve the Civil Air Patrol request to use the Clifford Memorial Building and to waive costs. J. Longacre seconded the motion.

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

Deeding and Abatements

Chair O'Shana reviewed the list of properties that have not had taxes paid in three years.

MOTION #8: K. Knapp made a motion to deed the properties listed. T. Paige seconded the motion.

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

MOTION #9: R. O'Shana made a motion to waive deeding lot 202-152, as the paperwork was not administered properly. T. Paige 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.

MOTION #10: K. Knapp made a motion to waive deeding land with buildings 202-224, 202-195, 204-15 due to technicalities. T. Paige seconded the motion.

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

MOTION #11: K. Knapp made a motion to deed land with buildings 416-09. T. Paige seconded the motion.

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

MOTION #12: K. Knapp made a motion to waive deeding building with no land 413-20-16. T. Paige seconded the motion.

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

MOTION #13: K. Knapp made a motion to abate building with no land 411-07-01. T. Paige seconded the motion.

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

Airport Zoning Commission Meeting Schedule

Matt Bjelobrk said the Airport Zoning Commission would like to change to holding quarterly meetings, now that the airport zoning has been updated.

MOTION #14: J. Longacre made a motion to approve quarterly meetings for the Airport Zoning Commission. T. Paige seconded the motion.

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

Planning Board Fees

J. Longacre reviewed the updated Planning Board application and hearing notice fees. They are being increased to cover costs.

MOTION #15: R. O'Shana made a motion to accept the 2024 Planning Board fee schedule as written effective January 2, 2025. J. Longacre seconded the motion.

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

Airport Consultant

Chair O'Shana explained that Haverhill obtains grant funds from the FAA. The FAA requires a consultant be hired to act as a go-between. Only one bid was submitted, from DuBois & King. They have filled this role for Haverhill for the past five years.

MOTION #16: R. O'Shana made a motion to approve DuBois & King continuing as airport consultant for the Dean Memorial Airport. J. Longacre seconded the motion.

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

French Pond School

The School District has requested use of two classrooms in the Clifford Building for French Pond School and King Street School students during the first semester of the 2025-26 school year, while their building is under construction. The lease contract will be presented for approval at the next Board meeting.

TOWN ADMINISTRATOR

Tax Rate

The MS 535 was completed on December 2nd, which is the last document needed to set the tax rate. It will be sent to the Department of Revenue, once it is signed.

Town of Benton Fire Payments

Chair O'Shana noted the Town of Benton will be submitting overdue payment for their fire coverage post haste.

COMMISSION / COMMITTEE EX-OFFICIO REPORTS:

R. Hurlburt – Conservation Commission

R. Hurlburt reported on Conservation Commission activities.

Joe Longacre – Planning Board

J. Longacre reported on cases being presented to the Planning Board.

Kevin Knapp - Parks & Recreation Commission

K. Knapp reported on recent recreation activities.

Rod O'Shana – Airport Zoning Commission

The Airport Zoning Commission has moved to quarterly meetings.

Joe Longacre - Zoning Board

There has been no need to meet.

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

A member of the public asked about the makeup of the Woodsville/Haverhill Highway Study Committee and Chair O'Shana replied. The member of the public asked why the Committee recommended not joining the two highway departments and Chair O'Shana noted the recommendation is on the Town website.

Don Kimball, North Haverhill, asked for an update on the sale of the North Haverhill fire truck. Chair O'Shana said this will be discussed at the next Board meeting. T. Paige clarified the Board did not act on this earlier, as they needed to research legalities. This will be presented as a warrant article at the next Town meeting, if it proceeds.

Darwin Clogston asked about Article 13, which was approved by the voters, regarding the Board appointing an Advisory Budget Committee (ABC) to review the Board's preliminary budget. Chair O'Shana said the Board has not made this motion yet.

Woodsville/Haverhill Highway Study Committee Recommendations (continued)

MOTION #17: R. O'Shana made a motion to accept the Woodsville/Haverhill Highway Study Committee's recommendations as written. T. Paige seconded the motion.

Discussion: The Board discussed why a plan was not formulated, as was stated in the mission statement. Lynn Wheeler explained the Committee felt presenting a budget to the ABC was the first step. They felt they did not have the authority to create a plan. Chair O'Shana reviewed the process that will be involved in making this change.

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

SELECTBOARD MEMBER COMMENTS

Chair O'Shana advised people to be careful on the roads. He asked people to let the Town know if there are issues with the roads.

ADJOURN MEETING

MOTION #18: J. Longacre made a motion to adjourn the meeting at 6:47 p.m. K. Knapp seconded the motion.

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

The meeting was adjourned.

Respectfully submitted,
Beth Hanggeli