

**Town of Haverhill
Select Board
MEETING MINUTES
June 8, 2020**

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

Highway Department: Colton Grant

Financial Officer: Jennifer Boucher

Assessor: Tim Northcott

Members of the Public Present: Alex Nuti-de Biasi (*Journal Opinion*)

The meeting was **Called to Order** at 6:07 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 8, 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: 1-929-436-6286 (US) or the website <https://ZOOM.US/meeting> (ID# 967 3899 9348; password: 544286); 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 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 (Wife and grandson in room), Matt (Alone), Howard (No one in the room), and Darwin (No one in room)

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Agenda Approval

MOTION #1: Steve made a motion and Fred seconded the motion to approve the Agenda for June 8, 2020, as written.

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 May 26, 2020, and, also, to sign manifest, forms, and other warrants. Steve made a motion and Matt seconded the motion.

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

Town Employee Appearances: None

Nonprofit Taxation Exemption

Darwin introduced Tim Northcott, assessor. The exemption for Haverhill Heritage Inc. does meet the requirements for exemption.

MOTION #3: Steve made a motion to accept Haverhill Heritage Inc. (16 School St.) for a tax exemption going forward. Matt seconded the motion.

Fred asked if the tax exemption was in effect last year. Tim stated that the tax exemption applies for this year going forward; they were denied last year. Darwin stated that on the application the purchase price was not correct and 2 properties values are comingled. Tim said that the goal of the owners was to preserve the building. Brigitte asked that with Wentworth Brown House, it had to be in use in a charitable way. Jennifer Boucher stated that the preservation of the buildings coincides with the mission of the nonprofit organization.

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

Jennifer noted there are other property nonprofit exemptions to review, but discussion can be moved to the next meeting.

Permanent Home Generators and Tax Assessment

Jennifer also discussed the assessment of generators, which have a value of about \$5,000; however, the Town has a policy of not assessing generators. Tim defined the type of generator are those that are permanent, are wired to the electrical box, and add contributory value to the property. Discussion ensued about the contributory value vs. the flat rate value of a generator related to the property value.

MOTION #4: Matt made a motion to table the discussion of the value of generators for taxable property until they obtain more information. Howard seconded the motion. Discussion followed and no action taken.

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MOTION #5: Matt made a motion to keep the Town policy in place to not assess generators during the tax assessments of Town property.

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

Tim discussed the taxable value of other types of electric generation, such as solar panels or wind turbines, and he stated that the structures add sale value to the property, unless the Town has an exemption associated with renewables.

Hazard Trees

Howard stated the various types of hazard trees—hazard to the roadway, tree limbs overhanging the roads, and power line hazards.

- **Sand Road**

- Darwin asked for Colton to look at the hazard trees again and is also concerned about road repairs on Sand Rd.

- **Clark Pond Road**

- The Route 116–side of Clark Pond Rd has a hazard tree that needs to come down.

MOTION #6: Darwin made a motion to remove the marked hazard trees with the caveat that Colton will reassess Sand Road hazard trees. Fred seconded the motion. Discussion of costs continued, including traffic control during tree removal.

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

Scheduled Public Appearances:

HEEC Committee / Broadband, Cell Phone Status

No one in attendance.

Darwin has doubts about progress on this topic, and Brigitte can follow up.

MOTION #7: Darwin made a motion for the Town Manager to take an active role with HEEC and research the improvement and availability of broadband and cell phone service in the Town of Haverhill. Howard seconded the motion.

Fred watched a video from North Country Council about the cell phone and broadband coverage in unserved areas. The groups, including towns and broadband companies, have been meeting for 1 year and have made no progress. Fred recommended a group of people to attempt to research this issue--perhaps set up a subcommittee.

Brigitte stated that on the Town's survey, it was cell service was that the residents overwhelming wanted. The HEEC were working on a grant with the North Country Council and that has stalled, and there was a warrant article approved relating to broadband with no follow up. Brigitte

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recommended finding some direction and movement on this issue. A recent email to the Board and Town Manager from HEEC relating their progress was discussed.

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

Public Wanting to Address the Board: None

PENDING OLD BUSINESS

Ambulance Service Contract with Woodsville

Agreement

Brigitte provided background stating that the Town received a budget request from Woodville Ambulance. Discussion followed. The Select Board approved the number the Town Manager had calculated for the per capita costs during budget discussions.

Brigitte used the 2017 U.S. Census estimate of 4,574 and the contract cost of \$23.50/person. Discussion resumed. Brigitte stated that she will follow up with answers to the Board members' questions at the next meeting.

MOTION #8: Darwin made a motion to table the discussion of the Woodsville Ambulance service agreement to sign, not sign, or modify until the next meeting pending more information. Matt seconded the motion.

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

Primex Bulletin: Private Business Use of Public Premises During Pandemic

Potential Policy

Jennifer addressed the issue related to Vin Dog's Concessions and Catering, N. Haverhill. The current policy is that a group using Town land needs to provide the Town with a copy of their liability insurance, but Primex also offers coverage for vendors if an attendee at an event on Town property contracts a disease or pandemic. Brigitte stated that the town needs a new policy. Jennifer noted that liability insurance is a policy, but not an ordinance. Brigitte will follow up with a draft policy and more information on Use of Town Property liability insurance.

NEW BUSINESS

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Revocation of Generator and Tax Assessment and Tax Policy

Darwin noted that these topics were previously discussed and voted on (MOTIONs #2, #3, and #4 above).

Acceptance of CARES ACT Funding per RSA 21-P:43

- Airport grant of \$20,000
- First Responder stipends: \$20,157.14
- GOFERR grant of \$111,176.00
- FEMA (to be determined)

MOTION #9: Matt made a motion to accept the CARES ACT funding (RSA 21-P:43) for reimbursement of actual COVID-related expenses up to \$111,000.00; for first responder stipends; for the airport grant; and for FEMA funding for the Town of Haverhill. Fred seconded the motion.

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

TOWN MANAGER'S REPORT

Town of Haverhill Fire Department Committee

The Fire Department Committee has met 3 times and are productive meetings.

April 29, 2020

Haverhill Fire Department Committee Kick-Off Meeting

May 12, 2020

Haverhill Fire Department Meeting: Mission and Purpose statements developed

June 2, 2020

Committee elected Jon Bufford (resident of Pike, NH, and Chief, St. Johnsbury, VT Fire Department) as Chair and Jennifer Boucher as a member of the committee.

Brigitte urged the public to attend and/or speak at the meetings; however, speaking at a meeting requires notification by contacting the Chair or a Committee member. The meeting notices are on the Town's website calendar.

COVID-19 Preparations & Actions:

On-going work:

- Sit in on State EOC COVID-19 calls Monday, Wednesday, and Friday at noon.
- Sit in on Legal COVID-19 calls Tuesday at noon.
- Sit in on some GOFERR calls, time and day varies.
- Sit in on some Governor's Re-open Task Force calls, time and day varies.
- Hold calls with our legal team related to COVID-19 response by the Town.
- Hold calls with our legal team related to COVID-19 personnel matters.
- Hold Haverhill staff meetings Monday, Wednesday, and Friday at 2:00pm.
- Completing grant applications.

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- Tracking expenses and filing required reports.

Funding:

- FEMA 4355DR-NH: This is a FEMA grant to cover up to 75% of costs borne by the Town to directly respond to the COVID-19 crisis. This funding source covers expenses such as masks, gloves, disinfectants, and OT for first responders.
- Aviation CARES ACT Stipend: \$20,000 flat
- First Responder Stipends: \$300/FT PD, \$150/PT PD, \$50/on-call Fire; for 8 weeks
- GOFERR Coronavirus Relief Fund: Direct costs at 100% up to \$111,176

County Road Property Clean-Up:

There is no new action. I am working with Gary Hebert, Haverhill Health Officer, on proceedings under the 12-2018 Court Order to set a date and draft specifications for an auction of items found on the property. I have started reaching out to auctioneers to see when we might be able to schedule the auction.

Clark Pond Road:

Bids were opened on April 16, 2020 at 2:00 PM over Zoom. Bids were analyzed by HEB and they made the recommendation to award the contract to the low bidder Austin Construction. The recommendation for award was submitted to the NHDOT and has since been approved. The Notice of Award was issued, and we are working through contracting. Once we have an executed contract a notice to proceed will be issued and work may begin. The project has an anticipated start date of June 22 and a completion date of October 9, 2020. The bridge will remain closed and road will remain closed to through traffic until the project is complete.

Brigitte asked the ATV Club to prepare signs to post that the trail is being diverted to Briar Hill Road during construction of the Clark Pond Road bridge.

Woodsville Lawsuit:

As expressed to the Select Board in my email dated May 13, the Town of Haverhill had not been, and still has not been served with any documentation related to the lawsuit claimed in the *Journal Opinion* article of that same date. 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.

Status of Requests for Bids:

The Town has put out to bid and held bid openings for the following projects or services:

- Clark Pond Road Bridge Replacement – awarded to Austin Construction
- Gravel Crushing – awarded to Chief Crushing & Excavation
- Bituminous Mix Crushing – awarded to Chief Crushing & Excavation
- Winter Sand Screening (6,000 cubic yards) – awarded to Chief Crushing & Excavation
- Parking Lot and Apron Sweeping – awarded to J.S. Mitchell Excavation

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- Winter Supplemental Plowing Services – awarded to Paige Excavating
- Cemetery Road Paving – awarded to Blaktop Paving
- Center Haverhill Armory Renovations – **CANCELLED**
- Electrical services – **NO BIDS RECEIVED**

Next Up:

- French Pond Road paving nearly ready for advertisement
- Electrical services will be addressed through quotes for services
- Center Haverhill Armory Roof will be addressed through quotes for just the roof

Committee, Commission, and Boards Handbook:

There's been no movement on the draft of the Committee, Commissions, and Boards Handbook. She still has work to do and will get back to it soon. It will prove to be a comprehensive guide to our local Committees, Commissions, and Boards.

Blackmount Trail Update (North Haverhill to Woodsville):

There is nothing new. We are still waiting for an appraisal.

Central / Forest Intersection:

Brigitte stated that the district approved the excavation permit and sent a diagram to the town offices mapping their recommendations for the intersection.

Department Heads' Reports:

- **Town Clerk** –The Deputy Town Clerk position is open and the Town Clerk has begun recruiting and has received one resume to date.
- **Tax Collector** – Melinda will be executing net liens on June 19.
- **Property Records** – Connie has not seen a slowdown in property records with building permits and intents to cut.
- **Planning & Zoning** –The Select Board has set Reclamation Bond amounts, and we're working through those bonds.
- **Highway Dept** – We've discussed much about the Highway Department activities tonight. Cemetery Road paving project will begin on the week of June 29.
- **Dean Memorial Airport** – As a follow up to the donation of picnic tables for the airport grounds, Joe Longacre donated pavers to create an area for the picnic tables.
- **Maintenance Dept** – Working on ceilings and flooring in the Police Department and soon will be moving over to the Administration office to renovate the waiting areas, which will be covered by grant funding. .
- **Welfare Dept** – Processing more applications for assistance, which is causing the Town to pay out more money for motel/hotel stays.
- **Police Department** –
 - Mike Domenico was promoted to Corporal.
 - Recruiting is ongoing.

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- PD Jobs Analysis is still in process.
- **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. His responsibility is to follow up with the businesses and, if there is more than one complaint, the Police Department will respond.
- **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.
 - NH the Beautiful Litter program: Was continued due to high participation. We have been offering the bags, gloves & liability waivers the JRM building. We have filled the dumpster numerous times. Overall this program continues to be a great success!
 - Hazen Park: Sherri is holding Senior Stretch classes at the park Friday and it was well received. Mona will run a second group if more than 10 people show up for the class in the park.
 - Community Garden: The new community garden is coming right along and one of the picnic tables from our grant will be placed there.

Reopening the Town Offices

Howard asked when meetings will be face-to-face and not on Zoom. Brigitte is putting reopening plans together and will be reassessing in July or even later for opening public meetings pending the Governor's orders of public gatherings.

FINANCE OFFICER'S REPORT

First Responders' Stipends

Jennifer reported that the first responders' stipends were less than anticipated, which she resolved with the State.

Parks & Recreation Commission

Sherri notified Jennifer that Nicole Kenner volunteered as a new member of the Rec Commission and Jennifer asked the Select Board if they would invite her to the next meeting for an interview. The Board was in agreement.

Tax Exemptions/Abatements: Elderly, Disabled, Charitable, Hardship, and Veterans

Jennifer forwarded this information to the Board and asked if they could review the document before the next meeting. We may consider a nonpublic session for this discussion.

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COMMISSION AND COMMITTEE REPORTS

Parks and Recreation Commission: Steve was unable to attend the Recreation and Park Committee meeting Wednesday night.

Correspondence: None

Comments of Commission Members:

Darwin thanked Joe and Margo for the pavers that are being placed under the picnic tables. Thank you to everyone for a good meeting.

Adjourn Meeting

MOTION #10: Matt made a motion to adjourn the meeting at 9:17 PM. Steve seconded the motion.

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

Adjourned: 9:17 PM

Transcribed by Joanna Bligh