

**Town of Haverhill
Select Board Meeting
MINUTES
Monday, June 21, 2021, 6:00 PM
R. E. Clifford Memorial Building
65 South Court St.
Woodsville, NH 03785
Or on ZOOM**

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

Town Employees Present:

Town Manager: Brigitte Codling

Assistant Town Manager: Jennifer Boucher

Members of the Public Present:

In Person

Doug Henson

Marilyn Blaisdell

Joe Longacre

Gary Scruton

Greg Mathieson

Franklin Mike Conrad

Online [Participants who do not use their full names online are not included on this list.]

Andy Mosedale

Bob Long

Dorothy Long

ROLL CALL ATTENDANCE: Matthew Bjelobrck (Here), Steve Robbins (Here), Howard Hatch (Here), Mike Graham (Here), Fred Garofalo (Here). A quorum was met.

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

Agenda Modifications

Garofalo asked for any changes to the Agenda.

- Garofalo noted there were multiple sets of Minutes – May 24, June 7, and June 16, 2021.
- Garofalo added abatement requests.
- Under Correspondence, there is a change of venue for the PTLA Hearing.
- Garofalo notified the board of the need for two non-public sessions.

MOTION #1: Robbins made a motion approve the Agenda as amended, and Bjelobrck seconded the motion.

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

CONSENT AGENDA

MOTION #2: Bjelobrck made the motion and Garofalo seconded the motion to approve Minutes from the **May 24, June 7, and June 16, 2021**, Select Board meetings as written.

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

TOWN EMPLOYEE APPEARANCES: None.

SCHEDULED PUBLIC APPEARANCES: None.

Greg Mathieson to the Airport Zoning Commission

Bjelobrck asked Mathieson to introduce himself. Mathieson stated that he lives in Haverhill.

Bjelobrck asked:

1. What is your basic understanding of the purpose, duties, and responsibilities of the Airport Zoning Commission, which you are volunteering for?

Mathieson replied that he has the draft Mission Statement that the Commission has not yet approved, which he read.

2. Do you have any experience or training that would be useful?

Mathieson stated that he was resident of his Homeowners' Association in Virginia, and was the liaison helping with the development of new runway expansion at the Dulles International Airport. Mathieson noted that his neighbor was the manager of Dulles Airport.

3. Are you willing to attend training that may be provided by the State or the Town related to this?

Mathieson replied, "Yes."

4. What is your understanding of a conflict of interest?

Mathieson replied that it is a situation in which a person derives personal benefit from actions and decisions made in their official capacity.

5. Are you willing to so state a conflict of interest if one should arise and remove yourself from the table and become part of the audience while the issues are being discussed and voted on?

Mathieson replied, "Yes."

6. What is your view on basing decisions solely on the facts alone as prescribed by the NH statutes and local ordinances?

Mathieson replied that all decision should be based on facts and not rumors.

MOTION #3: Bjelobrck made the motion to approve Greg Mathieson's appointment to the Airport Zoning Commission, and Garofalo seconded the motion.

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

OATH OF OFFICE

Bjelobrck stated: "Raise your right hand and repeat after me: I, Greg Mathieson, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent to me as the Haverhill Airport Zoning Commission member 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.”

Greg Mathieson repeated the Oath of Office.

Bjelobrck congratulated Mathieson on his appointment to the Airport Zoning Commission.

Gary Scruton / 4th of July Committee

Garofalo asked Scruton to introduce himself. Scruton provided for the members a copy of the 2021 souvenir booklets. Scruton stated that the fireworks company declined this year, and the Committee was able to find another company with the help of Sherri Sargent, Recreation Director. The company is out of Plaistow, NH, and does a vertical attraction show with inflatables, including a bounce house, a dry slide, 18- and 22-foot water slides, and an obstacle course. Scruton noted that they are lacking volunteers. Scruton announced the dunk tank, and a Bingo tent will also on site, and he asked for volunteers with the money raised going to organizations. Scruton discuss the plans with Chief Appleby for traffic control and parade permits. Garofalo noted that the 4th of July is on Sunday. Scruton invited the Select Board to be part of the parade. Garofalo praised the Committee for the past parades.

PUBLIC WANTING TO ADDRESS THE BOARD: None.

NEW BUSINESS:

Abatements Requests (GES Utility Assessors)

Garofalo introduced the abatement requests from:

- Great River Hydro – The recommendation of the assessors is to deny abatement.

MOTION #4: Bjelobrck made the motion to approve the recommendation of the assessor and deny the abatement request for Great River Hydro, and Robbins seconded the motion.

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

- Eversource – The recommendation of the assessors is to deny abatement.

MOTION #5: Bjelobrck made the motion to approve the recommendation of the assessor and deny the abatement request for Eversource, and Graham seconded the motion.

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

Codling stated that utilities have been making abatement requests of Towns throughout New Hampshire. Discussion continued.

Doug Henson noted that the utilities are supposed to be giving 5% back to the towns for their easements, and the towns have never collected. Discussion ensued.

PENDING / OLD BUSINESS:

AP Pool Update

Codling provided a summary for the members related to a letter sent from Woodsville about the missing equipment from the pool after the Rec Department ended use of the pool. Sargent sent a letter of response to the Woodsville Commissioners listing each item the Commissioners requested. Codling stated that the Board asked for maintenance costs and the shares from the Town and Woodsville on expenses and revenues related to the pool. Robbins recommended sending Sargent's letter to the Commissioners.

MOTION #6: Robbins made the motion to approve sending of the response letter from Sargent to the Woodsville Commissioners, and Bjelobrk seconded the motion.

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

Grader Refinancing Update

Codling noted that at a recent meeting, the Board asked for Codling to provide an overview of the financing of the grader, including the past attempts for refinancing and the current restructuring of the CAT lease agreement. Codling stated that this year's interest payment as part of the restructured lease agreement would be about \$6,000.00. The DRA notified the Town that the Town has the authority to pay the interest, but not the lease payment. Codling provided the board with an email confirming the restructured lease agreement.

Woodsville Public WiFi Update

Codling provided background on the community WiFi Mesh option, and the first phase was to determine if there were enough WiFi fees in Woodsville to support the project, which there are. Codling noted that the second phase is to locate host sites to accommodate the network with antennas, which they have found, including Mike's Garage, Vicky Wyman, Bob Welch, and possibly the Opera block. Codling noted that the goal is to cover Central Street, and the next step would be to purchase the equipment. Garofalo noted that the cost was \$23,900.00.

Codling introduced Andy Mosedale to answer any questions. Garofalo asked the time frame for installing the equipment. Mosedale noted it depends on the availability of the equipment – some items have delivery shortages. Mosedale stated that five devices will be hung on the hosts buildings, then he proceeds with testing and configuration. Codling reported on the site visit with Mosedale to look at WiFi configurations. Garofalo discussed signal drop from hot site to host site. Hatch asked why larger businesses and the hospital did not offer to be hosts. Codling responded that the network was focused on Central Street, but build outs can occur. Hatch asked about the height of the signal, and Mosedale explained that the network is wireless and similar to what is in your home, that is within a 7- to 14-foot range. Mosedale stated that the WiFi is an 802.11 band and specific to WiFi and not to cellular. Codling stated that this network will cover Railroad Park, which will help vendors at the Central Street Market, attendees at a Railroad Park event, and more. An audience member asked about passwords for a personal device. Mosedale stated that encryption security is in place at the antenna and is totally secure. Codling explained the monitoring of data in the network. Discussion continued. Codling noted that the splash page will

have sponsors and possibly advertising. Robbins asked the cost per antenna. Mosedale replied \$1,500.00 without licensing. Codling answered Garofalo's question about funding stating that the money will come from the Broadband Capital Reserve Fund (\$50,000.00) and the Select Board were listed as agents. Mosedale discussed the individual costs of equipment and the overall cost for three sites and five antennas (\$12,500.00). Discussion continued. Codling read a comment by one of the hosts who stated that the WiFi will benefit the community.

Hatch wanted to have a number for the abbreviated project of three sites and five antennas. Mosedale will proceed with the calculation and follow up later in the meeting.

Blackmount Trail Appraisal

Garofalo stated that the trail appraisal is estimated at \$10/foot or \$233,000.00. Codling gave some background to the Blackmount Trail. Codling stated that to buy the trail, the Town would have to pay the federal government 80% of fair market value. The Town's legal group stated that Codling should do a 91-A request for any information related to the grant, and it will be found that there are no original documents. Discussion of the rail trails continued. Garofalo asked for next steps. Bjelobrck stated that it is not responsible for the Board to encourage use of the trail by civil disobedience. Graham suggested that the Board contact Claremont, which had a similar issue with a rail trail.

Robbins suggested tabling the discussion until information is available from the Claremont rail trail issue.

MOTION #7: Robbins made the motion to table the discussion of Blackmount Trail until more information is available from Claremont, NH. Bjelobrck seconded the motion.

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

Renewable Fuels by Peterson / Response

Garofalo asked for comments on the documents made available to the Board. Codling stated that the select Board is the authority over the covenants at the Business Park. Hatch asked for the documentation on the sale of the two lots Peterson owns. Codling noted that the second lot was purchased one year after the first lot, and the company did not submit a plan for development of the second lot. Discussion continued about a fire erupting at the Peterson plant and not having enough foam to put the fire out. Codling has addressed that eventuality and response with the Town's Fire Chief. Boucher stated that the first lot was priced at \$39,600.00. Codling noted that now the plant has their permit approval, there will be more activity at the site.

Woodsville Public WiFi Update, cont.

Mosedale recalculated the costs for the Board and stated the cost would be \$37,600.00 (with Elliott location) for time and materials, and without the Elliott location, it would be \$22,560.00, which includes technical support for three years. Discussion ensued. Garofalo expressed a need to get the project started. Bjelobrck stated that Grafton County is working on broadband at this time. Codling stated that, as a member of the Broadband Committee, she knows that they are in early stages of county-wide broadband; however, the American Rescue Plan money may allow for up to \$10,000,000.00 for county-wide broadband. The towns will then need to implement broadband in

their communities from the county-wide backbone. Robbins noted that the Mesh Network map is not covering the residences and schools, which need WiFi for schoolwork. **MOTION #8:** Graham made the motion to authorize the Town Manager to proceed with the implementation of this project as described tonight. Garofalo seconded the motion.

MOTION #8 Amended: Graham made the motion to authorize the Town Manager to proceed with the implementation of this project as described tonight with \$37,600.00 (with Jeff Elliott as host site) and \$22,560.00 (without Jeff Elliott as host site) with funds allocated from the Broadband Reserve Fund. Garofalo seconded the motion.

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

TOWN MANAGER’S REPORT: Available on the Town’s website under “Meeting Minutes” → “Town Manager Reports”

ARPA

Graham asked about the Select Board affirmative vote to be included in the discussion of the spending of the federal funds. Garofalo summarized the discussion from the previous meeting and stated that the Board did not vote on any issue related to the ARPA funds. Codling stated that she and her staff manage the finances of the Town and the ARPA funds have not been allocated as yet. Codling noted that the State’s presentation specifically addressed the districts saying that money does not get distributed to the districts; however, the Town decides if a project in a district qualifies for the funding. Discussion continued. Codling listed the criteria for the funding:

- Public health negative economic impact (Welfare Department)
- Premium pay (first responders -- the exception is for those who received stipends)
- Revenue losses after March 3, 2021
- Water, sewer, and broadband planned or started before March 3, 2021

Garofalo recommended that all district commissioners receive this funding information from the ARPA. Boucher stated that this information is available on the APRA website and is titled the Interim Final Rule (<https://www.nhmunicipal.org/american-rescue-plan-act-2021-information-page>). Codling stated there was more information provided in the Town Manager Reports which can be found on the Town’s website.

FINANCIAL REPORT:

- Boucher stated that the Town is undergoing an audit with the Department of Revenue Administration looking at the property record files, including veterans’ credits. Letter to veterans have been distributed recommending they come into the Administration Office to update their information. Discussion continued. Boucher noted that the Town needs only the date of discharge and dates of service.

Public comments:

- There was a suggestion to redact dd214 information such as the SSI, awards, and schools attended.

- Franklin Mike Conrad stated that he is 100% disabled and have not heard anything back from the Town about it. Boucher responded that she will be sending out letters to those who qualify. Discussion continued. Codling stated that the information requests went out because the Town is being audited and the town cannot hold private information. Boucher stated that the form available in the Administration Offices is the PA 39, and it is a permanent application for property tax credits. Boucher continued that the veterans' tax credit for service connected to disability has been increased from \$50 to \$500. Discussion continued. Boucher noted that the deadline for application submission has passed, which is April 15.
- Bob Long stated that at the district level at Mountain Lakes he has been actively involved in funding opportunities. Long stated that he has some shovel-ready projects, and he will be sending them to the Town Manager for review.

COMMISSION/COMMITTEE REPORTS:

- **Conservation Commission** -- Garofalo commented that the Conservation Commission will meet tomorrow night, and we will begin this month with new members and get a Chair appointed.
- **Planning and Zoning** – Nothing.
- **Parks & Recreation** – Robbins was absent from the last meeting.
- **Airport Zoning Commission** – Nothing.
- **Fire Committee** – Nothing.

CORRESPONDENCE:

Unsanctioned Budget Committee Email

Garofalo stated that an email was sent to Jay Holden, Moderator:

Hello, Jay,

The Select Board, myself, and my staff have been discussing how we can legally support the unofficial Budget Committee. The Select Board acknowledged that no funds can be spent towards an Advisory Budget Committee because of the defeat of the warrant in March. We all know the value of the Advisory budget Committee, so we offer the following:

- As a resident of the town of Haverhill, NH, you can still convene a committee to hear the review of the 2022 Haverhill operating budget.
- As an obligation to residents, Town officials will provide you with a copy of the draft of the operating budget when it is ready in the fall.
- Residents of the Town of Haverhill can volunteer to review the 2022 operating budget and meet t their leisure to review and discuss the budget.
- Town officials will provide you with the day and time of the hearing and other information for Town residents that may b e reflected in their review.
- Any recommendations need to be delivered to the Select Board no later than two weeks prior to the Budget Hearing.

- We asked that any residents considering reviewing the budget not as auditors, but as reviewing budgetary strategy to serve the public needs.
- Town staff will not be able to attend meetings and expend tax dollars to attend meetings this year; however, they will provide information.

Please let me know if you have any questions or need information about this discussion from the Select Board. I will get the Budget Hearing date later in the year when the Select Board schedules it.

Select Board |
Town of Haverhill

COMMENTS BY BOARD MEMBERS: None.

MOTION #9: Garofalo made the motion to adjourn at 7:45 PM. Bjelobrk seconded the motion.
Roll Call Vote: Matthew Bjelobrk (Aye), Steve Robbins (Aye), Howard Hatch (Aye), Mike Graham (Aye), Fred Garofalo (Aye). The motion passed unanimously.

NONPUBLIC SESSION #1:

MOTION #10: Bjelobrk made the motion and Garofalo seconded the motion to go into Nonpublic Session according to RSA 91-A:3, II(c) at 8:00 PM.

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

The Board came out of NONPUBLIC SESSION at 8:31 PM.

MOTION #11: Bjelobrk made a motion and Robbins seconded the motion to seal the Minutes of the Nonpublic Session.

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

NONPUBLIC SESSION #2:

MOTION #10: Bjelobrk made the motion and Garofalo seconded the motion to go into Nonpublic Session according to RSA 91-A:3, II(e) at 8:33 PM.

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

The Board came out of NONPUBLIC SESSION at 8:46 PM.

MOTION #11: Bjelobrk made a motion and Garofalo seconded the motion to seal the Minutes of the Nonpublic Session.

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

The meeting ADJOURNED at 8:47 PM.

Transcribed by Joanna Bligh