

**Town of Haverhill
Select Board
MEETING MINUTES
Monday, February 1, 2021
6:00 PM
R. E. Clifford Memorial Building
65 South Court St.
Woodsville, NH 03785**

The meeting was **CALLED TO ORDER** at 6:00 PM by Darwin Clogston, Chair.

Pledge of Allegiance

Town Employees Present:

Town Manager: Brigitte Codling

Assistant Town Manager: Jennifer Boucher

Road Agent: Colton Grant

Chief of Police, Interim: Derek Sullivan

HPD Office Administrator: Lori Aldrich

Detective: Taylor Hendrick

Officers: Camden Elliot, Michael DiDomenico, Hunter Torrey

Members of the Public Present (In-Person): Doug Henson, Joe Longacre, Margo Longacre, Susie Tann, Dawn Lavoie, Wayne Fortier, Marilyn Blaisdell, Mary Partridge, Jared Hendrick

Members of the Public Present (via Zoom): Michael Bjelobrk, David Robinson, Dawn Lavoie, Anna Ostrander, Angie Rossetto, Alex Nuti-de Biasi, Paul Hayes, Vickie Wyman, Kaylee Heathe, others unnamed.

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

- **February 1, 2021**, 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: 1-929-436-2366 (US) or the website <https://ZOOM.US/meeting> (ID# b) public notice has been provided of the necessary information for accessing 98900711607; passcode: 959654); 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 802-793-0535 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 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: Matthew Bjelobrk (Here), Fred Garofalo (Here), Howard Hatch (Here), Steve Robbins (Here), Darwin Clogston (Here). A quorum was met.

AGENDA APPROVAL

Agenda Modifications:

- Clogston added under New Business the Killer Hill letter and deleted under Pending / Old Business the Public ROW Ordinance and the Lyme Green proposal.

MOTION #1: Bjelobrk made the motion to approve the Agenda with additions, and Robbins seconded the motion.

Roll Call Vote: Matthew Bjelobrk (Aye), Howard Hatch (Aye), Fred Garofalo (Aye), Steve Robbins (Aye), and Darwin Clogston (Aye). The vote was unanimous.

CONSENT AGENDA / MEETING MINUTES APPROVAL

MOTION #2: Bjelobrk made the motion to approve the Meeting Minutes from **January 4, 2021**, and **January 19, 2021**, and Garofalo seconded the motion.

Roll Call Vote: Matthew Bjelobrk (Aye), Howard Hatch (Aye), Fred Garofalo (Aye), Steve Robbins (Aye), and Darwin Clogston (Aye). The vote was unanimous.

TOWN EMPLOYEE APPEARANCES

Taylor Hendrick, HPD Detective, Swearing In

Oath of Office by Clogston:

“To Taylor Hendrick, of the Town of Haverhill in the County of Grafton; whereas there is a vacancy in the office of Haverhill Police Department in said town; whereas we, as subscribers, have confidence in your ability and integrity to perform the duties of said office; we do hereby appoint you, Taylor Hendrick, as a member of the HPD as Detective to said town. Upon taking the oath of office and having this appointment and the certificate of this oath of office recorded by the Town Clerk, you shall have the powers to perform the duties and be subject to the liabilities of said office until another person shall be chosen and qualified in your stead. Raise your right hand and repeat after me:

‘I, Taylor Hendrick, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent to me as HPD Detective according to the best of my abilities agreeably to the rules and regulations of the Constitution and laws of the State of New Hampshire, so help me God.’ ”

Clogston congratulated Hendrick and the audience clapped.

SCHEDULED PUBLIC APPEARANCES: None.

PUBLIC WANTING TO ADDRESS THE BOARD:

Joe Longacre: Longacre reinforced what Henson stated by noting that the emissions of hydrocarbons, formaldehyde, and methanol from the biodiesel plant needs to be researched. Longacre as a member of the Planning Board stated that the Industrial Park covenants could be addressed, especially the safety hazards related to the adjacent school.

Codling confirmed that she will request a public hearing. Bjelobrk suggested a vote by the Board.

MOTION #3: Bjelobrk made the motion to request a Public Hearing from the NHDES related to the Peterson's Biodiesel plant in the Haverhill Industrial Park. Robbins seconded the motion.

- Garofalo noted that Town residents should submit the request for the public hearing and not the Town.
- Bjelobrk stated that we are not considering the plant's current operation and it gives residents an opportunity to address the application.

Roll Call Vote: Matthew Bjelobrk (Aye), Howard Hatch (Aye), Fred Garofalo (Aye), Steve Robbins (Aye), and Darwin Clogston (Aye). The vote was unanimous.

NEW BUSINESS

Budget Hearing Overview

Clogston stated that Monday, February 8, is the Budget Hearing. Clogston wished to clarify some points:

- The Town Manager prepares the budget with department heads and the Advisory Budget Committee (ABC) reviewed the budget over seven meetings and made some recommendations.
 - The ABC asked to cut the pool funds entirely, but Clogston noted that the pool is the heart of the Recreation program in the summer.
 - The ABC cut the Recreation development budget, which included a skateboard park.
 - The ABC recommended freezing all wages of Town employees.
 - The ABC increased the Woodsville Fire Department budget.
 - The ABC increased the road construction reserve budget.

Wayne Fortier, ADC Vice Chair, explained the recommendations of the Committee to the Board related to the pool and highway construction. David Robinson added an explanation of the Committee's recommendations related to the Woodsville Fire Department.

Codling noted the schedule for the **February 8, 2021**, Select Board meeting: **5 PM Work Session** and **6 PM Public Hearing--Budget** at the Clifford Memorial Building.

Codling outlined the budget approval process for the members, including the tax rate impact.

Killer Hill Letter

Clogston read:

“Letter to the Mountain Lakes Commissioners:

White Mountain Road is a Class V road in the Town of Haverhill in the Precinct of Mountain Lakes. A section of this road has been seasonally closed due to its current width of 20 feet, its steepness, and lack of year-round residences.

Whereas the Precinct of Mountain Lakes wishes to allow the construction of permanent, year-round residences along the one-way portion of White Mountain Road, the Town of Haverhill hereby agrees to widen the one-way portion, which is approximately 675 feet (also referred to as Killer Hill or Bush Loop) by 4 feet to ensure proper ditching and drainage and provides year-round maintenance of the road starting in May of 2021.

The Town of Haverhill agrees to work collaboratively with Mountain Lakes district through the execution of this work into the future to ensure safe travels of its residents.”

Discussion by the Board and the Town Manager ensued. Clogston suggested the Board vote to sign the letter. Robbins suggested for safety to install signage on that section of road.

MOTION #4: Robbins made the motion to approve the letter as read above relating to widening and maintaining White Mountain Road in Mountain Lakes by the Town of Haverhill. Garofalo seconded the motion.

Roll Call Vote: Matthew Bjelobrk (Aye), Howard Hatch (Aye), Fred Garofalo (Aye), Steve Robbins (Aye), and Darwin Clogston (Aye). The vote was unanimous.

PENDING / OLD BUSINESS

Public ROW Ordinance Update (Tabled until the next meeting)

Lyme Green Heating Purchase Proposal (Tabled until the next meeting)

TOWN MANAGER’S REPORT / COMMENTS

- Budget Hearing: **Monday, February 8, 2021, at 6:00 PM** at the Clifford Memorial Building.
- Fire Department comprehensive presentation: **Thursday, February 11, 2021, at 6:00 PM** at the Clifford Memorial Building and on Zoom.
- Town’s Annual Report is wrapping up with a February 9, 2021, deadline to the printer and the goal is to have it ready for the public by February 23.
- Town Budget and Virtual Town Meeting Schedule includes two information sessions, comment periods, and walk-through voting at the Middle School on **Saturday, March 13**. Instructions will be sent out to every registered voter about the Virtual Town Meeting process (HB 1129).

- Dean Memorial Airport Safety Study was approved and is moving forward. There is an article in the Warrant asking for approval of the \$230,000 AIP grant money.
 - The underground tanks have been filled.
 - We are receiving quotes for the credit card reader.
- Work on the Central and Forest Street intersection is due to be completed by summer 2021.
- Public Wi-Fi in Woodsville: Letters have been sent to businesses in Woodsville asking them to participate as hosts in the public network. The Wi-Fi company has confirmed that the broadband speeds in Woodsville will support this network. The next step is securing hosts, and the Board will get a proposal with costs.
- Grafton County Broadband Committee (GCBC): The Committee was provided a budget from the County Commissioners and has decided on a two-phase approach: 1) To work with service providers to bring in fiber highways into communities and 2) to develop a template for communities to tap into those highways to bring broadband to their communities.
 - SB 85 and SB 88 Hearings on Broadband were scheduled for today and Nik Coates, Chair of the GCBC, was providing testimony.
- Codling has created a Haverhill Broadband email group to keep residents informed about progress with broadband in the community.
- Woodsville lawsuit: The hearing is tentatively scheduled for September.
- Blackmount Trail update: We are awaiting the appraisal to be completed.
- County Road cleanup: The court date was cancelled, and we are awaiting a new date.
- Wastewater collection and treatment: A capital reserve fund and an enterprise fund are needed for a new sewer system in North Haverhill (residents will vote on a warrant article to create a sewer capital reserve fund).
- Police Department recruitment: The permanent position of Chief has been posted and will be open until filled. Detective Taylor Hendrick started her new position on January 14.
- Bath-Haverhill Cover Bridge: The substructure evaluation will be completed in the spring.
- The Tax Collector has been mailing out delinquent tax bills.
- The Town Clerk has been processing petitions for the 2021 warrant.
- Airport: The snowblower went into the shop for repairs.
- Maintenance: New offices are built for the new finance administrator Karen and for Joanna, Project Coordinator. McKinnon has been working with Alliance to replace the steam traps in the heating system.

- Welfare Department: A new Welfare Administrator has been hired and will begin her position on February 15.
- Emergency Management: We now keeping track of vaccination locations.
- Public Health: Complaints are mostly about people not wearing masks. Because the public is sending complaints to the State Attorney General, the Town is then notified, and we must respond to the complaint.
- Parks & Recreation Department: MOU for the skating rink has been executed and the rink will reopen.
 - Twilight Snowshoe Event was held with 25 people in attendance.

FINANCE OFFICER'S REPORT / COMMENTS

Finance Administrator

Boucher stated that the Finance Administrator, Karen Noyes, has been in the position for a month now and everything has been working well.

New Payroll System

Boucher stated that this week the Finance office is having a conference call with PayData, the new payroll service, to go over how to use the system.

McFadden Property

This is the property the Board authorized the Town Manager to sell. We received two offers in 48 hours through a realtor and it is now under contract to close in March.

Bills Related to the Retirement System (HB 72 and SB 274)

Boucher stated that all municipalities in NH are required to enroll police, fire, and school employees into the retirement system. The Town is looking at retirement contribution increases for the next fiscal year. Discussion ensued.

SB 95 (Virtual Meetings)

Boucher and Codling noted that this bill will enhance the opportunities for municipalities to meet virtually as a group or as a single board member even after the State of Emergency is over.

Rooms and Meals Taxes

Boucher noted that the Room and Meals tax rebates are not coming back to the towns to make up shortfalls and the State is review that.

Planning Board / Gravel Pit UPDATE

Boucher stated that she has been working with the Planning Board with the gravel pit permitting and compliance.

- OSI webinar RSA 155:E upcoming

COMMISSION/COMMITTEE REPORTS: None.

CORRESPONDENCE: None.

COMMENTS BY BOARD MEMBERS: None.

NONPUBLIC SESSION

MOTION #5: Bjelobrk made the motion to recess for 5 minutes and go into **NONPUBLIC SESSION** [RSA 91-A:3, II(a)] at 7:39 PM. Garofalo seconded the motion.

Roll Call Vote: Matthew Bjelobrk (Aye), Howard Hatch (Aye), Fred Garofalo (Aye), Steve Robbins (Aye), and Darwin Clogston (Aye). The vote was unanimous.

The Select Board came out of NONPUBLIC SESSION and the meeting reconvened at 7:44 PM.

MOTION #6: Bjelobrk made the motion to seal the minutes from the **NONPUBLIC SESSION**. Garofalo seconded the motion.

Roll Call Vote: Matthew Bjelobrk (Aye), Howard Hatch (Aye), Fred Garofalo (Aye), Steve Robbins (Aye), and Darwin Clogston (Aye). The vote was unanimous.

MOTION #7: Bjelobrk made the motion to go into **NONPUBLIC SESSION** [RSA 91-A:3, II(c)] at 7:46 PM. Garofalo seconded the motion.

Roll Call Vote: Matthew Bjelobrk (Aye), Howard Hatch (Aye), Fred Garofalo (Aye), Steve Robbins (Aye), and Darwin Clogston (Aye). The vote was unanimous.

The Select Board came out of NONPUBLIC SESSION and the meeting reconvened at 7:52 PM.

MOTION #8: Bjelobrk made the motion to seal the minutes from the **NONPUBLIC SESSION**. Garofalo seconded the motion.

Roll Call Vote: Matthew Bjelobrk (Aye), Howard Hatch (Aye), Fred Garofalo (Aye), Steve Robbins (Aye), and Darwin Clogston (Aye). The vote was unanimous.

ADJOURN

MOTION #9: **XXX** made a motion and **XXX** seconded the motion to adjourn the meeting at 7:55 PM.

Roll Call Vote: Matthew Bjelobrk (Aye), Howard Hatch (Aye), Fred Garofalo (Aye), Steve Robbins (Aye), and Darwin Clogston (Aye). The vote was unanimous.

The meeting was ADJOURNED at 7:55 PM.

Transcribed by Joanna Bligh