

**Town of Haverhill  
Select Board Meeting  
MINUTES  
Monday, January 3, 2022, at 6:00 PM  
R. E. Clifford Memorial Building  
65 South Court St.  
Woodsville, NH 03785  
Or on ZOOM**

**Call to Order:** The meeting was called to order at 6:00 PM by Fred Garofalo, Chair.

**Select Board Attendance:** Matthew Bjelobrk (Here), Steve Robbins (Here), Howard Hatch (Here), Mike Graham (Here), Fred Garofalo (Here). A quorum was met.

**Town Employees Present:**

**Town Manager (TM):** Brigitte Codling

**Assistant Town Manager (ATM):** Jennifer Boucher

**Members of the Public Present:**

***In Person***

Darwin Clogston

Ed Ballam

Mike Lavoie

Doug Dutile

Linda Buermeyer (*Journal Opinion*)

***Online***

Wallace Trott

Regis Roy

Vickie Wyman

Mike Lavoie

Gary Hebert

Robert Maccini

Kaylee Heathe

Guy Mitchell

Delcia Vinnacombe

Doreen Morris

Pat Buchanan

**PLEDGE OF ALLEGIANCE**

**AGENDA APPROVAL**

**MOTION #1:** Bjelobrk made the motion and Robbins seconded the motion to approve the Agenda as written.

**Roll Call Vote:** Matthew Bjelobrk (Aye), Steve Robbins (Aye), Howard Hatch (Aye), Graham (Aye), Fred Garofalo (Aye). The motion passed unanimously.

**CONSENT AGENDA**

**Minutes of the Last Meetings**

**MOTION #2:** Bjelobrk made the motion and Robbins seconded the motion to approve the minutes from the OPEN PUBLIC DISCUSSION on November 13, 2021; the WORK SESSION on December 13, 2021; and the Select Board regularly scheduled meeting on December 20, 2021, as written.

**Roll Call Vote:** Matthew Bjelobrk (Aye), Steve Robbins (Aye), Howard Hatch (Aye), Graham (Aye), Fred Garofalo (Aye). The motion passed unanimously.

**SCHEDULED PUBLIC APPEARANCES:** None.

**TOWN EMPLOYEE APPEARANCES:** None.

**PUBLIC WANTING TO ADDRESS THE BOARD:**

**Ed Ballam:** Ballam stated that on Facebook he read that the Town had saved \$274,000 on Fire Department expenses, and he asked for a breakdown of that figure. TM Codling replied that by combining the North Haverhill and Haverhill Corner Fire Departments under a Department of the Town saved \$274,000 in fire service fees. TM Codling continued that there was \$454,050 appropriated in 2020 for fire service in Haverhill, and in 2021 the Town Manager’s proposed budget includes \$179,797 for Fire Service, for Select Board consideration at the Budget Hearing. Ballam asked for a breakdown of fire service fees. TM Codling noted that the breakdown will be presented at the budget hearing and, to answer Ballam, stated that it was basic math of \$454,050 less the cost proposed of \$179,797; which equals a savings of \$274,253. TM Codling offered to forward the budget breakdown to Ballam by email. Robbins noted that a fire truck payment was taken out of the capital reserve fund. Ballam asked to return funds to the capital reserve for future purchases. TM Codling noted that any funds for the capital reserve is raised by taxation.

**PENDING/OLD BUSINESS:**

**Second Reading of the Camping in a Public ROW and on Public Property POLICY**

Garofalo read the *Camping in Public Right-of-Way* policy:

RSA 236:58

“No person shall pitch a tent or any other camping device or sleep on the ground in a public right-of-way or on public property unless permission is received by the governmental board or authority having jurisdiction over such public right-of-way. Any person who wishes to camp on a public right-of-way on public property in the Town of Haverhill must come before the [Select Board] or their designees to request such permission. Each request for permission shall be presented to the [Select Board] or their designees with the specific dates and times, and those times must not be granted more than 3 consecutive days.”

RSA 236:59

“Any person or persons who fail to request permission from the [Select Board] or their designees shall be guilty of a misdemeanor and, in addition, shall be liable for the restoration of any damage caused. All applicable penalties are by government statute. If at any time the state law changes, it is the governing law.”

Hatch commented that on the Connecticut River there is State land at Bedell Bridge, Howard Island, and land held in trust. Hatch asked how the Town of Haverhill's ordinance impacts those State properties. TM Codling stated that this ordinance only applies to Town-owned property.

**MOTION #3:** Robbins made the motion and Bjelobrk seconded the motion to approve and sign the Camping in a Public ROW and on Public Property POLICY as presented on January 3, 2022.

**Roll Call Vote:** Matthew Bjelobrk (Aye), Steve Robbins (Aye), Howard Hatch (Aye), Graham (Aye), Fred Garofalo (Aye). The motion passed unanimously.

#### **NEW BUSINESS:**

#### **Consider the Mildred Page Funding Requests by three Haverhill Corner Entities**

ATM Boucher stated that the available balance in the fund is \$13,099.53. ATM Boucher stated that the Haverhill Heritage Inc. requested \$1,800.00 from last year and \$2,000 for this year. Garofalo stated the second request is for the replacement of window and doors in the fire department building for \$35,000.00. Dutile, Haverhill Corner Commissioner, stated that they are requesting the full amount from the fund to save the taxpayers money. Graham noted that the Haverhill Library Association (HLA) is requesting \$2,000.00 for exterior building repairs, and Court Street Arts is requesting \$5,900.00 for windows and other exterior repairs.

ATM Boucher noted that at the end of the year additional funds, if available, are added to the fund balance. TM Codling stated that the funds from this trust go to many organizations, and 10% of the available funds go to the Select Board to distribute toward public buildings in Haverhill Corner.

Garofalo broke it down to:

Court Street Arts: \$1,500.00.

HLA: \$2,000.00.

Commissioner Dutile stated that we want the building (14 windows, entry doors, and three overhead doors) to be efficient and not misuse taxpayers' money. Robbins provided an alternate funding scheme to add additional funds to the precinct. Pat Buchanan of Court Street Arts requested the funds to refurbish the windows at Alumni Hall, and noted that no funds were available last year. Bjelobrk asked about 2021 fundraising, and Buchanan stated about \$4,200.00, which is a low fundraising effort.

ATM Boucher noted that last year the Town received four installments of \$2,100.00, and, with additional funds, the amount was just under \$10,000.00 for the year. ATM provided options for the funding for Haverhill Corner.

**MOTION #4:** Graham made the motion and Bjelobrk seconded the motion to approve the following funding amounts from the Mildred Page fund:

\$5,900.00 to [Court Street] Haverhill Arts.

2,000.00 to the HLA.

5,100.00 to the precinct of Haverhill Corner.

- ATM Boucher noted that additional funds received this year could go to Haverhill Corner with a pre-approved vote. TM Codling stated that the precinct could make a second request later in the year.

- Hatch asked if they would come up on a warrant article separately.

**Roll Call Vote:** Matthew Bjelobrk (Aye), Steve Robbins (Aye), Howard Hatch (Aye), Graham (Aye), Fred Garofalo (Aye). The motion passed unanimously.

Buchanan thanked the Board and noted that these funds will keep the building in pristine condition.

### **Choose a Date for the Select Board Budget Work Session**

TM Codling stated that the budget is ready to be reviewed by the Select Board. Garofalo noted that the **Budget Hearing is Monday, February 7, 2022**. TM Codling stated that at the Work Session the Administration will walk through the budget with the Board.

After discussion of schedules and dates, Garofalo and the members approved the **Select Board BUDGET WORK SESSION for Monday, January 24, 2022, at 6:00 PM**.

### **Choose a Date for the Select Board 2022 TOWN MEETING**

TM Codling noted that the official voting day is Tuesday, March 8, 2022, for voting, but the Business Meeting can be held on a different day. Discussion about dates continued.

ATM Boucher read from the 2016 Town Meeting vote: “Do you approve of having two sessions of the Annual Town meeting – the first session on the second Tuesday in March for ... ballot voting and a second session for transaction of other business?” The vote results: 286 Yes votes and 135 No votes, and the vote passed.

**MOTION #5:** Robbins made the motion and Graham seconded the motion to approve the Select Board 2022 Town Meeting date for **Saturday, March 12, 2022, at 9:00 AM** with voting day being **Tuesday, March 8, 2022**.

**Roll Call Vote:** Matthew Bjelobrk (Aye), Steve Robbins (Aye), Howard Hatch (Aye), Graham (Aye), Fred Garofalo (Aye). The motion passed unanimously.

TM Codling stated that the location is the Middle School.

### **TOWN MANAGER’S REPORT:**

**Woodsville Lawsuit:** TM Codling stated that Woodsville lawyers presented the Haverhill lawyers with a figure of \$800,000. TM Codling noted that the calculations done by the Town using the original formula, the way it had always been calculated, is hundreds of thousands of dollars less than that.

**Crosswalks:** TM Codling stated that there is not news about Haverhill crosswalk installation.

**Mailboxes:** TM Codling is following up with the mailbox change of locations on Rt 10 in No. Haverhill by speaking with Jeanne Shaheen’s office, and they are requesting concurrence from the mailbox users. TM Codling stated that if the residents all want their mailboxes moved to the opposite side of the road, Jeanne Shaheen will make that request to the US Postal Service.

**Cemetery Mowing:** TM Codling stated that the mowing is out to bid, One bid was from Robin's Property Maintenance at \$45,362.00, and TM Codling has not heard is that contract was awarded by the Cemetery Commission.

**Governor's Booster Blitz:** TM Codling announced the Booster Blitz is to be held at the Horse Meadow Senior Center on Saturday, January 8, 2022.

**2022 Draft Budget:** TM Codling stated that the Finance Administrator has released the tax rate history, end-of-year expenditure reports for 2020 and 2021, and the 2022 draft budget. TM Codling anticipates receipt of the anticipated revenues for 2022 before the Select Board review the budget.

**Zoning Board of Adjustment (ZBA):** TM Codling announced that the ZBA Public Hearing will be held on Tuesday, January 4, 2022, to review the Vertex Tower variance.

**Haverhill Broadband Committee:** TM Codling announced that the Broadband Committee will be meeting on Wednesday, January 12, 2022, which will host the engineers from EX<sup>2</sup> who are working with the Grafton County Broadband Committee (middle-mile project). TM Codling noted that Haverhill's goal is to bring the last mile of broadband to the community.

**Haverhill Public WiFi Network:** TM Codling announced that the Network went live on Central Street in Woodsville in September 2021, and reported 525 unique users and 40 users/day on the Network, which is good traffic for public WiFi.

**Tax Rate Has Been Set:** TM Codling announced that tax bills will be mailed out this Friday.

**Dean Memorial Airport:** TM Codling announced that the credit card reader for fuel purchases is now operational (Master Card) with fuel price set at \$5.95/gallon.

**Highway Department:** TM Codling reported that the Highway staff are focusing on the snowfall event around Christmas.

**Maintenance Department:** TM Codling announced that the skating rink behind the J.R.M. building is up and serviceable.

**HARP Winter Camp:** Recreation Department Director Sargent held a winter camp between Christmas and new Years and had 28 attendees.

**Welfare Department:** The Welfare Department is finalizing welfare guidelines and will be bringing those to the Board for review and approval.

**Public Health:** TM Codling announced oil contamination at 42 Railroad St. property, which will be dismantled and properly disposed of.

**Haverhill Fire Department:** TM Codling announced that new gar has been ordered to bring the firefighters into compliance.

**Haverhill Police Department:** TM Codling reported on a cruiser event to deliver toys to local families, and a tree was delivered to a family in need. Chief Appleby will be presenting to the Haverhill School Board relating to a possible public service officer position for the Haverhill schools.

Garofalo asked about the officer-to-cruiser ratio at the Police Department. TM Codling stated that if two more officers are hired, two more cruisers would be needed. Discussion continued.

#### **FINANCIAL REPORT / COMMENTS:**

ATM Boucher stated that the tax rate has been set and that she is working on the processes to generate the warrant. ATM Boucher stated that deeds need to be updated, and the tax bills will be printed and mailed out Friday. TM Codling announced a tax bill stuffing party on Friday at the Town Administration offices and that all the tax information (tax rate histories, fund balance history, and fund balance information) will be in the local newspapers so that the public will be aware. Garofalo asked about the fund balance, and ATM Boucher replied that it is just over 10%, which in future years will keep the tax rate steady. TM Codling noted that overall, the tax rates are going down and is the lowest tax rate since 2012.

#### **COMMISSION AND COMMITTEE REPORTS:**

**Fred Garofalo (Conservation Commission):** Garofalo noted there was a meeting, but they discussed future activities.

**Howard Hatch (Planning Board):** Hatch stated that the Planning Board was online with the Master Plan writer June Garneau, and it sounded like she will be thorough. Hatch stated that we will need volunteers to help with the entire process. Hatch stated that the Planning Board is revising the 2016 *Subdivision Regulations*. ATM Boucher noted that the Board has had one work session reviewing the Town's attorney's revisions of the regulations. The *Subdivision Work Session* is January 11, 2022, and the Master Plan Work Session is January 19.

**Matthew Bjelobrk (Airport Zoning Commission):** A meeting is coming up.

**Michael Graham (Fire Department):** None.

**Steve Robbins (Parks & Recreation Commission):** The Commission meets Wednesday.

**CORRESPONDENCE:** None.

#### **COMMENTS BY BOARD MEMBERS:**

**Robbins:** Robbins asked about Woodsville WiFi. TM Codling responded that she would get the Board some numbers about usage.

**Hatch:** Hatch discussed good jobs the Maintenance Department and the janitor are doing in maintaining the Town buildings.

**Graham:** Graham asked if the auditor recovered from Covid. ATM Boucher noted that the auditor will have 2020 completed by Town Meeting day.

**Garofalo:** Garofalo discussed Town Meeting, as follows:

- Will masks will be mandated because there will be no allowance for 6-foot distancing.
- There needs to be an officer for enforcement.

**MOTION #6:** Robbins made the motion and Garofalo seconded the motion to approve a mask mandate at the Town Meeting.

- Bjelobrk and Graham stated that they cannot support a mask mandate.

