

**Town of Haverhill
Select Board
MEETING MINUTES
June 22, 2020**

(All members participated by videoconference/teleconference
because of the COVID-19 pandemic)

DRAFT subject to review by the Board

Board Members Present: Darwin Clogston, Chair; Matthew Bjelobrk, Vice Chair; Howard Hatch; Fred Garofalo; Steve Robbins

Town Employees Present:

Town Manager: Brigitte Codling

Financial Officer: Jennifer Boucher

Members of the Public Present: Justin Romenello (Bureau Chief, NH Division of Emergency Medical Services), Mike Lavoie, Kevin VanNorden, James Graham, Jon Bouffard, Beki Capps, Mike Bonanno, Wally Trott, Kaylee Heathe, Jodie Lang.

The meeting was **Called to Order** at 6:00 PM by Darwin Clogston. A quorum was met.

Pledge of Allegiance

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

- **June 22, 2020**, Select Board Meeting
- Executive Order—This public body is authorized to meet electronically
- Confirming a) providing public access by telephone, with additional access by video or other electronic means, ZOOM conferencing is being used. All members of the Select Board have the ability to communicate contemporaneously, the public has the ability to contemporaneously listen and, if necessary, participate in this meeting by dialing the following number: 1-929-436-2866 (US) or the website <https://ZOOM.US/meeting> (ID# 93616319734; password: 051497); b) public notice has been provided of the necessary information for accessing the meeting though ZOOM or telephonically, instructions have also been provided on the website of the Town of Haverhill at www.haverhill-nh.com, and c) providing a mechanism for the public to alert the public body if there a problems with access (call 802-793-0535 or email at townmanager@haverhill-nh.com); d) adjourning if the public is unable to access the meeting. In the event that the public is

**Town of Haverhill
Select Board
MEETING MINUTES
June 22, 2020**

unable to access the meeting, the meeting will be adjourned and rescheduled. Please note that all votes taken during this meeting will be taken by ROLL CALL vote.

Roll Call Attendance

Fred (No one in room), Steve (No one in room), Matt (Alone), Howard (No one in the room), and Darwin (No one in room)

Agenda Approval

- Darwin added to the Agenda the Town Manager's request for tuition reimbursement.
- Jennifer Boucher asked to remove the nonpublic session on the agenda.

MOTION #1: Darwin made a motion and Matt seconded the motion to approve the Agenda for June 22, 2020, as amended.

Roll Call Vote: Fred (Aye), Steve (Aye), Matt (Aye), Howard (Aye), Darwin (Aye). The vote was unanimous. The Motion passes.

Consent Agenda

MOTION #2: Darwin asked for a motion to approve the minutes of the previous Select Board meeting on June 8, 2020, and, also, to sign manifest, forms, and other warrants. Fred made a motion and Steve seconded the motion.

- Darwin asked to review the vote for Motion #3; he questioned the tally of the vote.

Roll Call Vote: Fred (Aye), Steve (Aye), Matt (Aye), Howard (Aye), Darwin (Aye). The vote was unanimous. The Motion passes.

Town Employee Appearances: None

Scheduled Public Appearances: None

Public Wanting to Address the Board: None

PENDING OLD BUSINESS

Consideration of Exemption and Credit Applications

Jennifer stated that Board has a list of recommendations for tax exemptions for veterans, the disabled, the elderly, and charitable exemptions from Tim Northcott, Assessor, for review.

MOTION #3: Darwin moved and Fred seconded the motion to approve tax exemptions for veterans, the disabled, the elderly, and charitable exemptions from the recommendations of Tim Northcott, Assessor.

Roll Call Vote: Fred (Aye), Steve (Aye), Matt (Abstain), Howard (Aye), Darwin (Aye). The vote was four Ayes and one abstention. The Motion passes.

**Town of Haverhill
Select Board
MEETING MINUTES
June 22, 2020**

Airport CARES Act Grant – Authority to Execute

Brigitte stated that for the Town is required to fully execute the agreement for \$20,000 from the CARES Act, and that the Board vote and sign a letter that the Town Manager has the authority to sign the agreement.

MOTION #4: Fred moved and Steve seconded the motion to give the Town Manager explicit authority to sign the CARES Act agreement in order to accept the grant funds and for the Select Board Chair to sign for the entire Board.

Roll Call Vote: Fred (Aye), Steve (Aye), Matt (Aye), Howard (Aye), Darwin (Aye). The vote was unanimous. The Motion passes.

Ambulance Service Contract with Woodsville

Brigitte provided the Ambulance Agreement on screen for the Board to review.

Steve stated he will recuse himself from voting because the Woodville Rescue and Ambulance Service is his employer.

Darwin stated that the Town is by law is not obligated to provide EMS services; however, it is necessary in the Town.

Justin Romenello stated that there are many EMS contract models in NH and both population and call volume are taken into account. The NH Bureau licenses ambulances at different levels. Woodville Rescue and Ambulance Service has a municipal license and is insured under Primex (municipal insurer) under Woodville Fire District, which requires no license fee. Justin continued that ambulance services in NH, if licensed, are required to have a hospital affiliation. And, the licenses expire on December 31 every two years, and any changes to licensing forms are inserted as needed.

Matt asked about geographic areas of responsibilities and ambulance service coverage areas listed as 100%. Fred asked about the cost of the service contract, which is higher than the amount in the Town budget.

Jon Bufford stated that it is not possible to compare per capita cost amounts of ambulance services because of so many variables.

Darwin asked about the current contract stating that there was confusing wording in #2. Discussion continued.

Matt stated that this contract amount should be considered a subsidy, and that the 20% increase needs to be justified. Discussion continued.

**Town of Haverhill
Select Board
MEETING MINUTES
June 22, 2020**

MOTION #5: Howard made a motion to sign the contract with Woodville Rescue and Ambulance Service for one year. Fred seconded the motion.

Roll Call Vote: Fred (Aye), Steve (Abstain/Recused), Matt (Aye), Howard (Aye), Darwin (Aye). The vote was four Ayes and one abstention/recusal. The Motion passes.

NEW BUSINESS

New Commissioners of Woodsville District

Steve stated the Commission was reduced to five members: Paul Kidder, Paul Forcier, Tom Mayo, Steve Wheeler, and Fred White.

Tuition Reimbursement

Darwin stated that the Town Manager has a request for tuition reimbursement.

MOTION #6: Darwin made a motion to approve the Town Manager's tuition reimbursement for \$3,825.00. Fred seconded the motion.

Roll Call Vote: Fred (Aye), Steve (Aye), Matt (Aye), Howard (Aye), Darwin (Aye). The vote was unanimous. The Motion passes.

TOWN MANAGER'S REPORT

Town of Haverhill Fire Department Committee

The Fire Department Committee has met 4 times and are productive meetings.

April 29, 2020

May 12, 2020

June 2, 2020

June 16, 2020

Next meeting: June 30

Committee elected Jon Bufford (resident of Pike, NH, and Chief, St. Johnsbury, VT Fire Department) as Chair.

Fred noted that Woodville and Haverhill Corner voted not to be part of a complete Haverhill Fire Department, but they are part of this committee. Brigitte stated that even if the districts voted "NO," they are still stakeholders and should be part of the process. Brigitte noted that it's important for all taxpayers to have representation and the next step of the committee is to get public input.

COVID-19 Preparations & Actions:

Funding:

- Aviation CARES ACT Stipend: \$20,000.
- First Responder Stipends received: \$300/FT PD, \$150/PT PD, \$50/on-call Fire; for 8 weeks.

**Town of Haverhill
Select Board
MEETING MINUTES
June 22, 2020**

- Reopening plans: Covid-19 is still a threat, so modifications are being made to the Town Offices and staff are wearing masks and practicing social distancing.

County Road Property:

Brigitte is still trying to find an auctioneer to see when we might be able to schedule the auction.

Lime Kiln Road:

Brigitte is working with Primex on the Lime Kiln Road claim.

Clark Pond Road:

Brigitte stated that Austin Construction will begin construction work today. The project has an anticipated completion date of October 9, 2020. The bridge and road will be closed to through traffic intermittently.

Woodsville Lawsuit:

We have reached out to our law team asking them to investigate and see if they can acquire documentation related to the case; however, we have not been served formally. Brigitte noted that the legislative process is ongoing, and the goal is a funding formula and answering who will be maintaining roads in Woodsville.

French Pond Road Project:

Brigitte stated that work is ongoing to obtain temporary construction easements, and collaboration with utility companies is occurring.

Tree Removals:

Brigitte stated that plans for tree removal is being assessed.

Cemetery Road Paving:

Brigitte stated that paving will begin next week, and a culvert was replaced in preparation for paving.

Central / Forest Intersection

Brigitte reported that the NHDOT has verbally approved the construction permit, and the Town is awaiting formal approval to do safety improvements to the intersection.

Blackmount Trail Update (North Haverhill to Woodsville):

Brigitte reported that responses from both the NHDOT and FHWA have been received; however, no fair market value appraisal has been received as yet.

Department Heads' Reports:

- **Town Clerk** –The Deputy Town Clerk position is open, and the Town Clerk has received two resumes to date.
- **Tax Collector** – Melinda is back to her normal hours.

**Town of Haverhill
Select Board
MEETING MINUTES
June 22, 2020**

- **Property Records** – Connie is actively processing building permits, intents to cut, and intents to excavate. .
- **Planning & Zoning** –The Select Board has set Reclamation Bond amounts for the gravel pits, and we’re working through those bonds. Inspections of the pits by engineers will begin tomorrow with Select Board members, Joe Longacre and Howard Hatch, on site.
- **Highway Dept** – The Cemetery Road paving project will begin on the week of June 29.
- **Dean Memorial Airport** – Brigitte noted that they are trying to get WiFi connections and to get water reconnected.
- **Maintenance Dept** – Working on renovations to the Administration office.
- **Welfare Dept** – Processing more applications for assistance because people have been out of work for a long time and shelters are not opening yet. The Town has put in reimbursement from the CARES Act for motel/hotel stays.
- **Police Department** –
 - Mike Domenico, now a corporal, has been attending school.
 - Officer Tori completed field training and is now on solo patrol status.
 - PD Jobs Analysis is still in process.
 - There’s a lot of overtime with reduced staffing.
- **Emergency Management and Public Health** – Gary Hebert is receiving complaints and concerns related to business owners and customers not wearing masks and not socially distancing in stores and restaurants.
- **Parks & Recreation Dept** –
 - ZOOM Classes: Senior Stretch & Drums Alive. These classes continue and there has been an increase in participation. Attendees seem to really like the Zoom class platform.
 - HARP Summer Program: The Department confirmed that in June HARP will not reopen, but possibly it will start up in July.
 - Polling parents: Still seeking parental interest about sending children to camp.
 - Concert at RR Park: Sherri is looking into having a concert with the audience practicing social distancing.
 - Community Garden: The garden is mostly planted and looking good.

Thomas J. Watson, Jr. quote:

“Thinking things through is hard work and it sometimes seems safer to follow the crowd. That blind adherence to such group thinking is, in the long run, far more dangerous than independently thinking things through.”

FINANCE OFFICER’S REPORT

Open Enrollment for Employees

Jennifer reported on her HR duties of employee open enrollment related to health insurance.

Steve requested an expenditures report from the Finance Office.

**Town of Haverhill
Select Board
MEETING MINUTES
June 22, 2020**

Commission and Committee Reports: None

Correspondence:

- Darwin received an email from Gary Scruton who was questioning the fairness of the roll call vote in the Select Board's last meeting.
- Steve noted that an audience member Wally Trott wishes to ask a question. Wally stated he would like to ask the Board: "Our broadband expansion in the State...is anyone looking in to that?" Brigitte responded that she is addressing it and wants to make sure the Town is not missing any funding allocation for broadband from the State. Wally continued to explain that with three grandchildren home schooling, the Internet was not sufficient to have all three children online at the same time. Wally stated he will forward information to Brigitte from the NH Office of Utilities about broadband service.

Adjourn Meeting

MOTION #7: Matt made a motion to adjourn the meeting at 7:48 PM. Steve seconded the motion.

Roll Call Vote: Fred (Aye), Steve (Aye), Matt (Aye), Howard (Aye), Darwin (Aye). The Motion passed.

Adjourned: 7:48 PM

Transcribed by Joanna Bligh