

**Town of Haverhill
Select Board Meeting
MINUTES
Monday, April 25, 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 6:02 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:

Darlene Simboli
Darwin Clogston
Mark Lang
Howard Hatch
Chris Cadreact

Carolyn Hoffman
Matthew Bjelobrk
Arthur Smith
Randy Subjeck

Online:

Vickie Wyman
Richard Clifford
Town of Haverhill
Joanne Young
Lorraine Prescott
Marilyn Blaisdell
Mike Lavoie
Regis Royo
Mike Bonanno
Matt Champagne
Bob Lesko
Tom Mangels
Guy Mitchell
Mary Brooks
Meg Trogolo - Bradford Journal Opinion

Renzo Chumbes
Delcia Vinnacombe
Winston Currier
Margo Longacre
Bob Lesko
Ron DeRosia
Chris Cox
Keith charpentier
Lorie Aldrich
Skip Gadwah
Preston Hatch
Janice Dube
Preston Hatch
Roger Newman

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

MOTION #1: Vice Chair Robbins made the motion and Graham seconded the motion to approve the Agenda as written.

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

CONSENT AGENDA

Approve minutes of the previous meeting

MOTION #2: Vice Chair Robbins made the motion and Chair Garofalo seconded the motion to approve the Minutes from **April 11, 2022**, as written.

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

Comment by the Chair:

Chair Garofalo noted that the rules of an effective meeting include not interrupting a speaker who has the floor. Interruptions will not be tolerated in the future. If someone does not remain quiet during comments by a speaker who has the floor, the individual who is interrupting will be asked to be quiet and, if not, then asked to leave the meeting.

SCHEDULED PUBLIC APPEARANCES: None.

TOWN EMPLOYEE APPEARANCES: None.

PUBLIC WANTING TO ADDRESS THE BOARD:

- ATM Boucher noted that there was an **online comment**: The individual wished to thank Howard Hatch for helping to grade the road. (Applause)
- **Howard Hatch** responded that he would like to give thanks tonight because he received a nice note from the Town of Haverhill for his service to the Town, which is the first time in 51 years that he received a thank you note. Hatch stated that he was asked by the Road Agent to help catch up with road grading.

Hatch continued that if the Town is going to heal, the Town has to limit Facebook chatting. Hatch said Facebook is a way to “hide behind a keyboard or a pencil.” Chair Garofalo stated that the Town appreciates everything Hatch does and has done for the Town.

- **Captain Smith** (Piermont, NH) stated he is a member of the Fire Department in Haverhill Corner. Captain Smith stated that the fire department organization is “a mess” from Haverhill Corner and provided a list of problems with Haverhill Corner trucks and other complaints, as follows:
 - Poor communication.
 - No meeting agendas.
 - Lack of maintenance and not spreading equipment maintenance over the year.
 - Not scheduling DOT inspections.

Captain Smith provided a narrative of problems with the trucks in the field.

TM Codling asked if he raised his concerns with his supervisors because she has meetings monthly with the 12 officers from both Fire Departments and has not heard of these problems.

Graham asked Captain Smith to elaborate on the inability for the Fire Chief to do what is asked. Captain Smith provided a narrative of a specific fire.

ATM Boucher noted that she appreciates Captain Smith's desire for everything to run smoothly, but this is the first the Town Administration is hearing about this and nothing was brought to the Human Resources attention related to people not doing their jobs and the concerns have not been brought through the chain of command.

Williams stated that after this meeting, Captain Smith should contact Town Manager and Assistant Town Manager for follow up. TM Codling noted that she reads the maintenance invoices, and if they are missing something, she needs to know and have a better safety process in place.

- **Keith Charpentier** (online) and Renzo Chumbes (online) would like to speak, but ATM Boucher noted that she would like to take this issue back to the office for examination of the processes. Assistant Chief Charpentier stated that some of the issues Captain Smith is bringing up are unfounded. Assistant Chief Charpentier stated that the crew has had excellent drills and many things were corrected. Renzo stated that this is not the first time we have heard complaints from Captain Smith and was asked to go through the chain of command. Renzo continued that the fire service training has been going excellently, and it appears that the one person who has not connected with the merger of fire departments was Captain Smith.

Chair Garofalo thanked Captain Smith for bringing up these issues, which will be followed up by Town Administration.

- **Matthew Bjelobrck** addressed comments to Knapp on the Board noting that making statements, such as "obviously, the chain of command is not working," should be stated cautiously. Bjelobrck stated that TM Codling as the Town Manager was not aware of these complaints and making such a statement at an open public meeting is not appropriate. Knapp suggested rephrasing his comment. Discussion continued.
- **Graham** asked about the fire department meetings and who attends. TM Codling noted that all the offices attend the meetings. Graham asked that all the items on Captain Smith's list be addressed, and TM Codling assured the Board that they will.
- **Darwin Clogston** addressed Knapp stating that Newbury VT does use private contractors (equipment rental) for road work, and Newbury's costs for road maintenance, with fewer

road miles, outspends Haverhill. Graham noted that TM Codling did converse with Knapp about that comment, and the entire Board was privy to the conversation.

PENDING OLD BUSINESS:

MOTION #3: Knapp made the motion to re-vote on a 2020 Work Session that gave the Town Manager full authority of legal matters related to Woodsville Precinct and move that authority to the Select Board.

- Chair Garofalo noted that discussion will be held in Nonpublic Session; however, Knapp was insistent on continuing with the motion. Chair Garofalo continued that the Board decided to allow the Town Manager to work with attorneys and come to the Board in a Nonpublic Session.
- Graham asked Chair Garofalo if he is OK with the settling of the lawsuit. Chair Garofalo stated “absolutely not,” but noted that the Board will discuss that later.
- Bjelobrk stated that TM Codling was the point of contact with the attorneys and at no time was there a delegation of authority to come to a decision. Bjelobrk noted that by law any settlement offer or decision-making is made by the Select Board.
- Knapp revamped his motion to state that he wishes to be cc’ed on every email coming and going from the lawyers. ATM Boucher stated that the Board cannot be cc’ed because then an illegal meeting occurs.
- Bjelobrk asked if the emails are subject to RSA 91-A requests, and TM Codling replied that because of attorney-client privilege, the 91-A does not apply.
- Chair Garofalo asked Knapp what he is looking for and continued that any questions of lack of transparency from the Town Manager is brought up in a Nonpublic Session. ATM Boucher stated that it is similar to the utility lawsuits that the Town handles, in that she attended negotiations between the tons and the utility and had no authority to make any decision but brought the settlement agreement back to the Board for vote.
- Knapp stated that the Board will discuss it in the Nonpublic Session.

Motion # 3 died with no second and no vote.

NEW BUSINESS:

Annual ATV Road Use Approval

Chair Garofalo noted that the Mtn. Lakes trails have already been approved and that this discussion is on Augies Bypass and Morse Rd.

MOTION #4: Vice Chair Robbins made the motion and Williams seconded the motion to open Augies Bypass and Morse Rd. for ATV use for this ATV season.

- Mark Lang noted that Augies is a permanent bypass, but he had no problem with annual review. Lang noted that Tewksbury Rd. is not on this list.
- Hatch noted that these routes are for annual review.

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

MOTION #5: Vice Chair Robbins made the motion and Williams seconded the motion to open Tewksbury Rd. for ATV use for this ATV season.

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

TOWN MANGER'S REPORT

The complete Town Manager's Report is provided at:

https://www.haverhill-nh.com/vertical/sites/%7B7B636F77-2058-47A7-A817-81AAD9EE8E62%7D/uploads/Town_Manager_Report_4-25-2022.pdf

TM Codling provided highlights of her report to the members:

Woodsville Lawsuit: The Woodsville Fire District filed a lawsuit against the Town of Haverhill in Grafton Superior Court in 2019 related to Town funding of the Woodsville Highway Department. Through 2020, both parties prepared and went through discovery. The Town requested in May 2021 that with the passing of SB26 that both parties agree to drop the case, but the Woodsville District Commissioners declined. Instead, the Woodsville Fire District filed for Declaratory Judgement in early June 2021. In November 2021, the court approved Woodsville's Declaratory Judgment motion. However, the order did not provide the clarity both parties needed to end the case. In February 2022, the Select Board authorized the Town Manager and Town's legal counsel to begin formal settlement negotiations, which did not produce a result. The two parties will begin mediation in early June. If the two parties cannot settle the case than the issue will need to go to hearing. All court filings are public record and located on the Town's website.

North Haverhill & Rte 25 Cross Walks: The Town has sent its formal request for approval to install five new pedestrian crossings along Route 10 in North Haverhill Village. The sidewalks will need to be ADA accessible, pedestrian signs and cross walk markings would need to be installed, and possibly street lighting. The locations have tentatively been identified, along Route 10 in North Haverhill. The installation of one cross walk (depending upon elements needed at the location) will range from \$5,000 to \$15,000 each. We are working to get NH DOT approval and design requirements approved. Additionally, the Town has executed agreement with NH DOT for approval to remark the crosswalk on Rte 25 between two Mount Prospect Academy buildings.

Mailbox Relocation Requests: More to come on this.

Vertex Cell Tower Permit: The Town Administration is awaiting the building permit from Vertex.

Grafton County Broadband project: The Town has received its high-level design & estimate, produced by EX2, for a buildout of broadband town wide. The preliminary estimate to bring a drop to every property in Haverhill is over \$10 million dollars, with additional costs associated to FTTH distribution routes of \$7 million. The next step is to determine the areas that ISPs are already planning upgrades to current services and plans to expand services throughout Haverhill, after which, we will identify the gaps that will be left behind. Those are the areas where Haverhill will need to focus on, which will reduce the estimated costs associated to a broadband project in Haverhill. Also, there are opportunities for the Town to pursue a public / private

partnership with an ISP or ISPs to share responsibility in a town-wide buildout, including associated costs.

The Town submitted a Letter of Interest (LOI) for the Northern Border Regional Commission (NBRC) State Economic Infrastructure & Development (SEID) program grant with a \$1 million dollar ask. If we are invited to apply for the grant, a formal application will follow. The Town is utilizing Northern Community Investment Corporation (NCIC) for assistance with grant preparation and management.

TM Codling answered a question about fiber in Haverhill stating that most is FirstLight Fiber, but is too expensive for residential use.

Information related to both the Grafton County and the Haverhill Broadband Committees and their work can be found on the Town's website at https://www.haverhill-nh.com/index.asp?SEC=5AC42E47-9D3F-45CF-9E6E7F3A313651A8&Type=B_BASIC

Haverhill Public WiFi Network: In September of 2021, the Town of Haverhill deployed a public WiFi network along parts of Central Street in the Village of Woodsville. Currently there are three (3) hosts; Vickie Wyman of The Atlantic Real Estate Network; Robert Welsh of Welsh Reality Apartments; and Mike & Brie Choate of Mike's Garage in Woodsville Village. We are still seeking a few more hosts along Central Street to complete a contiguous network. With the network active we have been tracking usage and we are pleased to report that we are still seeing robust use of the network. The Town has also just recently deployed two antennae at the Woodsville Community field. The Clifford Memorial Building (CMB) is hosting the signal for these antennae. The goal is to provide WiFi at the ball field again so that the community can broadcast youth sports and so we can ensure accessibility for improved safety. There is now an area within the Woodsville Community Field that has Wi-Fi service as part of the network. We would like to fill the gaps along Central Street to improve the Wi-Fi connection. To do this we need a few more hosts.

Bath-Haverhill Covered Bridge: No new information.

Public Safety Needs Assessment: Through 2022, the Town will be evaluating facilities that currently house the Fire & Police Departments to ensure they are meeting the operational needs of those departments. Included in this evaluation will be a review of spatial needs for things such as, equipment, vehicles, locker rooms, showers, gear extractors, storage, workstations, meeting and training spaces. This project will also include a review of grant funding opportunities, site feasibility, staffing needs, and other necessary planning for recommended changes. In the coming weeks we will begin pulling together a team to assist with this process.

Wastewater Collection in North Haverhill & Treatment in Woodsville: No new information.

Airport Fuel Credit Card Reader: The Town sells aviation fuel at the Dean Memorial Airport and prior to the Town purchasing the credit card reader the process was very manual. In the past, if a pilot didn't have a fuel key tied to a fuel account, they had to call for one of us to go to the airport to sell them fuel. This happened a lot actually and caused a significant safety risk for transient pilots. Likewise, the process of invoicing the fuel accounts was cumbersome, requiring

the airport manager to dip the tanks, measure the use, invoice, tracking use, track accounts, and process payments. The credit card reader eliminates all of the manual work of managing the sale of fuel and eliminates the safety risks involved. It is a very effective and efficient way of providing fuel at the Dean Memorial Airport. We now maintain the fuel farm and let the QTpod do all the work of selling fuel. We purchased the fuel currently in the tanks at \$4.65 per gallon and sell aviation fuel at \$5.95 per gallon. We are currently earning \$1.30 per gallon, which is added to airport revenue to be used to offset fuel expenses later in the season. With the QTpod (credit card reader) the Town is charged 2.5% for every sale, so for a \$100 tank of fuel we are pay \$2.50 for the service. The net profit right now for a gallon of fuel is \$1.15. The QTpod system also provides us a reporting portal so that we can pull all data related to fuel sales, making it much more efficient than in the past.

Community Blight Mitigation: In 2019, the Town spent just over \$22,000 to deconstruct and remove the dilapidated structure at 2 Chapel Street, after which the Town sold the vacant lot to an abutter with the restriction that the new owner had to keep the land as open space per RSA. This year, the Town, through its Health Officer, has secured biohazard remediation specialists from New England Trauma Services to mitigate, decontaminate, deconstruct, and remove the structures and soils at 42 Railroad Street. There is an abutter interested in the lot once vacant, with the same conditions as with the Chapel Street property. There are also grants, including federal grant programs, that will support this work. Also, this year, the Town budgeted for the dismantling and removal of the dilapidated structure at 42 Ammonoosuc Street. This project will go out for competitive bid. There is also an abutter interested in the lot once vacant, with the same conditions as with the Chapel Street property.

Darwin Clogston asked about blight mitigation in other parts of Town. TM Codling noted that the Health Office has cited some junkyard issues outside of Woodsville, which the Town will be dealing with.

Quarterly Newsletter: Town Administration is looking for more effective ways to get important information out to the public. We have tried Facebook, Instagram, listservs, news ads, letters to the editor, and the Town's website, but still residents report they are not being provided enough information. We have produced the first quarterly newsletter that will be mailed to each residence in Haverhill this week.

Grant Activity: Grants pay for the products and services the town provides and or allows us to do things that we otherwise would not be comfortable asking residents to pay for through taxation. The Town of Haverhill is awaiting award for, or has received, the following grants over the past 3 years:

- Homeland Security – Warm Zone / Public Safety (\$6,000.00)
- NHDOJ – Body Armor Grant / Public Safety (\$7,040.00)
- NHDOS – Traffic Campaigns / Public Safety (\$3,400.00)
- NHDOS – Speed Enforcement / Public Safety (\$3,000.00)
- FEMA/NHDOT – Replacement of the Clark Pond Road Bridge (\$681,964.10)
- FAA/AIP – Runway Safety Study (\$79,408.00)
- CARES – Airport Operational Expenses (\$20,000.00)
- CRRSA – Airport Operational Expenses (\$9,000.00)

- ARPA – Airport Operational Expenses (\$22,000.00)
- ARPA – Welfare overruns & equipment for the Haverhill PD (\$238,000.00)
- Locality Equipment Purchase Program – Police Cruisers (\$50,000.00)
- FM Global – Smoke Detectors for Public Distribution (\$2,500.00)
- FAA/AIP – Runway Pavement Maintenance (\$105,468.00 / in-progress / will be awarded)
- BIL/AIG – Airport Capital Improvement Plan (CIP) projects (\$110,000.00 X 5 years)
- BIL/ATP – Airport Terminal Building & new fuel farm (\$1,090,000.00 / pending award)
- ARPA – Welfare & Highway overruns & equipment for the Haverhill PD (\$238,000.00)
- EPA – Decontamination & remediation of 42 Railroad Street (\$25,000.00 / pending award)
- Brownfield – Decontamination & remediation of 42 Railroad Street (\$85,000 / pending award)
- NHDOS – Traffic Enforcement Grant (Mobile Data Terminals) (\$7,528.00 / pending award)
- NHDOS – E-CRASH Grant - Barcode Scanners for ID (\$5,969.00 / pending award)
- NHDOS – LIDAR Speed Units & Portal Speed Displays (\$4,498.00 / pending award)
- FAA/AIP – Land Acquisitions & Easements for Runway Safety (\$\$\$ pending P&S)
- NBRC – Haverhill Last-Mile Broadband Network (\$17 M project / grant for \$1M max pending award)

NOTE: There are \$530,000.00 AIP grant funds in the Dean Memorial Airport’s (5B9) AIP account for Capital Improvement Plan (CIP), which includes the FAA/AIP Land Acquisition & Easements project listed. Every year another \$150,000.00 is added to the AIP account for CIP projects at 5B9 as well as access to non-discretionary funds if needed.

Central / Forest Intersection: The Town has refocused efforts to prepare for work at the Central Street / Forest Street Intersection. In 2021, the NHDOT verbally approved the Town’s excavation permit for Phase one (1) of this project. Phase 1 is to remove the wide turning lane in front of McDonald’s in an effort to narrow the intersection and eliminate cross-traffic issues. Work will include the removal of pavement, installation of loam and seed. We are in the process of updating the schedule, updating the estimate for the project needed to post the necessary bond, then we will be able to request final approval on the excavation permit. We intend to complete this work in the summer of 2022. Temporary signs to warn motorists of a change in the traffic pattern will also be installed.

Blackmount Trail Upgrades: Through 2022, the Town will be performing upgrades to the section of the Blackmount Trail that runs from North Haverhill to Woodsville. Upgrades will include widening the trail, leveling, and applying a stay mat surface, installing benches, and if funding allows, installing solar lighting. The Parks & Recreation (P&R) Department will be working with our Highway Department and Maintenance Department on this project. P&R will also be working with NCIC to identify, apply for, and hopefully obtain grant funding to offset the cost of this work.

ASSISTANT TOWN MANAGER’S REPORT:

ATM Boucher noted that with the conversation about public meetings at tonight’s meeting, she added the Right-to-Know Law and what constitutes a meeting. ATM Boucher is willing to organize an official from the NH Municipal Association to speak to the Board about municipal meetings.

COMMISSION AND COMMITTEE REPORTS:

Access Passcode: A4uc1xES