

**Town of Haverhill
Select Board Meeting
MINUTES
Monday, April 11, 2022, at 6:00 PM
R. E. Clifford Memorial Building
65 South Court St.
Woodsville, NH 03785
Or on ZOOM**

CALL TO ORDER: Chair Fred Garofalo called the meeting to order at 6:00 PM.

Select Board Attendance: Kevin Knapp (Here), Katie Williams (Here), Mike Graham (Here), Steve Robbins (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:

Howard Hatch

Dawn Burleson

Linda O Smith

Alex Nuti-de Biasi (*Journal Opinion*)

Melissa Arnold

Ed Ballam

Wayne Bigelow

Stuart Tetreault

Jim McKinnon

Jake Cochran

Darwin Clogston

Regis Roy

Online:

Mike Lavoie

Mike Bonanno

Vickie Wyman

Joanne Young

Susie Tann

Martha Cunningham

Ron DeRosia

Bob Long

Gary Hebert

Lorraine Prescott

R. Newman

Kathleen Vaillancourt

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

- Garofalo added to the Agenda a Town employee's appearance, SB2 under New Business, under Correspondence a letter to read to the public, and a Non-Public Session under RSA 91-A:3,II(e)

MOTION #1: Robbins made the motion and Garofalo seconded the motion to approve the Agenda as amended.

Voice Vote: All approved, none opposed, none abstained. The motion passed unanimously.

CONSENT AGENDA

Approve minutes of the previous meeting:

Minutes from **March 28, 2022**:

- Knapp stated a correction needs to be made that he did not say that he asked about the default budget. Robbins noted that he asked.

Chair Garofalo tabled the Minutes' approval until the correction is made and stated that the minutes will be voted on at the next meeting. TM Codling suggested approval with edits is an appropriate motion for the Board to make.

MOTION #2: Williams made the motion and Knapp seconded the motion to approve the Minutes from **March 28, 2022**, with edits.

Voice Vote: All approved, none opposed, none abstained. The motion passed unanimously.

SCHEDULED PUBLIC APPEARANCES:

Reappointments to Committees and Boards

- **Airport Zoning Committee: Susie Tann for a 3-year term.**

Nomination #1: Vice Chair Robbins nominated Susie Tann to the Airport Zoning Committee, seconded by Graham.

Voice Vote: All approved, none opposed, none abstained. The nomination passed unanimously.

Vice Chair Robbins read the swearing in:

“To Susie Tann of the Town of Haverhill and the County of Grafton, whereas there is a vacancy in the office of Airport Zoning Commission in said town, and whereas, we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do, hereby, appoint you Susie Tann to be a member of the Airport Zoning Commission in said town and applying your taking the oath of office and having this appointment and a certificate of said oath of office recorded by the Town Clerk, you will have the powers, perform the duties, and be subject to the liabilities of said office until another person shall be chosen or elected and qualified in your stead.” Vice Chair Robbins stated, “Raise your right hand and repeat after me: I, Susie Tann, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent to me as member of the Airport Zoning Commission 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.”

- **Conservation Commission: Linda Smith for a 3-year term.**

Nomination #2: Vice Chair Robbins nominated Linda Smith to the Conservation Commission, seconded by Knapp.

Voice Vote: All approved, none opposed, none abstained. The nomination passed unanimously.

Vice Chair Robbins read the swearing in:

“To Linda Smith of the Town of Haverhill and the County of Grafton, whereas there is a vacancy in the Conservation Commission in said town, and whereas, we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do, hereby, appoint you Linda Smith to be a member of the Conservation Commission in said town and applying your taking the oath of office and having this appointment and a certificate of said oath of office recorded by the Town Clerk, you will have the powers, perform the duties, and be subject to the liabilities of said office until another person shall be chosen or elected and qualified in your stead.” Vice Chair Robbins stated, “Raise your right hand and repeat after me: I, Linda Smith, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent to me as member of the Conservation Commission 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.”

- **Planning Board: John Nelepovitz for a 3-year term.**

Nomination #3: Vice Chair Robbins nominated John Nelepovitz to the Planning Board, seconded by Williams.

Voice Vote: All approved, none opposed, none abstained. The nomination passed unanimously.

Vice Chair Robbins read the swearing in:

“To John Nelepovitz of the Town of Haverhill and the County of Grafton, whereas there is a vacancy in the Planning Board in said town, and whereas, we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do, hereby, appoint you John Nelepovitz to be a member of the Planning Board in said town and applying your taking the oath of office and having this appointment and a certificate of said oath of office recorded by the Town Clerk, you will have the powers, perform the duties, and be subject to the liabilities of said office until another person shall be chosen or elected and qualified in your stead.”

Vice Chair Robbins stated, “Raise your right hand and repeat after me: I, John Nelepovitz, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent to me as member of the Planning Board 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.”

- **Parks & Recreation Commission: Sandi Pierce for a 3-year term.**

Nomination #4: Vice Chair Robbins nominated Sandi Pierce to the Parks & Recreation Commission, seconded by Graham.

Voice Vote: All approved, none opposed, none abstained. The nomination passed unanimously.

[Sandi Pierce was absent so was not sworn in]

- **Parks & Recreation Commission: Dawn Burleson for a 1-year term.**

Nomination #5: Garofalo nominated Dawn Burleson to the Parks & Recreation Commission, seconded by Williams.

Voice Vote: All approved, none opposed, none abstained. The nomination passed unanimously.

Vice Chair Robbins read the swearing in:

“To Dawn Burleson of the Town of Haverhill and the County of Grafton, whereas there is a vacancy in the Parks & Recreation Commission in said town, and whereas, we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do, hereby, appoint you Dawn Burleson to be a member of the Parks & Recreation Commission in said town and applying your taking the oath of office and having this appointment and a certificate of said oath of office recorded by the Town Clerk, you will have the powers, perform the duties, and be subject to the liabilities of said office until another person shall be chosen or elected and qualified in your stead.” Vice Chair Robbins stated, “Raise your right hand and repeat after me: I, Dawn Burleson, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent to me as member of the Parks & Recreation Commission 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.”

- **Zoning Board of Adjustment: Rick Henson for a 4-year term.**

[Rick Henson was absent so was not sworn in]

Nomination #6: Vice Chair Robbins nominated Rick Henson to the Zoning Board of Adjustment, seconded by Williams.

Voice Vote: All approved, none opposed, none abstained. The nomination passed unanimously.

- **Zoning Board of Adjustment: Sandi Pierce for a 3-year term.**

Nomination #7: Vice Chair Robbins nominated Sandi Pierce to the Zoning Board of Adjustment, seconded by Graham.

Voice Vote: All approved, none opposed, none abstained. The nomination passed unanimously.

[Sandi Pierce was absent so was not sworn in]

- **Cemetery Commission: Melissa Gould for a 3-year term.**

Nomination #8: Vice Chair Robbins nominated Melissa Gould to the Cemetery Commission, seconded by Graham.

Voice Vote: All approved, none opposed, none abstained. The nomination passed unanimously.

- **Cemetery Commission: Wayne Bigelow for a 3-year term.**

Nomination #9: Vice Chair Robbins nominated Wayne Bigelow to the Cemetery Commission, seconded by Knapp.

Voice Vote: All approved, none opposed, none abstained. The nomination passed unanimously.

- **Cemetery Commission: Stuart Tetreault for a 1-year term.**

Nomination #10: Vice Chair Robbins nominated Stuart Tetreault to the Cemetery Commission, seconded by Williams.

Voice Vote: All approved, none opposed, none abstained. The nomination passed unanimously.

Vice Chair Robbins read the swearing in:
“To Melissa Gould, Wayne Bigelow, and Stuart Tetreault of the Town of Haverhill and the County

of Grafton, whereas there are vacancy in the Cemetery Commission in said town, and whereas, we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do, hereby, appoint you Melissa Gould, Wayne Bigelow, and Stuart Tetreault to be members of the Cemetery Commission in said town and applying your taking the oath of office and having this appointment and a certificate of said oath of office recorded by the Town Clerk, you will have the powers, perform the duties, and be subject to the liabilities of said office until another person shall be chosen or elected and qualified in your stead.” Vice Chair Robbins stated, “Raise your right hands and repeat after me: I, Melissa Gould, Wayne Bigelow, and Stuart Tetreault, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent to me as member of the Cemetery Commission 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.”

TM Codling reminded all appointees to visit the Town Clerk to sign documents.

- **Moderator: Gary Hebert**

Vice Chair Robbins read the swearing in: “I, Gary Hebert, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent to me as the Moderator 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.”

TOWN EMPLOYEE APPEARANCES:

- **Jacob Cochran, Maintenance Technician**

Cochran stated that he moved to Haverhill from Pittsburg in April. Jim McKinnon, Maintenance Director, discussed that Cochran has a high level of skills and abilities for this position. Cochran was welcomed by the Board.

PUBLIC WANTING TO ADDRESS THE BOARD:

- **Regis Roy**

Roy wished to clarify a comment she made on a discussion page online. Roy stated she is still confused about the DRA (NH Department of Revenue Administration) issue and noted that she thought a warrant article that was written wrong is corrected by the Town lawyer or the Select Board. Roy asked why that was not done at Town Meeting. Chair Garofalo noted that a petitioned article cannot be changed by the Select Board, which was confirmed by TM Codling.

- **Melissa Gould**

Gould asked why the DRA did not approve the entire warrant. TM Codling replied that the DRA offers only a pre-review. Chair Garofalo noted that there is limited local control in New Hampshire. The State has to approve all warrant articles. Graham stated that the Select Board is beholden to the voters. TM codling noted that HB2 created conflicting laws per RSA 52 and RSA 32.

- **Dawn Lavoie**

Dawn Lavoie responded to Roy on the inflammatory nature of Roy's online comment, and stated that she had been the one who responded to Roy's comment online because it was inflammatory and misleading.

- **Ed Ballam**

Ballam commented that he submitted petitioned articles last year related to fire department funding and asked what the DRA said about those. ATM Boucher stated that the DRA said those were of concern and if they passed, they would have to review them carefully.

PENDING OLD BUSINESS:

School Board and Select Board Meeting Date Coordination

TM Codling noted that there are 3 dates remaining in the calendar where there is meeting overlap and provided the members with a printout of the conflicts among other meetings if the Select Board's dates change. The members and Matt Bjelobrk from the audience discussed having the School Board change their meeting dates because changing the Select Board dates affects many other board and committee meeting dates.

MOTION #3: Williams made the motion and Knapp seconded the motion to NOT approve changing the date of the Select Board meetings to accommodate School Board meetings.

Voice Vote: All approved, none opposed, none abstained. The motion passed unanimously.

Graham expressed that he would not be in favor of asking the School Board to move their meetings. He recommended just leaving the schedule as is.

SB2

Chair Garofalo opened a discussion of the history of SB2 from 2002. The difference from 2002 to today is the public access to the meetings by Zoom. Chair Garofalo noted that the public needs input first on this rule change. The members and Town Administration recommended a Public Hearing be planned to discuss SB2, and TM Codling noted that a Town vote is required to implement SB2.

Williams discussed the possibility of voting machine rental from the Town of Littleton, which she noted has voting results within one-half hour.

Chair Garofalo requested scheduling a Public Hearing for SB2 in the future. The members discussed having materials about SB2 available for Town residents. TM Codling suggested including the background information on the Town's website with hardcopies available at the Town Offices. Chair Garofalo provided documents from the DRA and NHMA (NH Municipal Association) about SB2. Vice Chair Robbins stated that he would like to see the decision come from a warrant article with at least 25 signatures. Discussion continued.

MOTION #4: Chair Garofalo made the motion and Knapp seconded the motion to schedule a Public Hearing for the SB2 issue, including informing the public that they must create a petitioned warrant article for Town vote.

- TM Codling read the statute that stated the governing body has 15 days to hold a public hearing prior to the question being voted on.
- Graham asked when the petitioned warrant articles need to be submitted, and ATM Boucher responded by the first week in February.
- Williams read from RSA 40:13 and noted that the submission date is no later than the second Tuesday in January.
- An audience member discussed the term “public hearing” and its usefulness in this discussion because it sounds like an informational session is needed.
- Williams requested that Town Administration develop a chart that compares being an SB2 Town and being a Town that follows the traditional Town Meeting process.
- The members discussed and agreed that rather than a public hearing they would hold an informational session on SB2 early in the fall.

No vote taken. The MOTION died.

NEW BUSINESS:

SAU23 3-Year Lease Review

Chair Garofalo stated that there are two changes to the previous lease for the school department:

- The lease costs changed from \$31,000/year to \$36,500/year.
- The Town manages the second-floor conference room rather than the SAU.

Chair Garofalo noted that the School Board will have a new kitchen, which will not be in the conference room. TM Codling noted that the School Board has not reviewed the new lease yet. However, they have it for review.

TOWN MANGER’S REPORT

TM Codling stated that she will provide a full Town Manager’s Report at the next meeting.

ASSISTANT TOWN MANAGER’S REPORT:

ATM Boucher noted that there are no comments at this time.

COMMISSION AND COMMITTEE REPORTS:

Garofalo (Conservation Commission) – Chair Garofalo noted that the meeting is upcoming.

Knapp (Planning Board) – Knapp noted that there is a Planning Board meeting tomorrow night, and they are working on the Master Plan.

Robbins (Parks & Recreation Commission) – Robbins noted that there are many programs for the community, including the Egg Drop this weekend, full summer events in Railroad Park, HARP (staff needed), and Teen Nights (chaperones needed).

Graham (Airport Zoning Commission [AZC]) – Graham noted that a meeting is coming up, and he asked the purpose of the group. TM Codling responded that the commission is meant to manage the zoning regulations for the airport; and that they also serve as the Airport Scholarship Committee.

Graham asked why the airport is not a department of the Town. TM Codling noted that it is a department of the Town with an airport manager who oversees management of airport operations. The AZC is responsible for the zoning regulations for the land surrounding the airport. Bjelobrk expanded on the work of the AZC. TM Codling discussed other activities the AZC participates in such as fund raisers that the airport holds, like the Airport Awareness Day.

Williams (Zoning Board of Adjustment) – Williams stated that the Zoning Board has not met.

Graham (Fire Department Committee) – Graham noted that there have been no meetings. TM Codling reminded everyone that this committee meets “as needed” just like the Zoning Board of Adjustment, it meets “as needed” and does not have a standing meeting day each month.

CORRESPONDENCE:

- NHEC (NH Electric Cooperative) Annual Vegetation Control Services (informational only)

TM Codling stated that the information is mostly for the public to know where the weed control will occur. Roads included are Allagash, Brownsville, County, and Lime Kiln Roads.

- Resident Letter of Denial of Access (informational only)

Chair Garofalo noted that this letter is from residents near the Maura Murray crash site and states that the property owners in that area deny access to their properties without authorization and ask the police to enforce this as well.

- UNH ATSSA (American Traffic Safety Services Association) Flagger Certification training

Chair Garofalo announce that flagger certification training will begin April 19 from 7:00 AM to 2:00 PM. This training is being hosted by the Town of Haverhill, which provide us four free seats for our Highway Department to this training.

- Letter of Thanks

Chair Garofalo read the message from the Commissioners at Haverhill Corner paraphrased, as follows: On March 26, 2022, at 3:45 PM, an oil delivery driver was unable to deliver to a home on Tannery Road because of a road washout. Colton Grant, Road Agent, was contacted, and the Commissioners received a reply that a staff person was enroute to make the necessary repairs. Soon after, a message was received that the road was repaired and the delivery completed. It was 48 minutes from the identification of the problem to the completed repair. Thanks were offered to the Town form the Haverhill Commissioners for a job well done.

COMMENTS BY SELECT BOARD MEMBERS:

- Graham apologized to the Board for his physical absence and Zoom meeting access.
- Knapp asked why a contractor is used for the roads. TM Codling replied that the Town uses contractor for the equipment the Town does not have. TM Codling noted that there are 52 miles of dirt roads in Haverhill, which is challenging for the road crews to maintain with clocking over 100 hours each per pay period.

