

**Town of Haverhill  
Select Board Meeting  
MINUTES  
Tuesday, October 25, 2021, 6:00 PM  
R. E. Clifford Memorial Building  
65 South Court St.  
Woodsville, NH 03785  
Or on ZOOM**

**Call to Order:** The meeting was called to order at 6:00 PM by Fred Garofalo, Chair.

**Select Board Attendance:** Matthew Bjelobrck (Here), Steve Robbins (Here), Howard Hatch (Here), Mike Graham (Excused), Fred Garofalo (Here). A quorum was met.

**Town Employees Present:**

**Town Manager:** Brigitte Codling

**Assistant Town Manager:** Jennifer Boucher

**Members of the Public Present:**

***In Person***

Guy Rouelle

Ralph Crosswell

Rick Henson

Doug Henson

Miguel Vasconcelos

Darwin Clogston

Susie Tann

Joe Longacre

Dennis Cunningham

Cassie Moulton

Ed Ballam

Gary Hebert

John Nelepovitz

Melissa Roy

***Online***

Elizabeth Elliott

**Pledge of Allegiance**

**AGENDA APPROVAL**

Garofalo reviewed the Agenda.

**CONSENT AGENDA**

**MOTION #1:** Bjelobrck made the motion and Hatch seconded the motion to approve the minutes from **October 12, 2021**, as written.

**Roll Call Vote:** Matthew Bjelobrck (Aye), Steve Robbins (Abstained), Howard Hatch (Aye), Fred Garofalo (Aye). The motion passed with 3 Ayes and 1 abstention.

**SCHEDULED PUBLIC APPEARANCES:** None

**TOWN EMPLOYEE APPEARANCES:**

- **Elizabeth Elliott, Detective-in-Training**

Elliott or “Libby” introduced herself noted that she began her career in Haverhill PD and just got rehired as a Detective-In-Training. Town Manager Codling noted that Elliott has already worked in the PD for a few months, was sworn in previously, and will become a full Detective when she finished her training. TM Codling stated that Elliott’s training is going very well, and she and Matthew Yao, an additional Detective-in-Training, have a huge backlog of cases to work on.

**PUBLIC WANTING TO ADDRESS THE BOARD:**

**Doug Henson** commented about the National Plan of Integrated Airport Systems (NPIAS), and the fact that the public were not given the opportunity to vote on whether to join. Henson read emails related to Airport Study discussion at the last Select Board meeting, and the consensus from the emails was to bring the choice of Airport alternatives to the public at Town Meeting. Henson addressed meeting minutes from June 8, 2009, listing the attendees of the meeting and outlining the section of the meeting under NPIAS, in which the discussion focused on allowing the voters to decide about joining NPIAS. D. Henson continued reading the June 8, 2009, meeting minutes and read the MOTION in which the Board voted to approve joining NPIAS by a 3 to 1 vote.

Garofalo replied that NPIAS funds allocated to the Town for the airport are \$150,000 per year. Garofalo continued that the airport must meet FAA regulations and NPIAS funds are not the issue. However, Garofalo noted that if the airport was closed approximately \$2M of NPIAS funds would need to be paid back.

**John Nelepovitz** asked why the NPIAS funds were given away, and when taking government money, there is always a hook.

**Miguel Vasconcelos** commented that the safety of the airport cannot be enhanced without the fair treatment of the abutting property owners per a federal requirement, which has to be transparent and public. Vasconcelos responded to the NPIAS discussion stating that the airport needs to be brought up to an enhanced level of safety.

**D. Henson** has asked the Town how many times they tried to clean up the ordinance, and stated the maps need to be updated. Discussion continued, and comments from the audience stated that the Town has not given the residents an opportunity to decide on the airport plans.

**Vasconcelos** noted that right now the airport is in a level of oversight like never before – by the Select Board, the public, the Town Manager, the state, and the federal government – and things will be done as required.

**R. Henson** stated that he feels the Town should vote on the airport renovations before any decision is made.

**TM Codling** responded that what is to be voted on tonight is Alternate 4 and 5, after three public meetings and the Board voting down Alternatives 1, 2, and 3. TM Codling noted that after this vote, there is lots of work, including negotiations with landowners and easement discussion. TM Codling stated that a construction proposal with the Town funding 5% would have to go to the voters.

**D. Henson** asked about land acquisitions and TM Codling noted that Alternative 5 does not have land purchases as an option. D. Henson asked if any land would be taken by eminent domain. Rouelle responded that the Report identifies the affected properties, and the property owners have a chance to negotiate. TM Codling noted that the Airport Zoning Commission has been working with Rouelle to update the Airport Regulations. TM Codling addressed the NPIAS issue stating she understands the issues from the past relating to the Henson family property. TM Codling detailed the impact of moving Airport Road and encroaching on private property.

**John Nelepovitz** asked what will go before the voters on Town Meeting day, and what would happen if it were voted down. TM Codling responded that airport obstructions must be taken care of, and tonight's discussion is about Airport Rd. TM Codling noted that Alternative 5, which closes Airport Rd. was voted on in 2020 and approved. TM Codling and Bjelobrk stated that the decision to close the road is the Select Board's decision, but the decision to spend the 5% match money on the construction within the airport is the voter's decision. TM Codling stated that the warrant article would be required if the Board voted to reroute Airport Rd.

**Susie Tann** asked the Board what if the property owner does not want to sell, and what is the worst-case scenario. Rouelle responded stating that the FAA wants maximum participation, most participation, or some participation.

**Melissa Roy** who lives across from the airport asked how many children were signed up for Airport Awareness Day. Tann responded 38. Roy stated that there were 38 parents who felt it was safe enough for their children go up in a plane, so the Town does not know that this is an unsafe airport and there is not enough information out there.

**Hatch** stated that this has been a difficult decision. Hatch reminisced about the airport in 1955. Hatch noted that at a Town meeting there was a vote to close Airport Rd. and the vote was 122 not to close it and 12 to close it. Hatch asked the status of the Stormwater Report. TM Codling replied that the Stormwater Report is almost finished.

**Croswell** stated that the Stormwater Report just needs testing and inspection on the underground system and the draft will be complete.

**Hatch** stated that he is not prepared for a vote tonight and wishes he could rescind the 2008/2009 Select Board meeting vote. Garofalo stated that the Board is voting on safety issues at the airport. Bjelobrk stated that the FAA controls all the airports now.

**Audience member** stated that closing Airport Rd. does not make sense even from a safety perspective because closing the road has just as many safety concerns than leaving it open. He recommended relocating the road. TM Codling noted that there are currently four routes to get to the middle school: 1.2 miles on Benton Rd., 1.3 miles on Airport Rd., 1.4 miles Benton to Business Park Rds., or 2.9 miles on Benton Rd. to County Rd. TM Codling noted that staying on paved roads would be the quickest route to the school. Robbins discussed the safety of keeping Airport Rd. open would allow alternate entrance if there was an active shooter event and it is preferable not to back up tanker trucks.

**Robbins** asked if there were options other than Alternative 4, such as an emergency lane. Rouelle stated that there are fire-siren-activated gates that open when the emergency vehicle is 300 to 400 feet away, and the FAA has funded that set up. Robbins stated that the road would be closed to the public. Rouelle stated that the FAA does not want vehicles in the safety area because they cause rutting of the runway.

**Vasconcelos** stated that enhancing the safety of this airport requires the Hanson family participation. D. Hanson stated that his family cut trees based on an FAA report photo.

**Bjelobrck** asked Rouelle if the siren-activated gates could be installed. Rouelle responded that in Alternative 4, "Yes." there could be gates. Discussion by the members and Rouelle continued.

**MOTION #2:** Bjelobrck made the motion and Robbins seconded the motion to accept Alternative 5.

- Bjelobrck noted that this alternative causes the least impact on landowners and is a small concession by the Henson family Bjelobrck continued that the Board can do what is required to mitigate the airport safety risk.

**Roll Call Vote:** Matthew Bjelobrck (Aye), Steve Robbins (No), Howard Hatch (No), Fred Garofalo (Aye). The vote was a stalemate with two Ayes and two Nos. The motion was lost.

**D. Henson** asked which trees he should cut down, and TM Codling replied for him to work with Ralph Crosswell who has the reported from the NH Bureau of Aeronautics.

Discussion continued with **D. Henson** asking about reaching out to the public for their opinions. Hatch explained why he voted Nay tonight because the Select Board in the past may not have had the authority to join NPIAS.

**Vasconcelos** stated what you have is a history of a Town not doing the right thing as far as airport safety is concerned, and he asked the Board to find a compromise between Alternatives 4 and 5 and address the Henson family's interests.

**Tann** asked the Board if either alternative goes forward is the Town obligated to go forward for the next 20 years. Rouelle stated that the airport is currently in violation of the maintenance and safety requirement of the grant assurances that the Town agreed to.

Garofalo stated that this topic will be discussed again at the next meeting when there is a full Board present and perhaps vote, and, if not, the Board will wait and vote again at the end of the year.

The Board and Town Administration thanked the participants for their attendance at tonight's meeting.

**MOTION #3:** Bjelobrck made the motion and Garofalo seconded the motion to have a break at 7:50 PM.

**Voice Vote:** All approved, none opposed, none abstained. The motion passed.

**MOTION #4:** Bjelobrck made the motion and Robbins seconded the motion to reconvene the meeting at 8:02 PM.

**Voice Vote:** All approved, none opposed, none abstained. The motion passed.

## NEW BUSINESS

### Tax Deed Properties Discussion and Vote on List

Boucher stated that there are 23 eligible properties on the list for waivers, three of the properties have previous Select Board-approved payment plans, and two have the Woodville Guaranty Bank paying.

Garofalo asked about the property owners who have passed away, and Boucher replied that notifications would go to the heirs when the Town sells the property. Boucher stated that the Select Board needs to vote on the recommendations if the properties will be waived or deeded. Boucher noted that the property owners have until November 5, at 12:00 PM to pay their past due tax bills. Boucher continued that the Board members have to sign the waiver of the waiver properties. Melinda Boutin, Tax Collector, will take the deeds to the Registry of Deeds after signing by the Select Board members on November 5.

TM Codling discussed the Pike Waterworks is a small property with a well and pump in Pike that is not working properly for the few houses that are on the lines. The Pike Waterworks has a tax burden, and if the Town takes this property over, the users will be notified that they need to provide their own wells.

**MOTION #5:** Bjelobrck made the motion that the Board accepts Tax Collector Boutin's recommendations. Robbins seconded the motion.

**Roll Call Vote:** Matthew Bjelobrck (Aye), Steve Robbins (Aye), Howard Hatch (Aye), Fred Garofalo (Aye). The motion passed unanimously.

### TOWN MANAGER'S REPORT / COMMENTS:

- TM Codling reported that **Augie's Bypass** was redone with a collaboration between the residents Kevin Fagnant and Kevin Horne who donated their time and equipment, the Town's Highway Department, and NHDOT District 2.
- TM Codling reported that **Railroad Park** got a facelift with help from Mark Codling, Matthew Bjelobrck, and Haverhill Parks & Recreation Department.
- TM Codling reported that the **Woodsville lawsuits** have been postponed until February 2022.
- TM Codling stated that the Town is waiting for the design and estimate of costs from the NHDOT for the **North Haverhill crosswalks**, and the costs will go into the 2022 budget.
- TM Codling discussed the **mailbox relocation proposal** on Route 10, which the Town sent to the postmaster in North Haverhill and that letter was forwarded to the federal office of the USPS. The postmaster expects the proposal to be denied but suggested that the Town contact the state U.S. senator.
- TM Codling reported that **White Mt. Drive** has been changed to a two-way two-lane road with additional signage added and parking has been enlarged for the beach area. Hatch noted that the crew did a good job with drainage and catch basins.

- TM Codling reminded the Board that the **Open Public Discussion** has been rescheduled to Saturday, November 13, at 2:00 PM at the Clifford Building.
- TM Codling announced that the **draft TM budget** has gone to department heads for their review, and department heads will be meeting with TM Codling over two weeks.
- TM Codling announced that the **Dean Memorial Airport** is having the credit card reader installed soon and WiFi has been installed, which was necessary for the credit card reader.
- TM Codling reported that the **Highway Department** is preparing for winter maintenance.
- TM Codling announced that River Bend construction trades students are coming to the **Maintenance Department** for a tour, and Jim McKinnon will be selecting a few students for paid apprenticeships through the supplemental help line item in his budget.
- TM Codling discussed the problems with the **sewer pump station** that occurred last week has been repaired.
- TM Codling announced that the **temporary-hold dog shelter** is complete with three kennels.
- TM Codling reported that the **Welfare Department** administrator is working on the draft welfare guidelines.
- TM Codling reported on the **Public Health** administrator who had 2 evictions in process.
- TM Codling announced Haunted Happenings event by the **Parks and Recreation Department** is planned for Saturday night, and **Trunk or Treat** is planned for Friday night at the Woodsville elementary school.
- TM Codling reported that the **Haverhill Corner Fire Department** has a new deputy chief, Keith Charpentier, and there is a new roster of officers in the **Haverhill Fire Department**:
  - Jeff Huntington, Captain
  - Shane Stygles, Lieutenant
  - Kyle Boutin, Lieutenant
- The **Police Department** is working on their budget to follow up with a meeting with TM Codling.

#### **FINANCIAL REPORT / COMMENTS:**

- Boucher stated that the utility values have been received, so the MS-1 form has been completed and sent to the NH Department of Revenue Administration (DRA).
- Boucher announced that the auditors are in the office working in the Select Board office for the next week.
- Boucher stated that tax rates are pending.

- Boucher discussed the 2020 books that Sarah Tucker (Haverhill Corner) is working on with DRA staff. TM Codling noted that they may default to last year's tax rate from Haverhill Corner.
- Hatch asked about the Fire Department payroll issues. Boucher responded that all 2020 payroll is resolved. Hatch stated that the payroll has been made complicated in the last few years. TM Codling noted that in 2020 from the Cares Act, the first responders qualified for stipends from Haverhill Corner and Haverhill and were paid out. TM Codling noted that Woodsville did their own first responder request, and they were paid. TM Codling noted that the North Haverhill received a check, which was lost, and their first responders are now receiving stipends from a re-issued check.
- Boucher will be at a Finance Officers' Association conference on November 4 and 5.
- Boucher discussed the Zoning Board of Adjustment (ZBA), which will meet to address the Vertex Tower height variance resulting from the Building Permit denial. Boucher noted that the ZBA has only three members, Sandi Pierce, Ric Henson, and Howard Hatch (ex officio). Boucher stated that because Hatch is the ex officio on the Planning Board, it is not recommended that he also vote on the Building Permit variance on the ZBA. Boucher put the question to the Board as to whether another ex officio should be appointed from the Select Board.

**MOTION #6:** Bjelobrck made the motion to appoint Mike Graham as ex officio (if he will accept) to replace Howard Hatch on the Zoning Board of Adjustment. Robbins seconded the motion.

**Roll Call Vote:** Matthew Bjelobrck (Aye), Steve Robbins (Aye), Howard Hatch (Abstained), Fred Garofalo (Aye). The motion passed with three Ayes and one abstention.

#### **COMMISSION/COMMITTEE REPORTS:**

- **Conservation Commission** -- Garofalo announced a 2-hour presentation online on Thursday, November 4 about town farms and paupers, and there are already 10 people signed up to watch it.
- **Airport Zoning Commission** – Bjelobrck stated that the Commission had a meeting, which was short, but we met with the scholarship recipients who updated their progress, and the Commission is working on the mission statement.
- **Parks & Recreation Commission** – Robbins stated that there was no meeting.
- **Planning Board** – Hatch stated that the Board will meet tomorrow night.

#### **CORRESPONDENCE:**

- Garofalo announced a letter for your information from the Grafton Regional Development Corporation with a notice of a meeting. Boucher will follow up.

#### **COMMENTS BY BOARD MEMBERS:**

**Robbins:** Robbins queried whether the utility vehicle temporary use should be ended. TM Codling noted that plan was at the end of the ATV season for the Select Board to readdress the issue. Bjelobrck stated that we wanted to hear from the Chief of Police, the Road Agent, Mt. Lakes Commissioners, and the ATV club.

**Hatch:** None.

**Bjelobrck:** No comments.

**NONPUBLIC SESSION**

**MOTION #7:** Bjelobrck made a motion and Robbins seconded the motion leave the meeting and enter a Nonpublic Session at 8:40 PM according to RSA 91-A:3, II(c).

**Roll Call Vote:** Matthew Bjelobrck (Aye), Howard Hatch (Aye), Steve Robbins (Aye), Fred Garofalo (Aye). The motion passed unanimously.

**The Select Board came out of Nonpublic Session and reconvened the meeting at 9:44 PM.**

**MOTION #8:** Bjelobrck made a motion and Robbins seconded the motion to seal the minutes.

**Roll Call Vote:** Matthew Bjelobrck (Aye), Howard Hatch (Aye), Steve Robbins (Aye), Fred Garofalo (Aye). The motion passed unanimously.

**ADJOURN**

**MOTION #9:** Bjelobrck made a motion and Robbins seconded the motion to adjourn the meeting at 9:50 PM.

**Roll Call Vote:** Matthew Bjelobrck (Aye), Howard Hatch (Aye), Steve Robbins (Aye), Fred Garofalo (Aye). The motion passed unanimously.

The meeting ADJOURNED at 9:50 PM.

*Transcribed by Joanna Bligh*