

**Town of Haverhill
Select Board
MEETING MINUTES
Monday, August 17, 2020, at 6:00 PM
R. E. Clifford Memorial Building
65 South Court St.
Woodsville, NH 03785**

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:

Financial Officer: Jennifer Boucher

Members of the Public Present: Annette Cole (remote), Jim Richardson (remote)

The meeting was **Called to Order** at 6:01 PM by Darwin Clogston. A quorum was met.

Pledge of Allegiance

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

- **August 17, 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# 921 8595 8269; password: 616290); 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 (Members attended onsite meeting):

Fred Garofalo (Here), Matthew Bjelobrk (Here), Darwin Clogston (Here), Steve Robbins (Here), and Howard Hatch (Here). All members present.

AGENDA APPROVAL

MOTION #1: Hatch made a motion and Bjelobrk seconded the motion to approve the Agenda for the August 17, 2020, meeting as written.

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

CONSENT AGENDA

MOTION #2: Clogston requested a motion to approve the minutes of the previous Select Board meeting of August 3, 2020, and, also, to sign manifests, forms, and other warrants. Hatch made the motion and Bjelobrk seconded the motion.

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

Town Employee Appearances: None

Scheduled Public Appearances: None

Public Wanting to Address the Board: None

PENDING OLD BUSINESS

County Road Property Cleanup / Cost Estimates

Clogston stated that this is Ralph Wright's property on County Road. Bids, as follows:

- Art Conkey at \$15,000 with all salvage rights or \$20,000 with Town Haverhill salvage rights.
- All-Ways Wrecking (Bridgewater, NH) at \$18,750 with the exception of house trailer removal, and \$22,750 to remove everything. All-Ways will donate 20% of every item sold to the Town of Haverhill.

Discussion ensued.

MOTION #3: Clogston requested a motion to approve the All-Ways Wrecking company for the Ralph Wright property clean-up at a cost of \$23,135. Bjelobrk made the motion and Robbins seconded the motion.

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

NEW BUSINESS

September 8, 2020, Primary Election Coverage by Select Board

Clogston requested volunteers for Select Board attendance at the elections noting that at least one member of the Select Board must on site from 8:00 AM to 7:00 PM. The election site will be set up with COVID protocols per State of NH. Schedule: Hatch (8:00 AM to 10:00 AM and 12:00 PM to 1:00 PM); Robbins (5:00 PM to 7:00 PM); Garofalo (3:30 PM to 7:00 PM); Clogston (10:00 AM to 3:30 PM).

Tuesday, November 3, 2020, Election Coverage by Select Board

The Town Clerk requested at least two Select Board members be present at the election site between the hours of 8:00 AM and 7:00 PM and to assist the poll workers at the election site exit. Schedule: Hatch (8:00 AM to 10:00 AM); Robbins (flexible times); Garofalo (4:00 PM to 7:00 PM).

Woodville Highway Study Committee Appointments

Clogston read a letter from Kevin Shelton, Administrator, Woodville Precinct, about the meeting on June 17 in which the voters passed an Article to authorize the creation of a Highway Study Committee consisting of two members assigned by the Precinct Commissioners, two by the

Select Board, and one member from each precinct to examine funding and highway operations throughout Haverhill. The result of the study shall be presented at the 2021 annual district meeting.

Discussion ensued. Clogston related details of the lawsuit currently in Grafton Superior Court between Woodville Fire District and the Town of Haverhill. Clogston requested a motion to approve bringing two people to the Study Committee or rejecting participation.

MOTION #4: Garofalo made the motion to reject participation in the Highway Study Committee based on liability, pending litigation, and legislative action. Bjelobrk seconded the motion.

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

Clifford Building Use / Fee Waiver Request

From the North Country Health Consortium (Littleton, NH), Annette Cole, Public Health Program Manager, remotely addressed the Select Board to request waiving the rental fee of the Clifford Building for a community-based influenza clinic for regional residents in order to enhance the number of people vaccinated in communities this year. Jim Richardson, Emergency Preparedness Coordinator, added that his office came up with a hybrid model to vaccinate all residents in the greater Haverhill area—a drive-up model or a walk-in model. The North Country Health Consortium vaccination event at the Clifford Building is OCTOBER 10, 2020, from 10:00 AM to 2:00 PM.

MOTION #5: Bjelobrk made the motion to waive the rental fee for the North Country Consortium indoor/outdoor vaccination day at the Clifford Building on October 10, 2020. Robbins seconded the motion.

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

TOWN MANAGER'S REPORT (Written)

Primary Election, September 8

All COVID preparedness will take place at the election site, including masks, gloves, disposable gowns, plexiglas shields, and more.

Fire Department Committee Meetings

The Committee met on April 29, May 12, June 2, June 16, August 4, and August 12, and will continue to meet biweekly. The next meeting is a Committee-only work session on September 1 at 7:00 PM.

Clark Pond Road

Construction began on June 22, and the road will remain closed to through traffic until completion date of October 9, 2020.

French Pond Road

A preconstruction conference was held with Pike Industries on July 28, and tree removal will begin in the next 2 weeks. A completion date of the project is planned for the end of September.

Woodsville Lawsuit

Darwin noted that the members addressed this topic earlier in the meeting.

Woodsville Highway Committee

Darwin noted that the members addressed and voted on this topic earlier in the meeting.

Dean Memorial Airport Safety Study

The safety and feasibility study was on hold per the State of NH. The State has recently approved 100% funding for this project with no Town contribution and the hold has been lifted. The project will now proceed.

Central / Forest Streets Intersection

NH DOT has verbally approved the Town's excavation permit for phase 1 of this project. There will be warning signs in place to alert the public of a new traffic patterns under construction.

Black Mountain Trail

The Town filed requests to the NH DOT and the FHWA and have received emails noting that the trail grant provides for many uses. The Town has not located wording to suggest the grant prohibits wheeled vehicles on the trail.

North Borders Regional Commission Grant

The NBRC is in process of reviewing the grant for a feasibility study to develop a collection system and a wastewater treatment plant in North Haverhill.

NH Emergency Broadband Grant

The project grant will create a mesh Wi-Fi network that will be available to residents free of charge along 1.8 miles of road in Woodsville and 2.1 miles of road along Rt 10, Rt 116, and Airport Road.

Allagash Road Evaluation

The Town's 40 foot right-of-way along Allagash Road as contested by a resident and property owner along Allagash Road remains under review.

Department Head Reports

- The Town Clerk is training the recently hired Deputy Town Clerk. The Town Clerk's appointment schedule is full for the next week.
- The Tax Collector is on vacation.
- The Property Records Clerk is processing building permits and intent-to-excavate reports; gravel pit inspections have been completed and one gravel pit reclamation has been posted; the Planning Board will address the gravel pit permitting soon.
- Highway Department has been doing road-side mowing
- Dean Memorial Airport has two new picnic sites; the Airport Commission is working on the final revisions of the Flight Scholarship Program.
- The recruitment of a new head of the Maintenance Department has been completed and an offer of employment has been made.
- The Police Department has been busy, and the hiring process of new recruits is ongoing; the community continues to support and appreciate the Police Department.
- The Welfare Department shelters are not taking new residents in need because of COVID, which is causing the Town to pay out money for hotels.

- Related to Emergency Management, the Town Manager is sitting in on emergency center operations calls, and there has been an increase in calls to the Health Officer responding to questions, comments, and violations.
- The Parks & Recreation Commission continues to expand the ZOOM Senior Stretch sessions; there are no summer camp programs running; and the Senior Stretch classes are held outdoors at Hazen Park on Fridays; the Farmers Market has been successful and has no concerns related to social distancing
- The Community Garden looks wonderful, and the Hillside Hives work has spearheaded this community venture.

FINANCE OFFICER'S REPORT

Boucher reported that on September 26, the auction is still scheduled, and Connie is completing the list of approximately 39 properties to be included in the auction.

COMMISSION AND COMMITTEE REPORTS:

Conservation Commission: Garofalo stated that the committee will be meeting next week.

Planning & Zoning Board: No report.

Parks & Recreation: Robbins stated additional events from the Parks Commission are the movie nights, which have been very successful, and they are working on fundraising ideas.

Airport Zoning: Bjelobrck stated that the meeting is upcoming in August.

Fire Department Committee: Clogston noted that the Town Manager's Report summed up the Committee's activities.

CORRESPONDENCE

HEEC Resignation

Garofalo stated that in the letter, the HEEC announced that it will no longer be active. It will dismantle. Jennifer Boucher noted that there is \$50,000 in the Committee's account, and it will be used as the Town's portion of the broadband expansion.

Nonpublic Session: None

ADJOURN MEETING

MOTION #6: Bjelobrck made a motion and Hatch seconded the motion to adjourn the meeting at 6:55 PM.

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

Adjourned: 6:55 PM

Transcribed by Joanna Bligh