

**Town of Haverhill
Select Board Meeting
MINUTES
Monday, June 6, 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 (Present), 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:

Lorraine Prescott

Marilyn Blaisdell

Dawn Lavoie

Tuesday Griffin

Joe Maccini

Lynette Graham

S. Holden

Melissa Gould

Joe and Margo Longacre

J. Waterhouse

Thomas Mayo

Steven Wheeler

Matthew Bjelobrk

Robert Clegg

Paul Kidder

Howard Hatch

Tim Robie

Kathleen and Don Vaillancourt

Darwin Clogston

Bob and Dot Long

Shaun Dula

Maureen Francis

Bob Welch

Online:

Michelle Reagan

Joanne Young

Mike Bonanno

Elizabeth Gilbert

Guy Mitchell

Angel Larcome

Tom Mangels

Melinda Boutin

Meg Trogolo (*Journal Opinion*)

Beki Capps

Staci Hood

Paul Hayes

Regis Roy

Ron DeRosia

Carol Norcross

Christina Hebert

Delcia Vinnacombe

Mark Codling

Doreen Morris

Karen Noyes

Elizabeth Gilbert

Heidi Debrinp

Mike Lavoie

Ed Ballam

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

MOTION #1: Williams made the motion and Vice Chair Robbins seconded the motion to approve the agenda to include the Public Hearing on the Woodsville lawsuit.

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

CONSENT AGENDA

Approve Minutes of the Previous Meeting

MOTION #2: Williams made the motion and amended the motion and Chair Garofalo seconded the motion to approve the Minutes from May 23, 2022, with the changes as follows:

- Williams noted that the date on the DRAFT should be May 23.
- Graham requested a change to page 2, paragraph 3 (Lorraine Prescott), line 5 from "...he is neither positive or negative toward..." to "...some positive and negative...."

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

PUBLIC HEARING to Address the Woodsville Lawsuit

Chair Garofalo noted that the public will have 3 minutes to speak.

MOTION #3: Chair Garofalo made the motion and Vice Chair Robbins seconded the motion to open the Public Hearing at 6:05 PM to address the Woodsville lawsuit.

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

Chair Garofalo read the Memorandum of Understanding decision from the mediation meeting held on May 31 from 9:37 AM to 3:21 PM in a Nonpublic Session, as follows:

Memorandum of Understanding

The Town of Haverhill (the "Town") and the Woodsville Fire District (the "District"), hereinafter referred to collectively as the "Parties," agree as follows:

1. The Town shall pay to the District the total amount of \$490,000.00. The first 50% of the payments shall be made within thirty (30) days of the execution of this agreement. The remaining balance shall be paid on or before January 10, 2023.
2. Upon receipt of the first payment set forth in paragraph 1, the Parties agree to file a Stipulation of Docket Markings dismissing all claims and counterclaims in the pending litigation with prejudice and without costs.
3. The District releases the Town and all of its board members, employees,

representatives and assigns from any and all claims and causes of action through the date of this MOU, excluding: A) unknown claims, meaning those claims or causes of action which the District Commissioners were not aware of as of the date of this MOU, and B) any claim relating to Article 27 (concerning highway funding) and/or Article 28 (concerning fire funding) of the Town's 2022 Warrant and which the DRA disallowed.

4. The Town releases the District and all of its board members, employees, representatives and assigns from any and all claims and causes of action through the date of this MOU, excluding: A) unknown claims, meaning those claims or causes of action which the Board of Selectmen were not aware of as of the date of this MOU, and B) any claim relating to Article 27 (concerning highway funding) and/or Article 28 (concerning fire funding) of the Town's 2022 Warrant and which the DRA disallowed.
5. The Parties agree to enter into a formal settlement agreement memorializing the terms of this MOU with the ordinary terms and conditions. To the extent the Parties are unable to agree on the terms of the formal settlement agreement, the terms of this MOU shall remain binding on and enforceable against the Parties.

Discussion:

Darwin Clogston: Clogston asked if the vote was unanimous, Chair Garofalo replied, Yes, it was a unanimous vote and that the funds came from the fund balance and will not affect taxes. Clogston noted that there would be a tax increase to replace the fund balance. Chair Garofalo noted that the Board agreed to settle the lawsuit. Clogston read case law stating that “No public official may vote on any matter in which he or she has a conflict of interest...” Clogston noted he would like to know the DRA’s [NH Department of Revenue Administration] response to this vote.

Matthew Bjelobrk: Bjelobrk commented that the concept of mediation is that both sides give up something to prevent prolonged, costly litigation. Bjelobrk stated that the five Board members voted to give the Woodsville Precinct the “best case scenario” and the Town has nothing in return. Bjelobrk discussed the apparent conflicts of interest among the Board members.

[Unknown speaker]: Speaker noted that this lawsuit has been going on a long time, and he would like to congratulate the Board and Commissioners for bringing this to an end.

Janice Dube: Speaker asked if there is a way to prevent asking for funding at the Town Meeting next year. Chair Garofalo noted that 25 signatures with a petitioned warrant article goes on the warrant for vote at Town Meeting. Speaker asked about the years that Woodsville paid no taxes to the Town. ATM Boucher stated that it was the Precinct taxes that were not paid for those 3 years; the Town taxes were paid. Chair Garofalo noted that the Town will not be funding Woodsville that way it has been done in the past, and the

issue now is about Articles 27 and 28, which is between the Commissioners and the DRA. TM Codling noted that the DRA disallowed Articles 27 and 28, and the Town will not be able to fund those articles.

Tim Robie (Pike): Robie asked if the past funding of Woodsville was wrong. Graham explained that previously there was a funding agreement for roads between Woodsville and the Town that was negated when the legislature removed the original 1880 statute. Robie asked why was there a there a settlement – was it because of the will of the voters. Chair Garofalo asked for the records of all the meetings. Vice Chair Robbins noted that there was a partial summary judgement, which the judge ruled in favor of Woodsville. Graham noted that he believed that the entire Board agreed to move forward with and settle the lawsuit.

Marie Francis (No. Haverhill): Francis commented that the lawsuit would not have won because there was no surety bond demanded by SB75. Graham noted that there are bonds on all public officials. TM Codling noted that when meeting with the Town attorney, he stated that the Town should stay with Primex; however, Primex represents both Woodsville and the Town.

Marilyn Blaisdell (Haverhill): Blaisdell commented that she wondered how this lawsuit decision is not a conflict of interest for Woodsville residents voting. Graham noted that for him, there is not a direct pecuniary interest. Chair Garofalo noted that this decision is a way to resolve issues between Woodsville and the Town. Vice Chair Robbins described the conversation and advice from the Town’s attorney.

Regis Roy: Roy commended the Select Board for bringing this to an end and requested the cost of attorneys up until this decision.

MOTION #4: Chair Garofalo made the motion and Williams seconded the motion to close the Public Hearing at 6:38 PM.

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

SCHEDULED PUBLIC APPEARANCES: None.

TOWN EMPLOYEE APPEARANCES: None.

PUBLIC WANTING TO ADDRESS THE BOARD:

Bob Welch (Woodsville): Welch commented that he heard a rumor that a private road is being paved, which is malfeasance using public funds for private property. Chair Garofalo stated that Petticoat Lane is a road (305 ft long) that has been maintained by the Town for years. ATM Boucher noted that this road with our documentation is a Town road. TM Codling clarified the budget processes stating that she prepares a Town budget with the department heads, then the Advisory Budget Committee reviews it, has a public hearing, and approves a budget for the Select Board. TM Codling stated that per RSA 37, the Town Manager has authority over how to spend the money; however, she does not move money out of the department budgets except during a department head meeting with consensus. TM Codling noted that the money for the road paving was from a budgeted preventative paving fund. Hatch stated that the name was changed to Petticoat Lane. Williams stated that Petticoat Lane is a Class V Road per UNH

mapping software. TM Codling noted that she was in communication with the State, and she was given permission to pave up to Route 10, the cost was \$17,000, and the Road Agent confirmed that this section of road would be easier to maintain if it were paved.

Lorraine Prescott: Speaker commented that now that the Town and the Precinct are getting along, it is time to dispel the rumors of removing the Town Manager. The Town Manager is going to stay Speaker commented.

Melissa Gould: Gould noted that in years past there had been warrant articles to remove the Town Manager form of government, that those had failed, and that the Town Manager has the difficult job of implementing the day-to-day business of the Town.

Ed Ballam (Haverhill Corner): Ballam commended the Select Board for their actions and their dedication to serve.

Lorraine Prescott: Prescott asked about the information she asked for at the last meeting regarding Kevin's campaign finances and asked for hardcopies of the information.

Bob Long: Long stated that he was involved in the "garage" meeting, and he supported these two new members financially, and their goals were to work on the Board for the Town, and he thanked the new members for their work.

Marilyn Blaisdell: Blaisdell asked about the cost of Knapp's campaign, which was thousands of dollars. Knapp replied that he spent.... Chair Garofalo stopped the discussion.

Steve Robbins: Robbins stated he had paid for the campaign post cards mailed to all residents of Haverhill.

Darwin Clogston: Clogston asked having clarification about the previous meeting that addressed the Town Manager's conduct in a Nonpublic Session. Chair Garofalo responded that he cannot divulge the discussion of the Nonpublic Session; however, he noted that the new members were asking for more information about the role and duties of the Town Manager. Clogston noted that it seemed like defemination of character and felt that the Board should apologize. Chair Garofalo stated that the Town Manager has all the authority of RSA 37, which will not change.

Melissa Gould: Gould commented that everyone is working for the betterment of the Town and noted that the newspapers have negative comments about Haverhill. Gould noted that civil discourse among Townspeople needs to be realized.

Katie Williams: Williams addressed the Town Manager's "conduct" issue stating that she felt that it was an inappropriate label and inappropriate agenda item, because there was no "conduct" issue.

PENDING OLD BUSINESS:

Robin Roger's Property (Map 203, Lot 012)

TM Codling stated that the Road Agent, Knapp, and she have viewed the property several times and she noted that there is nothing more for the Town to do. The culvert is intact, and the

work was in the road right-of-way. Graham suggested a letter be sent to the owner to state that there is nothing more the Town can do to rectify the drainage issues.

MOTION #5: Williams made the motion and Graham seconded the motion to authorize Chair Garofalo to sign the letter to R. Rogers on behalf of the Select Board.

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

NEW BUSINESS

Letter of Authorization to Pay (Woodsville Lawsuit Settlement)

Chair Garofalo read the letter of authorization to pay the Woodsville lawsuit settlement directed to the DRA, as follows:

NH Department of Revenue Administration
Municipal & Property Division
P.O. Box 487
Concord, NH 03302-0487

RE: Woodsville vs Haverhill Lawsuit Settlement Payments

To whom it may concern,

The Selectmen of the Town of Haverhill executed a Memorandum of Understanding (see attached) that codified terms for the settlement of the Woodsville vs. Haverhill lawsuit. The payment amount agreed to was \$490,000.00 to be paid in two installments, the first payment to be made within 30 days of the execution of the MOU and the second payment to be made by the 10th of January 2023.

The Town would like to make an emergency payment of \$245,000.00 from unassigned fund balance within the 2022 FY on or before June 30, 2022, and intend to use another \$245,000.00 from unassigned fund balance to offset the second payment within the 2023 FY.

Signatures below represent the Board of Selectmen's authorization to make payments as outlined above:

Fred Garofalo, Select Board Chair
Steve Robbins, Select Board Vice Chair
Michael Graham, Selectmen
Katie Williams, Selectmen
Kevin Knapp, Selectmen

Thank you for your consideration,

Brigitte M. Codling
Haverhill Town Manager
603-7878-6800 (office)
603-728-5192 (cell)

MOTION #6: Graham made the motion and Knapp seconded the motion to authorize signing of the Letter of Authorization to Pay directed to the DRA.

Voice Vote: Four approved, none opposed, one abstained. The motion passed.

Ambulance Contract 2022 to 2023

Chair Garofalo provided the members with the Inter-Governmental Agreement: Ambulance Service contract for the term of 12 months from July 1, 2022, to July 1, 2023, for a cost of \$139,384.

MOTION #7: Chair Garofalo made the motion and Knapp seconded the motion to accept the contract with the Ambulance Service from Woodsville Fire District.

Voice Vote: Four approved, none opposed, one abstained. The motion passed.

TM Codling noted that this contract amount was previously approved in the annual budget.

Donna Bishop Property (Map 213, Lot 053)

ATM Boucher stated that the Administration requests that the Board decide on whether they want to allow the mobile home on the property to be demolished before the property is tax deeded. Vice Chair Robbins noted that the Town cannot remove the mobile home without legal authorization. TM Codling noted that the guardian could sign on Bishop's behalf if the Town had the appropriate paperwork. Chair Garofalo decided that the authorization document would be deferred and not signed by the Board.

MOTION #8: Vice Chair Robbins made the motion and Graham seconded the motion to table the authorization until the Board has all the documentation from the responsible parties.

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

Open Discussion with Town Administration

Chair Garofalo opened the discussion by giving TM Codling the floor.

TM Codling stated that she wished to address the miscommunication between the Board and Town Administration, which is causing issues with the Administration's ability to do the work of the Town. TM Codling noted that at the first meeting of 2022, the Administration provided the Board with previously established roles, standard operating procedures, and job descriptions for discussion.

TM Codling identified Public Relations as the biggest "sticking point". Past boards had the expectation that the Administration would take care of talking to the press, filing press releases, and submitting newspaper ads, and Do-You-Know (department head) articles. TM Codling

noted that transparency was important; to get information out to the public. TM Codling continued that she has been hearing that this Board may wish to have control over the distribution of public information.

Vice Chair Robbins stated that with five differing opinions of members on the Board, the members were struggling on how to be unified, and having the non-meeting with the Town's attorney, helped the Board find that unity.

TM Codling noted that in the past, the Board set goals for and with the Town Manager, which was not done this term; and probably would have helped to provide guidance.

ATM Boucher stated that her goal is to do what is best for the Town, but currently she believed that words can be misconstrued and there is little trust, especially with the RSA 91-A requests being made by board members Administration emails. ATM Boucher noted that by working collaboratively, one of her goals is to reduce the tax rate and to have clear expectations on the budget process.

TM Codling stated that when she became Town Manager, it was her goal to work productively with the Select Board, and, if there were issues, Board Members and Administration would talk one-on-one or a nonpublic session for the entire Board would be scheduled. However, TM Codling noted that it is healthy to disagree, and to have respectful, honest, productive conversation, which usually resolve concerns. TM Codling noted that the job of Administration is to prepare the Select Board so that they can make informed decisions.

Williams provided the Board and Administration with a document from the *Town and City* magazine from the NH Municipal Association on the working relationship between the Board and the Town Manager. Williams summarized the article for the Board and Administration and emphasized the importance of building trust. Williams provided an evaluation document for Board and Administration review.

The Board and TM Codling discussed the limits of Public Relations responses. Chair Garofalo stated that any public record is public information, and the Board's permission to release that information is not required. The Board and TM Codling discussed how the press misquotes and misconstrues statements from meetings and from interviews. Graham suggested writing responses from now on and sending for publication, so that words could be referred to. TM Codling agreed and suggested copying the Board on submissions to the press for their awareness.

TOWN MANAGER'S REPORT

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. 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 Select Board settled the case on May 31, 2022, agreeing to make a payment of \$490,000 to the Woodsville District. All court filings are public record and located on the Town's website.

North Haverhill and Rte. 25 Crosswalks:

The Town is working with the NHDOT on design specification for the installation of five new pedestrian crossings along Route 10 in North Haverhill Village. TM Codling noted that focusing on a crosswalk at Hatchland's because of the campground traffic is paramount. 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 been identified along Route 10 in North Haverhill. The installation of each crosswalk will range from \$5,000 to \$15,000. Design requirements from the NHDOT are pending for each location. Additionally, the Town has executed an agreement with NHDOT for approval to remark the crosswalk on Rte. 25 between two Mount Prospect Academy buildings. There will be similar agreements executed for each crosswalk along Route 10.

Vertex Cell Tower Permit:

After reconsideration by both the Planning and Zoning Boards and subsequent approval, the Town is now waiting for the revised construction permit application and estimate. Once received, the application will be presented to the Select Board so they can set the amount for security. To date, Vertex has yet to submit the revised construction permit application.

Grafton County Broadband Committee:

The Grafton County Broadband Committee (GCBC) was established by the Grafton County Commissioners in September 2020 and is made up of Town Managers and Administrators from across Grafton County. The GCBC was tasked with developing a project that the County could execute to help bring high speed internet to communities throughout Grafton County. The committee determined that an affordable "middle-mile" service was needed, as well as support for local municipalities to help them effectively pursue local "last-mile" broadband buildouts within their communities.

The GCBC, with full support of the Grafton County Commissioners, is actively working to realize a countywide middle-mile buildout of dark fiber. The detailed design, estimate, and the compilation of all necessary pole permits have been completed by EX2 Technology (Omaha, NE; <https://ex2technology.com/>), the County's chosen design consultant. Once the new dark fiber strands have been established, local businesses, hospitals, and other organizations will be able to lease fiber strands at an economical cost to connect their facilities creating more effective internal organizational broadband networks. Once the middle-mile is established, local Internet Service Providers (ISPs) will have the ability to connect local networks at a lower cost than other middle-mile options, making the expansion of high-speed internet more affordable. Project costs for local municipalities looking to execute last-mile projects to

connect homes to highspeed broadband will be lowered. The GCBC has been and continues to apply for grants for the completion of the “middle-mile.”

The GCBC has been working with EX2 to design and oversee installation of the middle-mile fiber. However, EX2 was also tasked with producing a last-mile, high-level design and estimate for every Town within Grafton County, which was funded by the County with no contribution by local municipalities. The Grafton County Executive Committee recently approved nearly \$4 million in ARPA funds to be used to complete the final engineering design for last-mile projects for all 39 towns in Grafton County. This means that all towns, including Haverhill, will be "shovel ready" when grant funds come available for broadband network construction.

Haverhill Broadband Committee:

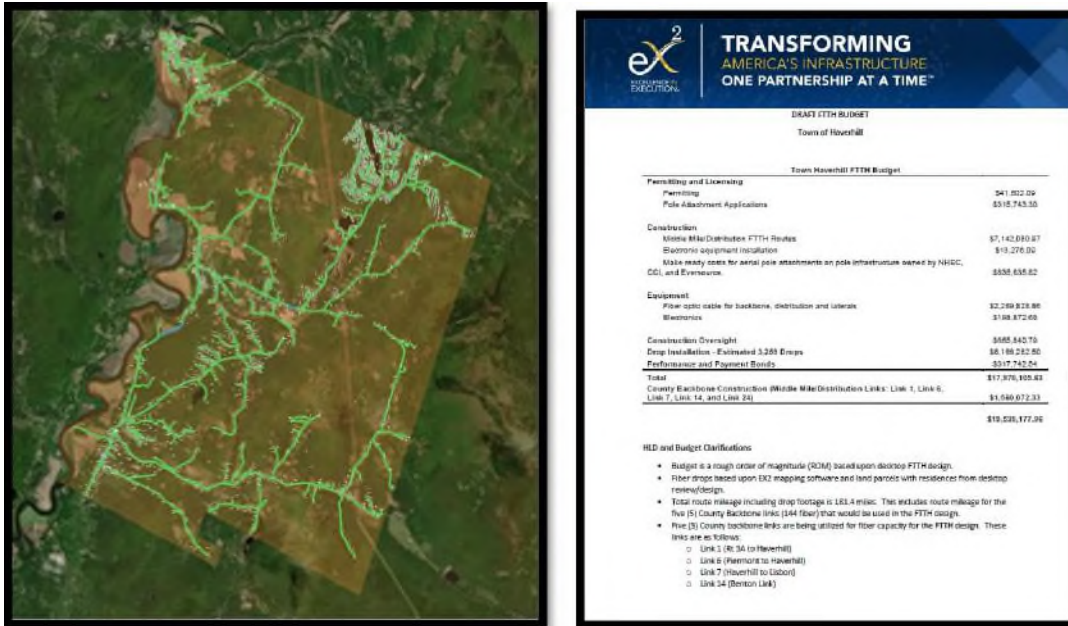
The Haverhill Broadband Committee was organized in December 2021 for the purpose of helping Town Administration prepare for a local, last-mile buildout of fiber to provide high speed internet to households throughout Haverhill. The Committee has discussed, agreed upon, and voted to follow two general tracks, as follows:

- 1. Short term goal:** To work on a last-mile project in Haverhill that would provide high speed internet to all unserved and underserved residents, while supporting local ISPs with their own independent improvements or expansions within Haverhill.
- 2. Long term goal:** To stay open to a future last-mile, town-wide buildout in Haverhill that would provide redundant, competitive service to all buildable lots for the purpose of improving reliability and affordability of internet service in Haverhill.

To achieve the Committee’s short-term goal, the members met with the three major ISPs who currently provide broadband service in Haverhill to gauge their level of interest in either partnering with Haverhill or independently expanding their service throughout Haverhill. Additionally, the Committee put out a Request of Information, got approval by the Select Board for mapping, and are working on drafting a Request for Proposals.

Next Steps: The Town has received its high-level design and estimate from EX2 for a buildout of broadband town wide. The preliminary estimate to bring a drop to every property in Haverhill, without the middle mile constructed yet, would be \$10 million dollars with additional costs associated to fiber-to-the-home distribution routes of over \$7 million. The Committee is using this high-level design and estimate, with modifications for a partial buildout, to apply for grants.

The Haverhill Committee's next step is to wait for all ISPs to respond to the RFI, and once all data is collected, it will be provided to CAI Mapping so that they can produce the internet service overlay map, which will visually identify the areas of Haverhill that are unserved and underserved by current ISPs. This will help the Committee determine the areas that will be included as part of the RFP, which is currently being drafted. The committee is intent on doing everything possible to fully fund a local broadband buildout using grant dollars and private investments, not tax dollars.



The Town submitted its last-mile grant application on Friday, June 3 for the Northern Border Regional Commission State Economic Infrastructure and Development program grant with a \$1 million request. The Town received eight letters of support from entities within the community. The Town is using the Northern Community Investment Corporation for assistance with grant preparation and management.

Information related to both the Grafton County and 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-9E6E-7F3A313651A8&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 hosts along Central Street: Vickie Wyman of Atlantic Real Estate Network, Robert Welsh of Welsh Reality Apartments, and Mike and Brie Choate of Mike's Garage in Woodsville Village. We also have had recent interest by other businesses along Central Street to become hosts to complete a

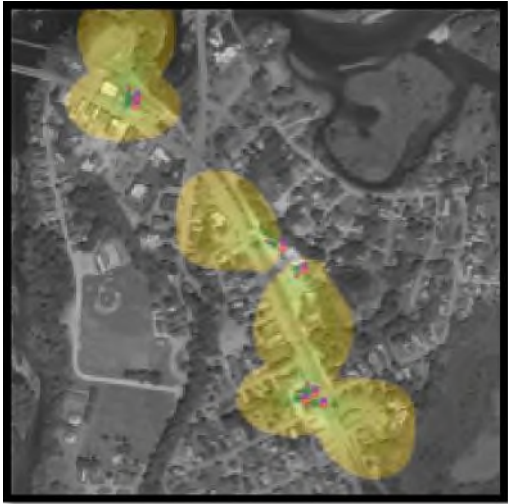
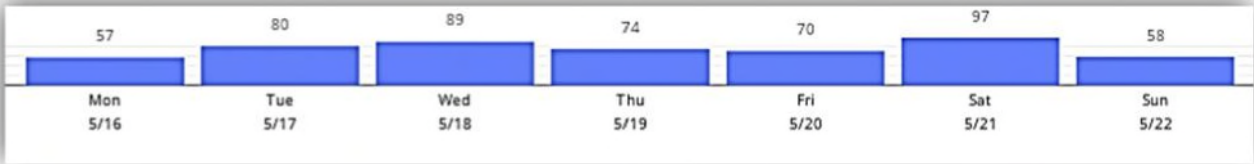
contiguous network. With the network active, there has been a steadily increasing use of the network.

The Town has also deployed two antennae at the Woodsville Community field hosted by signal at the Clifford Building, which will provide WiFi at the ball field so that the community can hear the broadcast of youth sports and ensure accessibility for improved public safety.

Clients Stats

TOTAL UNIQUE CLIENTS	AVERAGE # OF CLIENTS PER DAY	AVERAGE USAGE PER CLIENT
278	75	552.3 MB

Clients per Day



Areas in yellow are the projected coverage areas for each antenna along central street, however, we have seen users log onto the network outside these areas.

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:

This summer, the Town will be removing the pavement on the approaches to the covered bridge and adding fines and gravel to fill the voids that have developed at the abutments and under the approaches. These areas will not be repaved, but rather be covered in a stay mat surface to allow for proper, even drainage at the approaches and through the stone abutments.

Public Safety Needs Assessment:

Through 2022, the Town will be evaluating facilities that currently house the Fire and 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 equipment, vehicles, locker rooms, showers, gear extractors, storage, workstations, and meeting and training spaces. This project will include a review of grant funding opportunities, site feasibility, staffing needs, and other necessary planning. Town Administration will begin meeting with Fire, Police, and others to begin the needs assessment.

PRE-DESIGN PLANNING		DESIGN OF HAVERHILL PUBLIC SAFETY FACILITY			BIDDING	CONSTRUCTION PHASE SERVICES	BUILDING COMMISSIONING	POST-CONSTRUCTION SERVICES
3 - 4 MONTHS		8 - 12 MONTHS			2 MONTHS	12 - 16 MONTHS	1 - 2 Months	11 Months
Notice to Proceed	Site Plan Analysis • Access / Egress • Security Concerns	Participatory Design Process	Design Development	Quality Control Team Review	Release for Bidding to Subcontractors	Pre-Construction Conference Commence Construction	• Technology Integration • Furniture Installation • Building Computer Graphics • User Training for systems	Warranty Inspection 11 Months after Substantial Completion with Design Team, Town, and CMAR
Kick Off Meeting • Review Project Scope • Review Schedule	Conceptual Design	Schematic Design	• Refine Materials • Select MEP Systems	Construction Documents	GMP Delivered Construction Contract Execution	Bi-Weekly Coordination Meetings		
Spatial Needs Assessment • Review Previous Studies • Integrate pandemic design methods	• Refine Site Plan • Operational Adjacency Diagrams	Schematic Review & Approval	• Constructability Review • Security Systems • Finishes / Furnishing	• Prepare Drawings and Specifications • 30%, 60%, 90% AHJ Reviews • Update Cost Estimate / Budget	Monitor Permit Applications / Acquire Permits Necessary to Start Construction	Monitor Construction Activities	Construction Close-Out	
Site Analysis • Vehicle Access • Circulation • Review and Confirm Regulatory Requirements	Final Site Master Plan Update Project Schedule & Budget Bond Education / Community Outreach Program	• Elevations / Materials • Cost Estimate / Budget • Feedback from Community and Stakeholders • Hire CMAR • Update AHJ	• Value Management for Operation • Energy Efficiency • Cost Savings • Cost Estimate / Budget • Update AHJ	• Submit for Site Permitting • Value Management		• Contract Documents Compliance • Schedule Compliance • Compliance with Schedule of Values • Certify Payment Applications • Shop Drawing Review • Prepare Punch Lists • Certify Site Work / Permits • Furnishings Bid Package • Move-Management	• Ensure "Punch List" Completion • Obtain Materials & Systems Warranties • Assemble Finished Construction Photos • Monitor Warranty Items	
Identify Potential Grant Opportunities		Owner Review	Owner Review	Owner Review		STANTIAL COMPLETION	FINAL COMPLETION	

Wastewater Collection in North Haverhill & Treatment in Woodsville:

Through 2022, Town Administration will continue to evaluate the Town’s municipal wastewater system to include all associated processes, the written agreement the Town has with the Woodsville District, sewage being collected and pumped to the Woodsville treatment facility, sewer user fees, sewer hook-up agreements, actual sewer hook-ups, permitting, sewer discharge allocations, Woodsville’s sewer plant capacity limits, developing a new Sewer Ordinance for the out-of-district portion of the system, and the probable need for expanding or the development of a new municipal sewage treatment facility within the Town of Haverhill. This work is necessary so that the Town can make sure it is following all rules, regulations, and laws pertaining to sewer systems; to ensure businesses and residents have a clear process to follow to hook up to the Town’s sewer line; and to open the door to healthy economic development within the Town of Haverhill.

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 the Chapel Street property.

This year, the Town budgeted for the dismantling and removal of the dilapidated structure at 42 Ammonoosuc Street. The asbestos and lead evaluation has been completed and Administration is awaiting the final report. Once the report is available, the 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.

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, the Town's website, and still residents report they are not being provided enough information. We have produced a draft of the first quarterly newsletter and, once approved by the Select Board, a copy will be mailed to each residence in Haverhill. TM Codling noted that all department heads contribute. The Board approved the Newsletter with updates to distribute.

Grant Activity:

Grants pay for the products and services the Town provides and may allow the Administration to do things that 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 and 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 Mproject / grant for \$1M max pending award)*
- *ICMA – 2022 ICMA Conference Grant (\$1,500 to fund TM attendance at the annual conference / 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 include the FAA/AIP Land Acquisition & Easements project. Every year another \$150,000.00 is added to the AIP account for CIP projects at 5B9, as well as access to nondiscretionary funds if needed.

Central / Forest Streets Intersection:

Town Administration 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 1 of this project. Phase 1 was to remove the wide turning lane in front of McDonald’s to narrow the intersection and eliminate cross-traffic issues. Work will include the removal of pavement and installation of loam and seed. Town Administration is in the process of updating the schedule, updating the estimate for the project needed to post the bond, and requesting the final approval on the excavation permit. Work should be completed in the summer of 2022, and temporary signs to warn motorists of a change in the traffic pattern will be installed.

Chair Garofalo asked to expedite this project. Graham asked to invite the Commissioners to discuss this project.

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.

Flat Iron Bridge: The Flat Iron Road bridge has been on the State’s Red List (State-owned bridges requiring interim inspections because of poor condition) for the past several years and needs replacement. It is the only Haverhill bridge currently on the State’s Red List. Town Administration has begun working with NCIC to prepare an application for the NHDES Culvert Flood Risk Assistance Grant program. If awarded this grant would cover the design and construction of a new bridge in this location. A resident of Flat Iron Road asked TM Codling about detours during bridge construction, and TM Codling replied that the design and construction plans have not been finalized but that a temporary bridge for egress by residents would be necessary.

Petticoat Lane Paving:

The Highway Department decided to use a portion of its preventative paving budget to pave a portion of Petticoat Lane to avoid excessive wear on the roadway due to increased traffic anticipated, and now realized, with the opening of Hatchland's new facility. The cost for paving the roadway was just over \$17,000. In conjunction with this paving, the Road Agent agreed to install signs at the end of the pavement to keep motorists from driving down the roadway into the Elms' door yard. The Road Agent will continue checking with the Elms' to ensure they are not being intruded upon by patrons of Hatchland Dairy.

Town Employee DiSC Assessment:

On Wednesday June 1, the Town held a mandatory all-employee DISC Assessment training. DiSC is a personal assessment tool used by more than 1 million people every year to help improve teamwork, communication, and productivity in the workplace. DISC is an acronym for the four main personality profiles described in the DiSC model: (D)ominance, (i)nfluence, (S)teadiness, and (C)onscientiousness. Nearly all Town employees were able to participate in the DiSC assessment and the training. The intent was to help employees with self-awareness and the awareness of others' communication styles to help communicate more effectively with each other and with the residents served every day.

Williams asked about DiSc assessments on new hires. TM Codling noted that often with new hires there is discussion about a cultural fit, and DiSC may assist in that type of assessment.

Department Head Reports:

Tax Collector – We have issued tax lien notices and have started receiving payments by residents to avoid tax liens on their properties. We will be preparing to lien properties in early May for any who have not paid up their taxes. Actively providing Housing Assistance Program (HAP) information to those facing tax deeding to help them avoid having their properties tax deeded. *NOTE: Tax Office hours have changed to Tuesday and Wednesday 9:00 AM to 4:30 PM.*

Highway Department – Focusing on grading of roads, culvert replacements, sign installations, and ditching. Waiting on delivery of both the backhoe and highway vehicle approved at Town Meeting.

Dean Memorial Airport – The airport hosted a weekend of motored paragliding, the paragliders spent two days taking flight from the airport and answering questions of the public about the sport, the event was a success. The Town is preparing for a preconstruction conference and contract signing with Seal Coating Inc. for pavement maintenance work along the runway pending final grant award by the Bureau of Aviation for this work.

Maintenance Department – Working on addressing sewer line repair/maintenance issues with air release vacuum valves on the sewer main. Located sewer line for state DOT culvert

replacement project. Clearing brush and knotweed at RR park, Hazen Park, and the covered bridge. Security cameras at RR Park are now operational. Repaired and painted Smokey fire danger sign at JRM.

Parks & Recreation Department – In the process of preparing for the summer HARP program, as well as other summer programming, such as the community garden and concerts at RR Park.

Emergency Management – Monitoring updates to COVID guidelines and coordinating with the State and others on weather events. This year we will be identifying the needs for an Emergency Operations Center (EOC) as currently we are not equipped in the event of a catastrophic event.

Public Health – Following up on issues reported at a property on Central Street, monitoring hazard mitigation and disposal at 42 Railroad Street, and focusing on unlicensed junk yards in Haverhill.

Welfare Department – The Town has not needed to make payments for emergency shelter housing for the last 2 weeks. Currently, there are a total of eight clients in rooms at three motels, Eastgate Motel in Littleton, the All-Seasons Motel, and the Nootka Lodge in Woodsville. All costs are currently being paid for by TCCAP (Tri-County Community Action Program) through the NHERAP (NH Emergency Rental Assistance Program), which is a savings for the Town for the month of May of \$33,006.30. Efforts to help those who are homeless secure permanent housing is ongoing with two clients leaving the All-Seasons Motel for permanent housing in the last three weeks, (#470 and #398), as well as another couple who were placed at the motel by TCCAP and are no longer there. One other client (#466) will likely be leaving in the next 2 weeks for an apartment and another person placed at the Nootka by CAP has left for permanent housing. Over the last 2 weeks, the Welfare Department has assisted four homeowners with applying for HAP (Homeowners Assistance Program) with two approvals so far. The NHERAP requires participants to re-apply every 3 months, and the department has assisted 3 more clients in the last 2 weeks with the re-application process. The Welfare Department has continued to provide updated utility bills for clients on the NHERAP to TCCAP for payment

Town Fire Department – Beyond the day-to-day operation of fire service in Haverhill the HFD also hosted a “Fire Attack” training with Lebanon Fire Department Lieutenant Copeland as the guest speaker and participated in the Fire/EMS Apparatus Parade in Lisbon.

Police Department –

1. New tires received
2. Pistol qualifications completed
3. Several grants submitted
4. Red DOT instructor class completed (Good performance Jared)
5. Seatbelt detail ongoing
6. Walmart detail completed

7. June 25th Millennial run detail 0700-1300 (Officer required)
8. Rifle qualifications June 14.
9. Evidence Room Renovation Completed
10. Evidence Inventory and clean out on-going
11. FTO manual completed
12. Firearm instructor class completed
13. New Officer in August Academy
14. Addition of 2022 Thanksgiving food collection
15. Still seeking Part time Animal Control officer// advertised
16. Town DISC assessment completed
17. Two Cruisers awaiting upfit, one cruiser awaiting delivery
18. Detective training set for September
19. In-house BJJ training continues for those expressing interest
20. HCMS Graduation 1300 June 15 (Officer required)
21. Elementary school safety day 1230-1430 (Officer required)
22. June 17 0830-1000 Alice training (Chief)
23. June 7 Elementary School Alice training (Chief)
24. New Chief Audit June 27th
25. Law Enforcement Ground fighting (June 20-23)
26. Prouty Ride July 09 0800-1030 (Officer required)

ASSISTANT TOWN MANAGER’S REPORT: None.

COMMISSION AND COMMITTEE REPORTS:

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

Knapp (Planning Board) – Knapp noted that the upcoming Planning Board meeting is on Tuesday, June 28.

Robbins (Parks & Recreation Commission) – Robbins noted that the rescheduled meeting is upcoming.

Graham (Airport Zoning Commission [AZC]) – Graham noted that the meeting is next week.

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.

CORRESPONDENCE: None.

COMMENTS BY SELECT BOARD MEMBERS:

Graham: No comments.

Williams: Williams stated that TM Codling asked for a Nonpublic Session. TM Codling offered that the Non-Public was for the Select Board to review the evaluation form and speak about expectations for Administration. Williams shared the form she created to evaluate the Town Manager.

