

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

***Zoom link to the recording:***

[https://us06web.zoom.us/rec/share/5acHvbA1gn5zfxebdA492X54PbxPIdLMLuhgm9CumXcFuKVsfqVY2nMmVfFX\\_ZmZ.8RDOtiNl7w4FpM-H](https://us06web.zoom.us/rec/share/5acHvbA1gn5zfxebdA492X54PbxPIdLMLuhgm9CumXcFuKVsfqVY2nMmVfFX_ZmZ.8RDOtiNl7w4FpM-H)

***Passcode: vm1mm91!***

**Select Board Present:**

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

**Town Employees Present:**

Brigitte Codling, Town Manager

**Members of the Public Present:**

James Duffy  
Vickie Wyman  
Melissa Gould  
Aaron Palm  
Wayne Talbot  
Don Kimball  
Matthew Bjelobrk  
Carolyn Hofmann  
Regis Roy  
Joanne Young  
Lorraine Prescott  
Darwin Clogston  
Gene Popien

Judy Harris  
Gordy Harris  
Ellen Hurlburt  
Margo Longacre  
Mike Bonanno  
Diane Arel  
Bob Arel  
Dawn Lavoie  
Marilyn Blaisdell  
Gary Scruton  
Janice Scruton  
Alex Nuti-de Biasi (Journal Opinion)

**Members of the Public Online:**

Bob Maccini  
Howard Hatch  
Harvey Keyes  
Debra Fisher  
Polly Bonanno  
Gary Hebert  
Martha Cunningham

Kirk Davis  
Melinda Boutin  
Jim McKinnon  
Guy Mitchell  
Harold Clough

## **CALL TO ORDER**

Interim 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 moved to approve the Agenda as presented. J. Longacre seconded the motion.

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

## **CONSENT AGENDA APPROVAL**

**MOTION #2:** J. Longacre moved to approve the Consent Agenda as presented. 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.

## **APPROVAL OF MINUTES**

### **April 22, 2024**

**MOTION #3:** R. O'Shana moved to approve the minutes of the April 22, 2024, Board meeting as presented. 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.

### **April 29, 2024**

**MOTION #4:** R. O'Shana moved to approve the minutes of the April 29, 2024, Board meeting as presented. 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.

## **SCHEDULED APPEARANCES**

### **James Duffy – Representation on the Ammonoosuc Local River Management Advisory Committee (LAC)**

James Duffy appeared before the Board to request that the Select Board consider nominating Haverhill representatives to the Ammonoosuc River Local Advisory Committee. He explained

what a local river advisory committee (LRAC) is and why representation is important. He noted that Haverhill does not have representation on the LRAC and that he hopes to fill one of those vacancies. There is a \$50 annual fee that he offered to cover the first year, if paying this would be an issue for the Town.

J. Longacre asked if the LRAC works with the Farm Bureau, or local soil conservation or other agencies that are overseeing the river. J. Duffy said in reviewing the minutes, he has not seen any mention of such coordination, but thought it was a good idea.

**MOTION #5:** J. Longacre moved to appoint James Duffy to the Ammonoosuc River Local Advisory Committee. R. O'Shana seconded the motion.

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

### **Diane Arel – Pond Circle ATV/OHRV Use**

Diane Arel appeared before the Board to request that they remove Pond Circle from having ATV/OHRV access. The Board approved this access last year and told residents who opposed it that it could be addressed again in a year. She said this access has had a negative effect. She asked in February to have Pond Circle exempt from Article 22 and was told this would need to be discussed at a different time. She said by the end of the meeting in February, 31 roads were exempted from this access. She asked for Pond Circle to be added to the list of roads that are exempt from ATV/OHRV access.

Interim Chair O'Shana invited the public to address this subject.

Gene Popien said he was opposed to ATV/OHRV access on Pond Circle due to the noise and having non-locals use the road, showing no respect for the residents.

Bob Arel said allowing ATV/OHRV access on Pond Circle is a wretched idea. He said it has changed the landscape. He implored the Board to consider closing Pond Circle to ATV/OHRV use. He said it has created a lot of traffic.

Ron Hurlburt said he was instrumental in getting access approved. He said there is no problem with ATVs on Pond Circle. He said this is a personal vendetta between the Arels and himself. He said there have been no complaints to the police or New Hampshire Fish & Game. He said people have been riding ATVs on Pond Circle for 20 years; this approval made riding on Pond Circle legal. He submitted letters of support to the Board.

Diane Arel said she did not know where Mr. Hurlburt came up with his information. She said there are unaccompanied underage riders on the street and it is being used as a raceway. She said it is also a safety issue, as there is a blind spot where there will be an accident. She said people are riding ATVs out of season.

Gene Popien played a recording of ATV noise at his home.

Diane Talbot, a Lebanon resident, said she comes to Haverhill for peace and quiet. She said her peace is being ruined by excessive traffic on Pond Circle.

J. Longacre said the Board should take this under advisement. Interim Chair O'Shana agreed to table this issue and address it at the next Select Board meeting.

## **NEW BUSINESS**

### **Certified Resolution for Authority to Sign NBRC (Broadband) Grant Documentation**

Interim Chair O'Shana explained this document gives him and Ms. Codling the authority to sign for the broadband reimbursement payment.

**MOTION #6:** J. Longacre moved that the Board sign the recertification resolution and that R. O'Shana as acting Chair and Ms. Codling as Town Administrator have legal authority to sign. 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.

### **Request to Install an Unlocked Gate on Skiway Terrace**

Two residents requested permission to install an unlocked gate to prevent people from joyriding on Skiway Terrace and causing damage.

**MOTION #7:** R. O'Shana moved to allow the installation of an unlocked gate on Skiway Terrace, a Class VI road. J. Longacre seconded the motion.

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

### **Accept Resignation of Haverhill Road Agent**

The Road Agent submitted a letter of resignation effective May 23, 2024; he noted that this date is flexible.

**MOTION #8:** R. O'Shana moved to respectfully accept the resignation of the Haverhill Road Agent. K. Knapp seconded the motion.

J. Longacre said he is apprehensive about accepting a resignation from an employee who has done an exceptional job. He wished they could have convinced him to stay on.

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

## **OLD BUSINESS**

### **Appoint Members to Woodsville-Haverhill Highway Committee**

Interim Chair O'Shana suggested appointing Phil Blanchard, David Lackie, and Theresa Paige to the Woodsville-Haverhill Highway Committee. T. Paige suggested James Duffy be added to this list.

J. Longacre said he is opposed to diving into this while there is a court case at the highest court in the State brought on by the Woodsville Precinct against the DRA. He feels that any discussion is premature until the Court renders a decision.

Interim Chair O'Shana said it could serve as an exploratory committee to see what is available to solve the issues. No action could be taken without Precinct, Select Board, and Legislative approval. He noted an MOU would need to be created.

B. Codling said HB 448 is going through the Legislature, which might open the door for another MOU; however, it is anticipated to be killed. If this happens, the current legislation would be in effect, which requires any funding for a fire district to be done by warrant article.

She voiced a concern that the request was to appoint members of the public and a Select Board liaison, but not to have Town or District administration at the table during discussions. She wasn't sure how effective this would be, as background, financial, and legal information will be needed.

**MOTION #9:** R. O'Shana moved to recommend Phil Blanchard, David Lackie, Theresa Paige, and James Duffy to the Woodsville-Haverhill Highway Committee. J. Longacre seconded the motion.

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

### **Hub66 Launch Package and Project Update**

Ms. Codling said Hub66 has mobilized, installing high-speed internet via fiber to homes that were deemed to not have access to internet and are not planned to have it. They have purchased the equipment needed to deploy the project and installed the head end in the server room at the JRM Building. The first funding request has been submitted and quarterly report filed.

This was established through an RFP and a \$1 million grant. Hub66 will contribute \$4 million of their own private capital to the project. This is intended to create competition among providers already providing service in town.

Ron Hurlbut asked if there was any liability or long-term contract with the Town. Ms. Codling said there is a five-year IRU, and then a limited IRU for 20 years. This will give the Town a level of oversight and six strands of high-speed internet for the Town offices for 20 years for free, which will reduce costs.

### **TOWN ADMINISTRATOR REPORT**

- The engagement letter has been signed for the 2023 audit, but they have been unable to start the audit. Greg Colby, CPA, has been hired to assist with the final reconciliation and help with the 2022 and 2023 audits.
- She has a quote for replacing the phone system in the Town offices. She believes doing this will save the Town thousands of dollars.
- The Clifford Memorial Building ramp has been replaced and a roof installed over the ramp.
- For the Christmas 2022 storm, she is working with FEMA to get money back from the storm. The estimate was about \$100,000 in damages, which has been exceeded.
- The Town was awarded a \$200,000 Safe Streets for All (SS4A) grant to complete a safety action plan for all roads, intersections, and bridges in Town. An RFP was sent out and the Select Board has accepted a proposal.
- The quarterly reporting for Northern Borders and SS4A was completed.
- The Town is going through a Town-wide reappraisal two years early, as the equalization ratio has been dropping every year, causing problems with the tax rate.
- The Board approved the replacement of all servers in Town Hall, which were out of date and failing. This will occur May 16-18, so Town Hall will be closed.
- The Town is replacing the BMSI software that is used for HR, payroll, Accounts Payable, and tax collection, as it has become problematic.
- As part of the National Flood Insurance Program, the Town will be overhauling the building permit process and building permit application.
- She was awarded GFOA certification at the Government Finance Officers Association conference.
- She and Marilyn Vigneault will be attending the Primex New Hampshire Risk Management Summit on May 14-16.
- She reviewed the open positions in the Town. Jessica Young, the new Welfare and HR Assistant, will help her conduct a robust recruitment effort.

## **COMMISSION / COMMITTEE EX-OFFICIO REPORTS:**

### **Theresa Paige – Conservation Commission**

The Conservation Commission met on April 16<sup>th</sup> and discussed making up waterproof mats for Paddle the Border this fall to raise money. They discussed making a map for the Kinder Forest, the bylaws of the aquifer, and having a voice on Intent to Cut. They rescheduled the relicensing of the Connecticut River dams get-together.

### **Joe Longacre – Planning Board**

The Planning Board had an organization meeting on April 23<sup>rd</sup>. Don Hammond was nominated as Chair and Vicki Wyman as Vice Chair. Julie Harris was welcomed as an alternate. They will be reviewing rules of procedures for wetlands, aquifer, and excavation regulations.

### **Kevin Knapp – Parks & Recreation Commission**

The Commission will meet on May 8<sup>th</sup>. He reported on scheduled activities.

## **Rod O'Shana – Airport Zoning Commission**

The Commission will meet on May 8<sup>th</sup>. They turned in the application to the Town Administrator for legal review.

### **PUBLIC WANTING TO ADDRESS THE SELECT BOARD REGARDING ITEMS ON THE AGENDA (3 minute maximum)**

Aaron Palm said the Town has openings for three police officers. She is disturbed that she had heard more police officers will be leaving. Her father was in the Police Department when it was down two or three officers and she saw how this affected him and the community. She said there is a nationwide shortage of police officers. She said the Board needs to pay attention to why they are leaving and decide how to resolve this. She said as officers leave, they take the Town's safety with them. She said it is hard to find good officers.

A resident said he pays attention to the ATVs in Mountain Lakes. He said he has not seen any problems on Pond Circle.

A resident said the recent road agents have done an excellent job and he doesn't know why they are leaving. He said it is sad for the Town to go through road agents and he asked why they are leaving. Ms. Codling said at the GFOA conference, a topic of discussion was that road agent is one of the most difficult jobs politically. They receive calls from unhappy residents, which wears on them. She said after COVID, there has been more discontent on social media, and road agents don't want to be criticized to that extent any longer.

A resident said he worked for a county for 37 years and he doesn't understand why the Town cannot retain road agents. Ms. Codling explained there is a lack of resources and funding, and fewer CDL truck drivers.

Diane Arel said there are seven residents on Pond Circle and they should have a say whether it is open to ATV/OHRV use. She said four were at this meeting.

### **CORRESPONDENCE**

#### **Interview Interested Candidates for Select Board**

Interim Chair O'Shana reviewed the interview process.

Gary Hebert, Darwin Clogston, Mike Bonanno, Ron Hurlburt, and Keith Charpentier were interviewed for the vacant Select Board position. The Board then went into non-public session to discuss the interviews and come to a decision.

### **NON-PUBLIC MEETING**

The Board entered non-public session per RSA 91-A:3, II (a, c, e): (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; (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant; and (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against this board or any subdivision thereof, or by or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled

**MOTION #10:** K. Knapp moved to close the public meeting and enter into non-public session. J. Longacre seconded the motion.

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

The Board returned to public meeting.

#### **ADJOURN MEETING**

The meeting was adjourned.

Respectfully submitted,  
Beth Haggeli