

**Town of Haverhill  
Select Board  
MEETING MINUTES  
Monday, July 20, 2020, at 6:00 PM**

**Held at Clifford Memorial Building  
65 South Court St. Woodsville, NH 03785  
and over Zoom**

**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  
**Summer Temp:** Alexis Collins

**Members of the Public Present:** Mona Sanville (remote), Sherri Sargent (remote), Greg Mathieson (on site), Bob Weale (on site)

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)

- **July 20, 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# 99771935798; password: 486512); 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](http://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](mailto: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** (all members attending onsite meeting):

Fred Garofalo, Steve Robbins, Matthew Bjelobrk, Howard Hatch, Darwin Clogston. All present.

### **Agenda Approval:**

- Clogston added to the Agenda: under Old Business, a discussion of the Ambulance service; under New Business, a letter to the governor; and Under Town Employee Appearances, a vote to appoint a Deputy Town Clerk.

**MOTION #1:** Bjelobrk made a motion and Garofalo seconded the motion to approve the Agenda for July 20, 2020, as amended.

**Roll Call Vote:** Garofalo (Aye), Robbins (Aye), Bjelobrk (Aye), Hatch (Aye), Clogston (Aye). The vote was unanimous. The Motion passes.

### **Consent Agenda**

**MOTION #2:** Clogston asked for a motion to approve the minutes of the previous Select Board meeting of July 6, 2020, also, to sign manifests, forms, and other warrants. Bjelobrk made a motion and Garofalo seconded the motion.

**Roll Call Vote:** Garofalo (Aye), Robbins (Aye), Bjelobrk (Aye), Hatch (Aye), Clogston (Aye). The vote was unanimous. The Motion passes.

### **Town Employee Appearances:**

Clogston stated that this Employee Appearance under RSA 41:18 is a vote to approve the appointment of the Deputy Town Clerk, Britany Grant.

**MOTION #3:** Clogston asked for a motion to approve the appointment of Deputy Town Clerk, Britany Grant. Bjelobrk made a motion and Robbins seconded the motion.

Roll Call Vote: Garofalo (Aye), Robbins (Aye), Bjelobrk (Aye), Hatch (Aye), Clogston (Aye). The vote was unanimous. The Motion passes.

### **Scheduled Public Appearances:**

#### **Appointment to the Heritage Commission**

Clogston stated that the Heritage Commission has appointments to be voted on and a discussion of a projects, which were started by the Heritage Commission and are now being completed by the Park and Recreation Commission. Brigitte Codling introduced Mona Danville, currently in the Recreation Commission, and requests her appointment as a member of the Heritage Commission.

Clogston asked Sanville:

- *What is your basic understanding of the purpose, duties, and responsibilities of the board or commission which you volunteer for?* Sanville responded that she is currently working with the Parks and Recreation Commission on the caboose and on Hazen Park. She will continue to work with them.
- *Do you have any experience or training?* Sanville responded that she will learn as she goes.
- *Are you willing to attend training, which may be provided by the state and/or Town related to the commission on which you will sit?* Sanville replied, "Yes, I am."

- *What is your understanding of a conflict of interest?* Sanville replied a conflict is if you have a personal interest and a business interest, then I would recuse myself.
- *Are you willing to state your conflict should one arise and remove yourself from the table and become part of the audience if that issue was being discussed and voted on?* Sanville replied, “Yes.”
- *What is your view on basing your decisions based solely on the facts alone as prescribed by the New Hampshire statutes and ordinances?* Sanville replied, “Yes, I can do that.”

**MOTION #4:** Clogston asked for a motion to approve the appointment of Mona Sanville to the Heritage Commission. Bjelobrk made a motion and Robbins seconded the motion.

**Roll Call Vote:** Garofalo (Aye), Robbins (Aye), Bjelobrk (Aye), Hatch (Aye), Clogston (Aye). The vote was unanimous. The Motion passes.

Clogston welcomed Sanville to the Heritage Commission and asked that she go to the Town Clerk’s office to be sworn in.

**Allagash Road: Greg Mathieson**

Mathieson stated that sand and gravel is being dumped about 20 feet within his property line in the winter by the snow plowing and in the spring with road grading. Mathieson had a survey done and presented maps showing his property line and the current roadway. Mathieson stated that he would like to put fencing on his property line and reclaim his property along the road. Codling stated that the Town addressed this issue to the municipal and Town lawyers, and they concluded that, without a doubt, that [Allagash Road] was a Town road, which we have been maintaining for over 20 years. Clogston requested a site visit by the Select Board, the Road Agent, and the Town Manager to see if it is acceptable to have a fence along that property line.

**MOTION #5:** Clogston asked for a motion to approve the visit to the Allagash Road site of Mathieson’s property line on Monday, August 10, at 6:00 PM. Bjelobrk made a motion and Robbins seconded the motion.

**Roll Call Vote:** Garofalo (Aye), Robbins (Aye), Bjelobrk (Aye), Hatch (Nay), Clogston (Aye). There were four Ayes and one opposed. The Motion passes.

**Public Wanting to Address the Board:**

Bob Weale questioned why the Food Pantry was paying rent during this time of need due to the pandemic. Hatch pointed out that two of the four food banks they contribute to have an excess of provisions. In addition, it was clarified that the Town appropriates \$4,695.00 to the Food Bank and this meant “wash” of funds.

**PENDING OLD BUSINESS**

**County Road Property**

The Ralph Wright property clean-up was discussed by the Board. Garofalo noted that money could be recovered from the sale of scrap metal from the site. Clogston read from the court order that states the Town can bill the owners for the clean-up, and he would like to see progress on

this property. Clogston recommended to the Board that a contractor could give an estimate for clean-up. Bjelobrk noted that there may be public health hazards at the property, and the homeowner has the obligation to clean up any hazards. Boucher stated that the assessed value on the property is \$31,000.00. Clogston requested obtaining an estimate for clean-up and resuming the discussion at the next meeting.

**MOTION #6:** Bjelobrk made a motion to table the discussion of the Ralph Wright property until estimates are obtained for clean-up costs. Clogston seconded the motion.

**Roll Call Vote:** Garofalo (Aye), Robbins (Aye), Bjelobrk (Aye), Hatch (Aye), Clogston (Aye). The vote was unanimous. The Motion passes

### **Ambulance Contract**

Bjelobrk stated that the monies are due for the ambulance contract, and he has an issue with the authenticity of the contract. He continued stating that before the Town issues funds, he wants the contract clarified and to know that they are licensed by the State and insured.

**MOTION #7:** Bjelobrk made a motion to review the validity of the Woodsville Rescue and Ambulance Service contract. Clogston seconded the motion.

**Roll Call Vote:** Garofalo (Aye), Robbins (Abstain), Bjelobrk (Aye), Hatch (Aye), Clogston (Aye). The vote was four Ayes and one Abstention. The Motion passes.

### **NEW BUSINESS**

#### **Resignation and Appointment of EMD**

Darwin stated that the topic is the resignation of the Emergency Management Director, Gary Hebert. Hebert wrote:

“...because of my position of Chief of Police of Piermont, I have to respond to the needs of weather events that occur frequently, which effect both communities, but with Piermont being my first priority. And, it is because of this that I resign my position as Emergency Management Director....”

Codling stated that as Management Director, she is responsible for maintenance of roads and bridges. Codling stated that she is certified in Emergency Management.

**MOTION #8:** Garofalo made a motion to appoint Brigitte Codling as Emergency Management Director. Bjelobrk seconded the motion.

**Roll Call Vote:** Garofalo (Aye), Robbins (Aye), Bjelobrk (Aye), Hatch (Aye), Clogston (Aye). The vote was unanimous. The Motion passes.

Clogston congratulated Codling on her appointment.

**Approve Amendment No. 1 in the Personnel, Policy, & Procedures Manual**

Vacation time, personal days, sick time, and overtime for municipal employees; shift work for police and fire; and more topics were discussed.

**MOTION #9:** Bjelobrk made a motion and Robbins seconded the motion to accept the changes to the Personnel, Policy, & Procedures Manual as discussed.

**Roll Call Vote:** Garofalo (Aye), Robbins (Aye), Bjelobrk (Aye), Hatch (Aye), Clogston (Aye). The vote was unanimous. The Motion passes.

**Governor’s Letter**

Darwin recommended that the Board sanction a letter to the governor written by the Town Manager.

**MOTION #10:** Clogston made a motion and Garofalo seconded the motion to accept the letter to the governor stating support for the House Bill 1234.

**Roll Call Vote:** Garofalo (Aye), Robbins (Nay), Bjelobrk (Aye), Hatch (Aye), Clogston (Aye). The vote was four Ayes and one Nay. The Motion passes.

**Select Board Attendance at Precinct Meetings**

Clogston suggested that he would like to see Select Board attendance at Precinct meetings to foster more communication. Clogston asked to have access the meeting minutes from previous Precinct meetings, and that all minutes become readily available.

**TOWN MANAGER’S REPORT**

**Department of Safety**

Codling is gathering information about road damage from the rain event and was assessing hospital flooding, GOFERR Covid-related expenses have been submitted, with one more reimbursement round to come.

Robbins asked Codling if there were any projects in Town that the Board should hold off on with the anticipation of reduced revenues. Codling noted that the Recreation department does have reduced revenue with the programs on hold and is not allowed to spend. Also, maintenance projects may be reassessed. But, communication equipment costs for meeting access and improvement has been spent.

**Wastewater Treatment Facility Feasibility Study**

Codling has not heard from the Northern Borders Regional Commission about the grant submission for a feasibility study relating to the proposed North Haverhill wastewater treatment facility. The Community Development Finance Association may also have a grant opportunity.

## **Town Budget**

Codling noted that everything Covid-related will be moved out of the budget line items to be covered by grants. The Board discussed the timing and dates to begin Town budgets discussions.

## **James R. Morrill Building / Town Offices Reopened**

Codling announced that the Town Offices at the Morrill Building reopened on Monday July 13, 2020, by appointment only with a door monitor who will ask questions, take your temperature, and verify your appointment. Members of the public began to schedule appointments using the Book-It button on the Town's website.

## **Blackmount Trail Update (North Haverhill to Woodsville):**

Codling reported that responses from both the NHDOT and FHWA have been received; however, no fair market value appraisal has been received as yet. Hatch volunteered to get a certified appraiser for determining the market value of the trail.

## **FINANCE OFFICER'S REPORT**

Boucher reported on the process of tax abatements and timing of filing an appeal, the inventory of taxable properties, and disproportionate assessment filing. Boucher announced the Administration Offices telephone lines have been updated. Boucher also noted that under Emergency Order 56, temporary modification of appropriations is allowed.

## **PA-28 Inventory of Taxable Property**

The Board discussed the use of the Department of Revenue Administration's form PA-28. Hatch stated that he would prefer to go back to using the form. The Board agreed to vote on the use of the form at the next meeting.

**Commission and Committee Reports:** None

**Correspondence:** None

## **Comments of Select Board Members:**

- Clogston noted that there was a lot of action on the roads with a washout on one road that goes to two houses. Clogston was asked why a private contractor was paid for clearing the access to two houses. Clogston stated that those two houses pay taxes and an emergency vehicle visited the residents of one house recently. The road was repaired in a timely manner so that an ambulance could get to the residence, if needed.

**MOTION #11:** Bjelobrk made a motion and Clogston seconded the motion to hold off on the Inventory form approval until Boucher has more information.

**Roll Call Vote:** Garofalo (Aye), Robbins (Aye), Bjelobrk (Aye), Hatch (Aye), Clogston (Aye). The vote was unanimous. The Motion passes.

## **Adjourn Meeting**

**MOTION #12:** Clogston made a motion and Bjelobrk seconded the motion to adjourn the meeting at 9:05 PM.

**Roll Call Vote:** Garofalo (Aye), Robbins (Aye), Bjelobrk (Aye), Hatch (Aye), Clogston (Aye). The vote was unanimous. The Motion passes.

**Adjourned:** 9:05 PM

*Transcribed by Joanna Bligh*

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