

**Town of Haverhill
Select Board
MEETING MINUTES
May 11, 2020 at 6 PM**

(All members participated by videoconference because of the COVID-19 pandemic)

DRAFT subject to review by the Commission

Board Members Present: Darwin Clogston, Chair; Matthew Bjelobrk, Vice Chair; Howard Hatch; Fred Garofalo; Steve Robbins

Town Employees Present:

Town Manager: Brigitte Codling

Finance Officer: Jennifer Boucher

Chief of Police: Brandon Alling

Members of the Public Present: Carl Blaisdell, Dave Long, Roscoe Blaisdell, Gary Hebert, Dawn Lavoie, Margo Longacre, Marilyn Blaisdell, Patty Hammond, and Mary Partridge.

The meeting was **Called to Order** at 6:00 PM by Darwin Clogston. A quorum was met.

Pledge of Allegiance

Darwin: Per Gov. Sununu Meeting Compliance CHECKLIST to Ensure Meetings are Compliant with the Right to Know Law During the State of Emergency (abbreviated)

- May 11, 2020, Select Board Meeting
- Executive Order--This public body is authorized to meet electronically
- Confirming a) providing public access by telephone, with additional access by video or other electronic means, ZOOM conferencing is being used. All members of the Select Board have the ability to communicate contemporaneously, the public has the ability to contemporaneously listen and, if necessary, participate in this meeting by dialing the following number: 1-929-436-2866 (US) or the website <https://ZOOM.US/meeting> (ID# 9631961474; password: 441833); b) public notice has been provided of the necessary information for accessing the meeting though ZOOM or telephonically, instructions have also been provided on the website of the Town of Haverhill at www.haverhill-nh.com, and c) providing a mechanism for the public to alert the public body if there a problems with access (call 603-728-5192 or email at townmanager@haverhill-nh.com); d) adjourning if the public is unable to access the meeting. In the event that the public is unable to access

**Town of Haverhill
Select Board
MEETING MINUTES
May 11, 2020 at 6 PM**

the meeting, the meeting will be adjourned and rescheduled. Please note that all votes taken during this meeting will be taken by ROLL CALL vote.

Roll Call Attendance

Fred (no one in room), Steve (no one in room), Matt (no one currently in room), Howard (no one in the room), and Darwin (no one in room)

Agenda Approval

MOTION #1: Fred made a motion and Darwin seconded the motion to approve the Agenda from May 11, 20020 as printed.

Roll Call Vote: Fred (in favor), Steve (Aye), Matt (Aye), Howard (Aye), Darwin (Aye). The vote was unanimous. The Motion passes.

Consent Agenda

MOTION #2: Darwin asked for a motion to approve the minutes of the previous Select Board meeting on April 27, 2020, and, also, to sign manifest, forms, and other warrants. Is there a motion? Steve made a motion and Fred seconded the motion.

Darwin: For the April 27, 2020, Minutes motion #8, I have an objection—page 11, “Matt made a motion and Darwin seconded the motion for having a moratorium on recruitment of police officers and looking at the number of police officers in the police department with a feasibility study;” that is not true. Matt made the motion and Howard seconded the motion, and that’s confirmed later when the motion was withdrawn by Matt and Howard withdrew the second. That’s my only change.

Brigitte: Items to add to the agenda?

Darwin: Gary and Brandon would come under Town employee appearances.

Brigitte: And the Witcher intent-to-excavate for your consideration?

Darwin: Enter into the Agenda under New Business.

Brigitte: We can discuss, but not sign until bonds are posted.

Roll Call Vote: Fred (in favor), Steve (in favor), Matt (in favor), Howard (in favor), Darwin (in favor). The vote was unanimous. The Motion passes.

Town Employee Appearances: Darwin asked to introduce Gary, Heath Officer, and Brandon, Police Chief, to discuss Social Distancing complaints. Gary stated business guidelines regarding face masks that was not being adhered to. Local businesses have guidelines in place, including one way aisles, distancing, plastic barriers, and 50% capacity. However, I did see more than 10 to 20 people congregating. Gary stated no more than 10 in one area and people should be waiting in vehicles for the area to clear. Darwin asked about the 50% capacity code, Gary stated that it is in the retail guidelines 2.0. Steve noted that it’s also in the Fire Code—7.5 square feet/person. Brandon stated that Walmart is counting shoppers as they enter the store. Brandon stated that guidance from the AG’s office is that the state does not want enforcement. Communication and volitional compliance is better, however, it is a misdemeanor for a violation.

**Town of Haverhill
Select Board
MEETING MINUTES
May 11, 2020 at 6 PM**

Brigitte says it's a good place to start with Gary then escalate to Brandon. Brigitte noted that one business had a sign that shoppers could not come into the store without a mask per a Town ordinance, which was inaccurate. However, businesses can set that rule for their own establishment. Matt stated that a meeting attendee had a question about employee protection that all staff must wear cloth facemasks. Gary would like to address this issue regularly. Darwin requested that Gary and Brandon go on the local radio station for a Q&A about pandemic guidelines.

Scheduled Public Appearances: None

Public Wanting to Address the Board: None

PENDING OLD BUSINESS: None.

NEW BUSINESS

Gravel Pit Intents-to-Excavate:

Darwin requested the Board address the bond and then later discuss the intent-to-excavate. Jennifer stated that when Select Board sign the intent-to-excavate that are assuring that any bond has been received and if the land and current land use change it shall be assessed on the nonqualifying land. A bond is required under RSA 72, it has to be filed with the tax collector, then the Board can sign the intent. Jennifer stated that setting the bond amount tonight, intent will be approved, then bonds will be received, the owners can be notified.

Bond / Roystan (FHL)

Darwin stated that the bond for the Roystan Gravel Pit by HEB is listed as \$72,121.50, and the Planning Board will revisit the bond amount within 1 year.

MOTION #3: Darwin asked for a motion to grant Roystan Gravel Pit (now owned by FHL) by HEB engineers the bond of \$72,121.50. Darwin made a motion and Steve seconded the motion. Matt asked if the change of ownership required a different application. FHL has owned the pit for 2 years stated by Jennifer.

David Long: The state knows this pit by the name of Roystan because that's how it was originally licensed.

Roll Call Vote: Fred (in favor), Steve (in favor), Matt (in favor), Howard (in favor), Darwin (in favor). The vote was unanimous. The Motion passes.

**Town of Haverhill
Select Board
MEETING MINUTES
May 11, 2020 at 6 PM**

Intent-to-Excavate / Roystan (FHL)

Notice of Intent-to-Excavate form presented to Board.

MOTION #4: Darwin made a motion to accept the intent-to-excavate by FHL Gravel Pit contingent upon the bond being posted. Steve seconded the motion.

Roll Call Vote: Fred (in favor), Steve (in favor), Matt (in favor), Howard (in favor), Darwin (in favor). The vote was unanimous. The Motion passes.

Bond / Blaisdell Gravel Pit

Darwin stated that the bond for the Blaisdell Gravel Pit by HEB is listed as \$183,713.20, and the Planning Board shall do an inspection within 1 year and shall reserve the right to revisit the bond at that time.

MOTION #5: Darwin asked for a motion to grant Blaisdell Gravel Pit by HEB engineers the bond of \$183,713.20. Darwin made a motion and Steve seconded the motion.

Jennifer states that Blaisdell has 3 pits—this is for the largest pits. Brigitte noted that the \$183,713.20 is related to the Blaisdell property and all pits. A formula for bonding was provided to the Board previously. Howard asked how many reclamation phases this bond represents. Matt stated that the form doesn't break it down. Brigitte stated from the form wording:

“The surety is for the immediate stabilization of the existing gravel pit and includes fine grading of the entire reclamation area, installation of erosion measures, and turf establishment with mulch...”

Roll Call Vote: Fred (Abstain), Steve (in favor), Matt (in favor), Howard (in favor), Darwin (in favor). Four Ayes and one abstention by Fred. The Motion passes.

Intent-to-Excavate / Blaisdell

Notice of Intent-to-Excavate forms presented to Board.

MOTION #6: Darwin made a motion to accept **three** intent-to-excavate forms for the Blaisdell Gravel Pit contingent upon the bond being posted. Steve seconded the motion.

Steve questioned whether it is all sand coming from the Blaisdell pit as listed in the intent-to-excavate form. Roscoe Blaisdell states 500,000 yards of material and have not broken it down. Jennifer stated that she requested that at end of year that they report actuals.

Roll Call Vote: Fred (Aye), Steve (Aye), Matt (Aye), Howard (Aye), Darwin (Aye). The vote was unanimous. The Motion passes.

**Town of Haverhill
Select Board
MEETING MINUTES
May 11, 2020 at 6 PM**

Bond / Whitcher Gravel Pit

Darwin stated that the bond for the first Whitcher Gravel Pit by HEB is listed as \$30,442.25, and the Planning Board does an inspection within 1 year.

MOTION #7: Darwin asked for a motion to grant Whitcher Gravel Pit by HEB engineers the bond of \$30,442.25. Darwin made a motion and Fred seconded the motion.

Roll Call Vote: Fred (Aye), Steve (in favor), Matt (Aye), Howard (in favor), Darwin (Aye). The vote was unanimous. The Motion passes.

Intent-to-Excavate / Whitcher

Notice of Intent-to-Excavate forms presented to Board. Jennifer noted that they put both pits on the same intent-to-excavate form. Brigitte stated that Tyler from Horizon Engineering represents the Whitchers and that the family has always completed only one form for both pits.

MOTION #8: Darwin made a motion to accept the intent-to-excavate form for the first Whitcher Gravel Pit contingent upon the bond being posted. Fred seconded the motion.

Roll Call Vote: Fred (In favor), Steve (Aye), Matt (Aye), Howard (Aye), Darwin (Aye). The vote was unanimous. The Motion passes.

Bond / Whitcher Gravel Pit

Darwin stated that the bond for the second Whitcher Gravel Pit by HEB is listed as \$38,247.85, and the Planning Board does an inspection within 1 year.

MOTION #9: Darwin asked for a motion to grant Whitcher Gravel Pit by HEB engineers the bond of \$38,247.85. Darwin made a motion and Fred seconded the motion.

Roll Call Vote: Fred (Aye), Steve (Aye), Matt (Aye), Howard (Aye), Darwin (Aye). The vote was unanimous. The Motion passes.

Jennifer noted that they put both pits on the same intent-to-excavate form. Brigitte stated that Tyler from Horizon Engineering represents the Whitcher's and that the family has always completed only one form for both pits.

MOTION #10: Darwin made a motion to accept the intent-to-excavate form for the second Whitcher Gravel Pit contingent upon the bond being posted. Fred seconded the motion.

Roll Call Vote: Fred (Aye), Steve (Aye), Matt (Aye), Howard (Aye), Darwin (Aye). The vote was unanimous. The Motion passes.

**Town of Haverhill
Select Board
MEETING MINUTES
May 11, 2020 at 6 PM**

Broadband / Cellular Actions:

The Board discussed inaction about cellular/broadband at last meeting. Fred listened to North Country Council meeting discussing how broadband can get all towns together to talk to residents, do research, provide town inventories, and assign to a group of people to report on action steps. The Board recommended inviting a group to a Select Board meeting. A warrant article was voted on last year on this topic and passed. Progress has not been made. The Board discussed asking the HEEC for a report or a meeting visit at the first meeting on June 8.

Steve stated that the First Net tower is in place, but fiber optics coming from Route 10. Brigitte stated that three more ATT towers are planned for the Warren area. Darwin stated a recommendation from HEEC to have cell phone/broadband solutions for the Town. Matt stated that internet connections/broadband are going to have an educational imperative—no child left behind. Fred stated that the residents requested cell service.

Town Manager's Report/Comments:

- **Annual Precinct Meetings.** Mountain Lakes and North Haverhill have held their annual meetings. Haverhill Corner has pushed to June 17, and Woodville has selected May 20, but may be postponed.
- **Town of Haverhill Fire Department.** The first meeting was held on Wednesday, April 29, at 5:00 PM. The next meeting is Tuesday, May 12, over ZOOM.
- **COVID-19 Preparation and Action.** Brigitte has been posting information on Facebook and the community ListServe. Brigitte attends calls—state and local. There's a FEMA funding grant related to COVID disaster, as well as first responder stipends.
- **Grants.** The Town received an Aviation Cares Act stipend of \$20,000.
- **GOFERR.** It's a coronavirus relief fund for costs not covered by FEMA or the Cares Act. Town awarded \$111,176. All costs have to be logged and reported. Revenue losses have not yet been addressed.
- **Haverhill Town Happenings.** Brigitte held the first virtual Town Happenings on May 1. The next one is on May 22 at 9 AM on ZOOM.
- **County Rd. Property Clean-Up.** I'm working with Gary Hebert on that.
- **Clark Pond Rd.** The bid opening was April 16, and Austin Construction was the lowest bidder. The anticipated start date is May 26 to be completed by October 9.
- **Lime Kiln Rd.** The total of claim was \$14,997.00.
- **Lilly Pond Rd.** We will do a similar claim for construction and repair.
- **Central and Forest Intersection.** The results of the Public Opinion Survey showed that 95% of the public wanted this project addressed. After COVID orders end, we can finish up this project.
- **Dean Memorial Airport.** The Safety Study was approved, but on hold.
- **Committees, Commissions, and Boards Handbook.** This will be a great resource for committees.
- **Town Clerk.** She has been very busy, but reduction in DMV revenue.
- **Tax Collector.** Residents have been paying their taxes.

**Town of Haverhill
Select Board
MEETING MINUTES
May 11, 2020 at 6 PM**

- **Pike Water System.** There have been complaints of smell and water pressure. Jennifer, Melinda, and I are working on addressing that.
- **Property Records.** Connie is continuing to work as usual and processing construction permits.
- **Maintenance Department.** Rich has finished the ramp and the entrance to the Clifford Building. We are installing new flooring in the Police Department and working with Alliance on steam valves. I have been meeting with contractors interested in the Armory Project renovations.
- **Planning and Zoning.** Reviewing the active gravel pits. The Town has hired a PE to perform inspections of the pits.
- **Highway Department.** Road grading is being done, hazard trees are being marked, and bid openings are ongoing. The RSA lists what a hazard tree is defined as. In most cases, the tree belongs to a landowner, but the Town has an easement.
- **Dean Memorial Airport.** Cell phone coverage is unavailable at the airport, so we're trying to find a solution. We're also getting quotes for the credit card reader and working with a fuel company.
- **Welfare Department.** We're processing applications, but no increases in applications.
- **Police Department.** Chief Alling is attending daily conference calls regarding COVID-19, and all training has been cancelled. Brigitte and Brandon are working on a PD analysis. Renovations have been done on the PD. There has been an increase in domestic violence activity. Three officers have left the PD in the past month. Brandon stated that staff hours are being fill in with part-timers, and we are filling in, as needed, with overtime.
- **Emergency Management.** We're working on inventory of junk cars/garbage issues. Gary has been sitting in on the frequent calls, and the Police Chief, the Health Officer, and I are working on the campground opening concerns.
- **Parks & Recreation.** We are not opening the AP pool this year. Senior Stretch/Drums Live have many attendees of these classes. HARP staff are working on many projects, including 2 staff and 8 kids programs.
- **Rail Trail.** We have received information from the State and DOT. No grant agreements were available, which gives us the program allowances for multi-use trails.
- **NH, the Beautiful, Litter Program.** People are still picking up trash. We will keep the program going.
- **Haverhill Picnic Areas.** Town was awarded \$1500 grant from Walmart for picnic tables for Hazen Park, the airport, and the Community Garden.
- **Tammy Wright.** We are thanking her for her work and her extra hours to disinfect and sanitize buildings.

Finance Officer's Report/Comments

Jennifer has been working a lot with Brigitte on the COVID-19 response, including first responder stipends. Work in the office hasn't stopped.

Brigitte announced that by next Monday, the Town administration offices will be fully staffed.

**Town of Haverhill
Select Board
MEETING MINUTES
May 11, 2020 at 6 PM**

Commission/Committee Reports:

- **Recreation Commission.** Steve stated he attended, and all topics were covered by Brigitte's report.
- **Fire Department Committee.** Darwin stated that all was covered by Brigitte in her report.

Correspondence:

- **Connecticut / Ammonoosuc Rivers Watershed.** Gary Hebert has a letter from FEMA concerning the local flood risk.
- **Vegetation Control Inc.** Herbicide spraying will be done on Rt 116 to Benton line and County Rd and cemetery.

Comments of Select Board Members: None

Next meeting. Darwin stated that the next Board meeting is on Tuesday, May 26, 2020.

Ground Rules for Public Meetings:

Presented by Darwin:

- Be respectful and polite
- One speaker at a time; don't interrupt
- All ideas are valid
- Be concise and stay focused and on task
- Challenge problems, not people
- Share the floor

Adjourn Meeting:

MOTION #10: Fred made the motion to adjourn the meeting and Darwin seconded the motion.

Roll Call Vote: Fred (Aye), Steve (Aye), Matt (Aye), Howard (Aye), Darwin (Aye). The vote was unanimous. The Motion passed.

Adjourned: 8:02 PM

Transcribed by Joanna Bligh