

**Town of Haverhill
Select Board
MEETING MINUTES
Monday, September 28, 2020
6:00 PM
R. E. Clifford Memorial Building
65 South Court St.
Woodsville, NH 03785**

DRAFT subject to review by the Board

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

ROLL CALL ATTENDANCE: Matthew Bjelobrk (Here); Howard Hatch (Present); Fred Garofalo (Here); Steve Robbins (Here); Darwin Clogston (Here). All present. A quorum was met.

Town Employees Present:

Town Manager: Brigitte Codling
Financial Officer: Jennifer Boucher
Head of Maintenance: Jim McKinnon
Tax Collector: Melinda Boutin

Members of the Public Present: Alex Nuti-de Biasi (*Journal Opinion*), Paul Hayes (*Caledonian Record*), Andy Mosedale, Mesh Network

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)

- **September 28, 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# 915 1398 7910; passcode: 435351); 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.

AGENDA APPROVAL

Agenda Modifications:

MOTION #1: Clogston requested a motion to approve the Agenda as printed. Bejelobrk made the motion and Hatch seconded the motion.

Roll Call Vote: Matthew Bjelobrk (Aye); Howard Hatch (Aye); Fred Garofalo (Aye); Steve Robbins (Aye); Darwin Clogston, Chair (Aye). The vote was unanimous.

CONSENT AGENDA

Minutes Approval

MOTION #2: Clogston requested a motion to approve the minutes of the Select Board meeting of August 31, 2020. Garofalo made the motion and Bjelobrk seconded the motion.

Roll Call Vote: Matthew Bjelobrk (Aye); Howard Hatch (Aye); Fred Garofalo (Aye); Steve Robbins (Aye); Darwin Clogston (Aye). The vote was unanimous.

MOTION #3: Clogston requested a motion to approve the minutes of the Select Board meeting of September 14, 2020. Bjelobrk made the motion and Garofalo seconded the motion.

Roll Call Vote: Matthew Bjelobrk (Aye); Howard Hatch (Aye); Fred Garofalo (Aye); Steve Robbins (Aye); Darwin Clogston (Abstained; was not in attendance). The vote was four Ayes and one abstention. The Motion passed.

Signing of manifests and warrants: Circulated among the members.

Town Employee Appearances: Jim McKinnon.

McKinnon stated he has lived on County Road for about 20 years and worked as a general contractor and in property management. An important project to work on in the Town was working on leaking roofs. Codling noted that his office will be set up in the Clifford Building. McKinnon discussed in detail the Armory roofing work that needs to be done. Codling noted that there is still money in the budget for the roofing project.

Scheduled Public Appearances: None.

Public Wanting to Address the Board: None. Codling noted that there are five people on ZOOM and 23 on Facebook watching the meeting proceedings.

PENDING OLD BUSINESS: None.

NEW BUSINESS

Tax Deeded Properties 2021

MOTION #3: Clogston made a motion to accept the payment arrangements for five properties as identified by Melinda Boutin, Tax Collector. Bjelobrk seconded the motion.

Roll Call Vote: Matthew Bjelobrk (Aye); Howard Hatch (Aye); Fred Garofalo (Aye); Steve Robbins (Aye); Darwin Clogston (Aye). The Motion passed unanimously.

MOTION #4: Clogston made a motion that the Town is accepting new payment arrangements for three pieces of property as recommended by Melinda Boutin, Tax Collector. Bjelobrk seconded the motion.

Roll Call Vote: Matthew Bjelobrk (Aye); Howard Hatch (Aye); Fred Garofalo (Aye); Steve Robbins (Aye); Darwin Clogston (Aye). The Motion passed unanimously.

MOTION #5: Bjelobrk made a motion to waive the temporary waiver for 4-13-20 as discussed in the previous Select Board work session. Robbins seconded the motion.

Roll Call Vote: Matthew Bjelobrk (Aye); Howard Hatch (Aye); Fred Garofalo (Aye); Steve Robbins (Aye); Darwin Clogston (Aye). The Motion passed unanimously.

MOTION #6: Bjelobrk made a motion to tax three properties #208-30-07, 414-116-01, 406-34-06 as discussed in the previous Select Board work session. Clogston seconded the motion.

Roll Call Vote: Matthew Bjelobrk (Aye); Howard Hatch (Aye); Fred Garofalo (Aye); Steve Robbins (Aye); Darwin Clogston (Aye). The Motion passed unanimously.

MOTION #7: Bjelobrk made a motion to tax 13 lots as discussed in the previous Select Board work session. Clogston seconded the motion.

Roll Call Vote: Matthew Bjelobrk (Aye); Howard Hatch (Aye); Fred Garofalo (Aye); Steve Robbins (Aye); Darwin Clogston (Aye). The Motion passed unanimously.

MOTION #8: Bjelobrk made a motion for a temporary waiver for property 207-61 as discussed in the previous Select Board work session. Bjelobrk retracted Motion #8.

MOTION #9: Bjelobrk made a motion for temporary waivers for properties 207-61, 414-19, and 103-39 as discussed in the previous Select Board work session. Robbins seconded the motion.

Roll Call Vote: Matthew Bjelobrk (Aye); Howard Hatch (Aye); Fred Garofalo (Aye); Steve Robbins (Aye); Darwin Clogston (Aye). The Motion passed unanimously.

MOTION #10: Darwin made a motion accept the tax deeds on 12 properties as discussed in the previous Select Board work session. Bjelobrk seconded the motion.

Roll Call Vote: Matthew Bjelobrk (Aye); Howard Hatch (Aye); Fred Garofalo (Aye); Steve Robbins (Aye); Darwin Clogston (Aye). The Motion passed unanimously.

Clogston offered thanks to Boutin for her work at the auction and on these matters.

Clogston asked the members if work sessions were helpful to preview the issues with tax properties. Fred noted that the motions and votes can be done in the work session. Boucher suggested the separate work session to complete the work on tax properties.

There was discussion about Mountain Lakes properties that were sold at auction.

Clogston asked how the Town did at the property auction, and Boucher announced \$143,400.00. Clogston noted that 35 pieces of property are now back on the tax rolls.

Broadband Mesh WiFi Network Proposal

Codling introduced Andy Mosedale (remote) to present a video about the proposed Mesh WiFi network that will cover Walmart to Railroad Park and the Armory in Woodsville. Mosedale stated that up to 200 users can use the WiFi and that the network has a lot of functionality.

Presentation overview:

The municipal network for Internet and WiFi calling has a Mesh identifier that is transmitted from an antenna mount situated on the sides of buildings. Host businesses or residents share part of their bandwidth with the public. In Lyndonville, the coverage is all the downtown area. "WiFi hot spots" could be posted in the community. Advertising splash pages could be offered for hosts businesses. Costs: Cisco Meraki licenses and

eight proposed antennas at \$800.00 year. Mosedale noted that firewalls do exist in the network and can be created preventing peer-to-peer content viewing and bridging to hosts' computers. Getting hosts up to current WiFi standards is the "carrot" for the hosts and includes no out-of-pocket costs.

Financials:

The Town will be covered for 3 years to recruit capacity during that time. Mosedale presented a budget spreadsheet. Total project costs: \$23,900.00 (labor) and \$25,880 (equipment).

Broadband build-out is under discussion in the state of New Hampshire and Vermont, but for rural areas only. This Mesh network will add value to the Town. Mosedale stated that the build will take now until spring of next year, but the biggest concern is getting host buy-in. The schedule is set up to be operative before Town Meeting 2021.

Residents' questions from Facebook:

1. Will this interfere with other WiFi in Woodsville?

Mosedale: No.

2. Is there enough room for 200 users and for visitors' use?

Mosedale: Yes.

3. Who will be doing troubleshooting, maintenance, and storm restoration?

Mosedale: There is no cabling and no pole infrastructure. There are only the antennas. It is not a public utility.

4. Interested in hearing more.

The Select Board members discussed the presentation and, also, the upcoming Grafton County Broadband Committee meeting and asked to have broadband on the agenda for the next meeting.

Halloween 2020

Bjelobrk brought the idea of Trunk-or-Treat that the Town could sponsor to prevent kids from knocking on doors in the community. It has been done before in Haverhill and was successful. Codling discussed setting hours for trick-or-treating.

MOTION #11: Darwin made a motion that the Select Board will NOT regulate the hours of Trick-or-Treating 2020. Bjelobrk seconded the motion.

Roll Call Vote: Matthew Bjelobrk (Aye); Howard Hatch (Aye); Fred Garofalo (Aye); Steve Robbins (Aye); Darwin Clogston (Aye). The Motion passed unanimously.

TOWN MANAGER'S REPORT

Town of Haverhill Fire Department Committee

Development of the new Town of Haverhill Fire Department has begun with the following meetings:

Town Fire Dept Meetings

April 29, 2020
May 12, 2020
June 2, 2020
June 16, 2020
June 30, 2020

Public Input Sessions

July 14, 2020 (7 pm)
July 21, 2020 (11am)
July 21, 2020 (7 pm)

Firefighter Input Sessions

August 4, 2020 (11 am)
August 12, 2020 (7 pm)

September 1, 2020

The committee will continue to meet bi-weekly throughout the year. The next Town Fire Department meeting has not been scheduled to give members time to complete the “homework” assigned to them. The next meeting is expected to be scheduled in the first week of October. All meeting minutes and committee documents are posted on the Town’s Website on the Town Fire Department webpage.

Clark Pond Road

The contractor, Austin Construction (Michie, subcontractor), has a completion date of October 9, 2020. The subcontractor is awaiting deliveries, which are delayed and will result in 20 days of overruns. The contractor needs 2 to 3 days for putting down paving in October.

French Pond Road Project

This project looks beautiful, and the top course was put on today. Shoulder work and guardrails are next. Then, all new speed signs will go up.

Woodsville Lawsuit

The lawsuit is still in the discovery phase of document exchanging.

Dean Memorial Airport Safety Study

The safety and feasibility study grant costs were \$79,408. There is no Town match because of COVID Cares Act monies. There is an additional \$150, 592 allocated for grant money that will remain after the project completion for mitigation efforts. Next year there will be \$350,000 to address airport safety issues.

Aviation CARES ACT Grant

The Town was approved for a \$20,000 grant to be used toward operations at the Dean Memorial Airport. The Town received the fully executed grant documents and will now file for reimbursement of \$20,000 for operation costs at the airport.

Central / Forest Intersection

This project is on hold until the French Pond Road project is complete, which may result in a project start-up in October.

Blackmount Trail Update

The TM reached out to George Sansoc, as recommended by Alan Rutherford, to inquire about having him perform the appraisal of the trail.

Wastewater Treatment & Collection System Study Grant

The Town received notice that we were not chosen by the UNH Graduate Students as a possible capstone project.

Connecting NH Emergency Broadband Expansion Program Grant

The Mesh Network contractor presented his proposal to the Select Board tonight.

Haverhill Police Department Study

The Chief of Police will present the results of the study of the operations within the Department that evaluated staffing needs for the PD at the next Select Board meeting.

Grafton County Broadband Committee

The first formal meeting is tomorrow in the Clifford Building and over Zoom.

GOFERR CARES ACT Grant

The reimbursement for CARES ACT monies through the Governor's Office for Emergency Relief & Recovery (GOFERR) committee was \$111,000 to the Town of Haverhill. There is one more reimbursement period allowed after this one ending October 30.

Bath-Haverhill Covered Bridge

Codling entered \$3,200 into the budget for an engineering substructure study of the bridge. The State of New Hampshire considers the covered bridge problematic. The bridge is owned by Haverhill, and at Town Meeting the residents could possibly vote to provide money for renovations.

Donations from Local Businesses

Thank you letters have gone out to those businesses in Haverhill who have donated to Town departments—Welfare, Police, and Recreation.

Department Head Reports

Tax Collector – Working on getting ready to meet with the Board about deeding properties this year.

Property Records – Tax deed auction was on Saturday with revenue of \$143,000.

Town Clerk – The new Deputy, Brittany Grant, is becoming part of a very effective team with Tina Hebert, Town Clerk.

Dean Memorial Airport – In early October, the Granite State Sky Riders will be flying their powered parachute and powered paraglider recreational vehicles from the Dean Memorial Airport. This is an event for public entertainment.

Maintenance Dept – The new Head of Maintenance, Jim McKinnon, spoke with the Select Board this afternoon.

Police Department –

- We have one potential officer has completed all hiring processes and will be offered employment.

Highway Dept – See previous discussion.

Welfare Dept – The Welfare department has still busy dealing with COVID homelessness. Because of COVID, homeless shelters are not housing residents.

Parks & Recreation Dept –

- Farmers Market at the park will be moving indoors.

- Railroad Park & the Caboose: The last movie night was concluded, and the music sessions have ended.
- Senior Stretch & Drums Alive ZOOM classes: These classes continue daily and there has been an increase in participation. Attendees seem to really like the Zoom class platform.
- Antique Strollers: Sargent started a new group of walkers to use the inside of the Clifford Building where it is safe.
- Haunted Hayride: Halloween night a hayride event will begin at Hazen Park.

Resignations

- The property records clerk has offered her resignation effective immediately.
- Codling read a letter of resignation from the chief of police effective October 13.

FINANCE OFFICER'S REPORT

Tax Auction

Boucher reported that one property was pulled from the auction because of Health and Human Services issues. Once the issues are resolved, Boucher recommends that the property be put out for sealed bid. Selling to abutters or putting on a realtor's listing are other options.

Election

The cost of absentee ballot use will be reimbursed using a calculation by the State. From the primary, the Town was reimbursed \$1,249.

COMMISSION AND COMMITTEE REPORTS:

Conservation Commission: Garofalo stated no report.

Planning & Zoning Board: Hatch stated that the meeting was disappointing. There needs to be a clerk to bring the paperwork and present everything, and that's not happening now. There followed a discussion of the duties of the Building Inspector.

Codling brought up the Rules of Procedures that were just approved by the Planning Board. Discussion followed.

Parks & Recreation: Robbins stated there will be an upcoming meeting.

Airport Zoning: Bjelobrck stated there was no meeting.

CORRESPONDENCE

USDA Rabies Vaccine Research

Clogston discussed a letter from the USDA requesting access to trap on Town property to research rabies vaccines. Codling signed and returned the letter. Clogston noted that the researcher requests access to private property and any interested landowner may call 603-352-2089.

Regulate Water Usage / Drought Conditions Statewide

MOTION #12: Robbins made a motion that the Select Board will NOT implement municipal-

wide watering restrictions as authorized by the State of NH. Bjelobrk seconded the motion.
Roll Call Vote: Matthew Bjelobrk (Aye); Howard Hatch (Aye); Fred Garofalo (Aye); Steve Robbins (Aye); Darwin Clogston (Aye). The Motion passed unanimously.

Mountain Lakes Clear-Cutting

Boucher stated that she wanted to make sure that with intent-to-cut permits, the Town was giving out the correct information of timber harvest regulations. Boucher will follow-up.

COMMENTS OF SELECT BOARD MEMBERS:

Garofalo presented information about public meetings during COVID. State order #63—ZOOM is not required. With 100 people or more, face coverings are required, but if the room does not accommodate the number of people appropriately social distancing, then the meeting has to be rescheduled. Do we have to do meetings with ZOOM? Codling stated, “No.” Clarification is needed on the committee agendas that are posted out to the public. Codling noted that many people are online or watch the meeting later.

Garofalo discussed nonpublic sessions and stated that votes can be made in the nonpublic session. Minutes are sealed or not sealed. After a nonpublic ZOOM meeting, the Boards will only adjourn and no other business will be conducted. Discussions continued.

Garofalo discussed the reasons to seal nonpublic session minutes by statute: for having an adverse effect on reputation, disclosure would make a proposal ineffective, or for terrorism concerns. Clogston stated that the public should be informed of the decision from a nonpublic session.

MOTION #13: Bjelobrk made a motion to adjourn at 8:44 PM.

Roll Call Vote: Matthew Bjelobrk (Aye); Howard Hatch (Aye); Fred Garofalo (Aye); Steve Robbins (Aye); Darwin Clogston (Aye). The Motion passed unanimously.

The meeting was ADJOURNED at 8:44 PM.

NON-PUBLIC (RSA 91-A:3 (a) & RSA91-A:3 II(c):

Entered non-public at 9:02 PM

Conversation ensued.

Exited Non-Public at 9:36 PM

Roll Call Vote to Seal the Minutes as they could affect adversely the reputation of any person other than a member of the board:

Matthew Bjelobrk (Aye); Howard Hatch (Aye); Fred Garofalo (Aye); Steve Robbins (Aye); Darwin Clogston (Aye). The Motion passed unanimously.

Transcribed by Joanna Bligh