

**Town of Haverhill  
Select Board Meeting  
MINUTES  
Monday, June 7, 2021, 6:00 PM  
R. E. Clifford Memorial Building  
65 South Court St.  
Woodsville, NH 03785  
Or on ZOOM**

The meeting was **CALLED TO ORDER** at 6:00 PM by Fred Garofalo, Chair.

**Town Employees Present:**

**Town Manager:** Brigitte Codling

**Assistant Town Manager:** Jennifer Boucher

**Select Board Members:** Fred Garofalo, Chair; Matthew Bjelobrk, Vice Chair; Howard Hatch; Mike Graham; Steve Robbins

**Members of the Public Present:**

***In Person***

Darwin Clogston

Steve Wheeler

Doug Henson

***Online*** [Participants who do not use their full names online are not included on this list.]

Marilyn Blaisdell

Dawn Lavoie

Alex Nuti-de Biasi

Tim Northcott

Mark Lang

Dorothy Long

Michael Bjelobrk

Vickie Wyman

Bob Long

Delcia Vinacombe

Mary Patridge

Michael Bonanno

**ROLL CALL ATTENDANCE:** Matthew Bjelobrk (Present), Steve Robbins (Here), Howard Hatch (Here), Mike Graham (Here), Fred Garofalo (Here). A quorum was met.

**Bjelobrk, Vice Chair, read:** Per Gov. Sununu Meeting Compliance CHECKLIST to Ensure Meetings are Compliant with the Right to Know Law During the State of Emergency [abbreviated]

- **June 7, 2021**, 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#

96263998925; passcode: 249220); 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.

## **PLEDGE OF ALLEGIANCE**

## **AGENDA APPROVAL**

### **Agenda Modifications**

Garofalo noted the revisions to the Agenda:

- Garofalo had an update on the Blackmount Trail status under Old Business.
- Garofalo added a Nonpublic Meeting per RSA 91-A, II(e) at the end of the regular meeting.

**MOTION #1:** Bjelobrck made a motion approve the Agenda as amended, and Robbins seconded the motion.

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

## **CONSENT AGENDA**

**MOTION #2:** Robbins made the motion and Hatch seconded the motion to approve Minutes from the **May 24, 2021**, Select Board meeting as amended.

- Hatch noted that there was an inclusion of minutes from May 10, 2021, in the May 24, 2021, minutes.

The members agreed to table the approval of the Minutes from May 24, 2021, until the next meeting.

**TOWN EMPLOYEE APPEARANCES:** None.

**SCHEDULED PUBLIC APPEARANCES:** None.

## **PUBLIC WANTING TO ADDRESS THE BOARD:**

### **Steve Wheeler**

Wheeler handed out to the five selectmen a prepared statement about the A.P. Pool in Woodsville. Wheeler read the prepared statement, listing items that were at the pool prior to the Town of Haverhill managing the pool; including medical backboards, first aid kits, life guard chairs, life guard equipment, Red Cross training manuals, rescue floatation devices, life guard tags, past paperwork, and YMCA materials. Garofalo questioned Codling as to what she knew about the items. Codling responded that she had not been made aware of the concerns and had not seen the letter. Selectmen Bjelobrck offered Codling his copy of the letter. Wheeler followed by stating that the pool has a crack in it and looked like it had not been cleaned. Codling noted that the crack has been in the pool for many years, and the Town has spent a great deal of money on maintenance and repairs to the pool since taking over management of the pool. Codling further stated that there

are maintenance records for the pool that would show what was done and the cost. Codling stated that Sherri Sargent, Parks & Recreation Director, was asked to move everything that belonged to the Town off the pool property within the 60 days' notice outlined in the agreement, which she did. All items were moved into storage behind the Clifford Memorial Building. Codling agreed to bring the list to the P&R Director's attention so that she could respond to each item. Bjelobrk asked what lifeguard tags are, to which Wheeler stated they are antique metal tags that lifeguards used to use to log how many people were in the pool. Hatch stated that the Town took over the pool 25 years ago and that the list seemed unreasonable. It was then asked why they would want the items? Wheeler responded that the precinct was going to reopen the pool and start their own recreation department. Codling stated that it seems reasonable that items on the list will have been replaced over the years, but that she would check with the P&R Director.

### **Darwin Clogston**

Clogston began by stating that Article 2 at the Town vote was defeated, and because of this the grader lease and the dump truck lease payments could not be funded. He stated that a small group of very vocal residents put on a campaign to convince other residents to vote no on Article 2; including full page ads in the local newspapers. Clogston stated he wanted people to know who misled them and caused so much trouble for the Town. He said he wanted to read the names that were in the newspaper of people who told residents to vote down Article 2 so that everyone could thank them when they saw them on the street; MaryAnne Aldrich, Todd Aldrich, Ed Ballam, Mike Conrad, Barb Dutile, Glen English, Wayne Fortier, Mellissa Gould, Donnie Hammond, David Joslin, Sandra Knapp, Rick Ladd, Ann Maccini, Bob Maccini, Guy Mitchell, David Robinson, Jr., David Robinson, Sr., Donald Robinson, MaryAnn Robinson, Robert Roudebush, Regis Roy, Archie Steenberg, Martha Steenberg, A. Frank Stigler III, Doug Teschner, Jamie Walker, Lynn Wheeler, and Vickie Wyman.

Clogston then stated that the Town Manger went to the Woodsville Savings Bank for assistance with the grader and dump truck leases, but was denied, and maybe this has to do with the Woodsville audit? Clogston asked the Select Board why we are still doing business with Woodsville Savings Bank? Graham asked if other banks were approached. Boucher stated that Karen Noyes, Financial Administrator, has been reaching out to many banks. Garofalo could not answer Clogston's question about Woodsville Savings Bank. Boucher noted that by NH law the Town cannot approach Vermont banks for funding. The members requested to see correspondence related to the Town's requests of banks for assistance, to be presented at the next meeting.

**MOTION #3:** Robbins made a motion obtain all correspondences between the Town and banks related to the truck and grader. Graham seconded the motion.

- Garofalo asked how much paperwork that entails. Codling replied that it is a lot. Garofalo suggested modifying the motion.

**MOTION #3A:** Robbins made a motion obtain all correspondences between the Town and banks related to the grader, except for the on-going Caterpillar transactions. Graham seconded the motion.

- Discussion continued about bank deposits. Garofalo asked to get more information. Bjelobrk stated that what they are looking for is the refinancing information.

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

Discussion continued related to the Town's relationship to local banks.

**Mike Bonanno**

Bonanno asked when the Town's website will be updated related to Meeting Minutes, especially the Planning Board minutes, which appears not to have been updated since December. Codling responded that she would look into it and make sure all minutes were posted to the Town's website.

**Dawn Lavoie**

Lavoie noted that the meeting audio was poor. Lavoie asked to recap the discussion with Wheeler. Bjelobrk summarized as follows:

Wheeler had a list of items that they claim were no longer at the pool that they believe belong to Woodsville Precinct. There were concerns brought up about the condition of the pool. The result is the Codling will look into the maintenance records, and Sargent will be asked about the equipment.

**NEW BUSINESS:**

**Abatements, Exemptions, and Credits (M&N Advisors)**

Northcott discussed three abatement that were filed this year:

- Gibson House B&B, 341 Dartmouth College Hwy., Haverhill  
Northcott concluded that denial should be indicated because they do not meet the criteria for Ansara v. City of Nashua case law, and it appears that there is still public assistance they could obtain. There were no questions from the Board.

**MOTION #4:** Garofalo made a motion to follow Northcott's recommendations for the Gibson House B&B and deny the abatement request. Bjelobrk seconded the motion.

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

- At High Noon LLC, 140 School Street  
Northcott stated that there was an ordered valuation by the Board of Tax and Land Appeals in the past and should not be changed, and Northcott recommended a denial.

**MOTION #5:** Bjelobrk made a motion to follow Northcott's recommendations for the At High Noon LLC, 140 School Street, property and deny the abatement request. Hatch seconded the motion.

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

- At High Noon LLC, 112 Court Street  
Northcott stated that this is due for tax appeal at the Board of Tax and Land Appeals, and Northcott recommended a denial.

**MOTION #6:** Garofalo made a motion to follow Northcott's recommendations for the At High Noon LLC, 112 Court Street, property and deny the abatement request. Bjelobrk seconded the motion.

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

Northcott noted that he has a list of the new applications for Exemptions and Credits. Discussion continued.

**MOTION #7:** Robbins made a motion to follow Northcott's recommendations for Veterans' Credits. Hatch seconded the motion.

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

**MOTION #8:** Robbins made a motion to follow Northcott's recommendations for Elderly Exemptions (denied) and the Religious exemption (approved). Hatch seconded the motion.

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

### **Advisory Budget Committee Discussion**

Garofalo introduced the discussion stating that the Town cannot have a Budget Committee per se. Garofalo referred to the Warrant Article related to the Budget Committee stating:

- The Advisory Budget Committee Warrant Article this year was not approved due to the failure of the optional meeting procedure article (Article 2). The Budget Advisory Committee cannot be formally established. The Select Board can choose to hear the wishes and wants of a group of residents about the Town's budget, to allow for this Garofalo offered the following:
- Allow residents of the Town to develop its own committee and make recommendations on the proposed budget. A group of residents could be provided the draft budget and review the budget; however, the Town Manager and Town's department heads will not spend any time with the group, they will not attend any meetings.
- The Town will provide this committee the Select Board Budget Hearing date and they will need to send any recommendations to the Select Board at least two weeks before the hearing.
- If the group fails to meet the deadline for recommendation to the Select Board, the recommendation will fail to be considered by the Select Board.
- Codling noted that between the submission of recommendation by the group to the Select Board before the Public Hearing, the Board needs to meet in a work session to firm up their version of the budget.
- A discussion continued about the work session process for the Select Board.
- Hatch stated that he does not want people left out of the budget process. Codling agreed with Hatch when he stated that the group has turned into auditors. Codling agreed and stated that the Town hires auditors and has many financial checks and balances. She offered that it would be of much more help for the public to provide strategic insight into what the community would like to see in the coming year from the budget; high level strategic insight into what residents feel are important, as that would help guide

budgetary decisions. Discussion continued. Codling stated that normally the elected Moderator appoints the Advisory Budget Committee members, so he would likely be the one to pull together this group to review the 2022 budget. Hatch asked how to get a cross section of people from all areas of Town who really want to serve. Boucher suggested in the future perhaps advertising for Budget Committee members.

- Garofalo stated that the Town cannot legally have a formal Budget Advisory Committee this year. This would be a group of volunteers getting together and the Select Board, Town Manager, and Town staff cannot work directly with them like normal because the article was defeated in the March vote, but will provide them information when asked for it.

Garofalo continued reading the recommendations stating that all present at the Select Board budget hearing would be provided copies of the budget, and the public would have an opportunity to address the Board on budget issues. Hatch and Boucher discussed the transfer of funds in the budget. Garofalo asked the Board for their comments. The only change, Garofalo noted, is that if the Moderator appointed the group this year, no department heads will be interviewed in the budget review process unless they choose to participate as residents. No money may be expended for this purpose.

**MOTION #9:** Robbins made a motion to encourage the Moderator to form an unofficial Advisory Budget Committee. Bjelobrk seconded the motion.

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

#### **PENDING / OLD BUSINESS:**

##### **Blackmount Trail**

Garofalo asked for an update on the valuation of the trail. Codling noted that the current appraiser has been slow to respond. Garofalo encouraged the resolution of the Blackmount Trail closure. Codling said she would follow up with the appraiser and emphasize the importance of getting the appraisal completed.

##### **ARPA (American Rescue Plan Act)**

Graham asked what the Select Board's role would be in the use of the funds and where the money should be directed. Discussion ensued. Codling noted that the criteria, specifications, and guidance from the Federal Government and State for this funding determines its use. Codling noted that last estimate for Haverhill's funding amount was approximately \$350,000, but the Town has not gotten the final guidance or the final figure. The Town has seen that lost revenue and tourism will be a part of the criteria. Codling noted that she has been working with department heads on a long list of needs the Town has for this money. Garofalo expressed that he would like the list of priorities, for use of this money, be shared with the Board. Codling agreed but reminded the Select Board that it is the Town Manager's responsibility to manage the financial affairs of the Town. Discussion continued.

## **Bob Long**

Long discussed the ARPA on the district level. Long stated that from an online search he believes that Haverhill will be awarded \$453,000, and is designated for Covid-related costs and infrastructure (water and sewer projects). Long discussed what he believes will allow for precinct distribution of funds. Long continued that the Select Board should be involved with the decision-making. Codling asked where Long found the figure he quoted and Long replied with a website.

## **TOWN MANAGER'S REPORT:**

### **Haverhill Business Park**

Codling has received some compliance reports from the businesses in the Business Park and is in the process of reviewing them.

### **Highway Department**

Codling noted that they are still working with Caterpillar to renegotiate the lease of the grader.

### **Dean Memorial Airport**

Codling stated that the Public Meeting for the Safety Study at the airport is scheduled for June 9 and June 14.

### **Grafton County Broadband Committee**

Codling stated that the Committee is finishing up on the responses to their RFIs. The Committee has requested funding from Congress and from the ARPA and is working with NCCI on other grants to fund the broadband network into rural communities. The Committee is seeking \$25 million in funding.

### **Public WiFi**

Codling will be meeting with Andy Mosedale of Mosedale Integrated Solutions to visit host sites this week and will soon be back with an update to the Select Board.

### **Wastewater Treatment Collection System**

Codling will be developing a scope of work for a feasibility study, which will be funded with money that is already budgeted.

### **Senate Bill 26 (Woodsville Highway Department Funding)**

Codling noted that this bill passed the House and is going to the Governor for his signature.

### **Woodsville Lawsuit**

The Town was provided with a request for declaratory judgment, and we have 30 days to respond, and then a judge decides what the direction of the case will take, as of now the court date has been set to take place in September.

## **Department Head Reports**

- ❖ **Tax Collector** – The first-round tax bills for 2021 have been sent to residents, taxes are due July 1<sup>st</sup> and can be paid online, by mail, or in person at the Tax Collector's office.
- ❖ **Town Clerk** – The Town Clerk has been processing registrations, vital records, etc., as well as validating petitions for 2021 warrant articles.

- ❖ **Dean Memorial Airport** – The Haverhill Police Department is performing extraction training at the airport.
- ❖ **Highway Dept** – The highway crew has a new member and will attend the Select Board meeting next time.
- ❖ **Maintenance Dept** – Still working on the Police Department constructing new office spaces and will be working on the new temporary hold dog shelter after the HPD offices are done.
- Parks & Recreation Dept** – The Parks & Recreation will be holding HARP this summer program with 28 enrollees of 5-to-12-year-old children, and Sargent has hired four employees.
- ❖ **Police Department** –  
Codling noted that there was a raid on a house on Railroad Street last month, and the dwelling has since been vacated, two abandoned vehicles have been removed from Railroad Street, and two certified police officers are working their way through the recruitment process.

### **FINANCIAL REPORT:**

- Boucher stated that this is a revaluation year, and she has begun analyzing field data. Boucher discussed the costs of homes for sale in Mt. Lakes, and there are a large number of new homes being constructed.
- Boucher stated that the Town is undergoing an audit with the Department of Revenue Administration looking at the property record files, including veterans' credits.
- Garofalo asked Boucher about the costs of home sales and the effect on tax rates. Boucher responded that with the increase in market value, the Town's tax rate goes down.
- Boucher discussed the April 1 deadline for valuation and the effect on taxes.
- Codling noted that the Town is currently having a Department of Labor audit – payroll and safety. McKinnon, Head of Maintenance, has made sure the buildings are safe for employees with current elevator inspections and fire extinguisher certification.
- Codling noted that the summer intern is back and working part time to weed through the years of documents in the basement, and Mark is tasked with scanning hard copy documents for the files to eliminate paper documents.

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

- **Conservation Commission** -- Garofalo commented that the Conservation Commission will meet this month, and we will begin this month with new members and get a Chair appointed.
- **Planning and Zoning** – Hatch stated that there is a lot of progress being made at the Blaisdell pit. Hatch asked why the Master Plan cannot be rewritten in-house. Discussion continued. Codling noted that that Master Plan is the foundation for the strategic direction for your town and getting the community and stakeholders' groups involved in the



redevelopment of the Town's Master Plan is a great opportunity to gain insight into the community and what they want for their Town. Codling further stated that most grants require that the Town's Master Plan speak to the purpose of the grant. Having a comprehensive, up-to-date Master Plan can help the Town acquire grant funding. Discussion continued.

- **Parks & Recreation** – Robbins stated that the next meeting is Wednesday night.
- **Airport Zoning Commission** – Bjelobrck noted that the Airport Commission meeting is upcoming, and there is an Abutters' meeting afterwards.

#### **CORRESPONDENCE:**

- Garofalo read a notice related to the Governor dropping the State of Emergency and the Town's intent to continue to offer a video option for all meetings.
- Garofalo read a notice about trimming and maintenance around the power lines this summer in Haverhill.

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

- Hatch discussed how the Town should have a site that is updated and easy to get to. Hatch also discussed ways to simplify the payroll processes. Discussion continued.
- Garofalo asked if the Town should hire someone to continually update the website.
- Bjelobrck noted that the Board should look at some shovel-ready projects or a wish list that might be prioritized for infrastructure funding. Discussion continued about wastewater facilities.
- Graham reported on an ATV and automobile accident.

**MOTION #10:** Bjelobrck made the motion and Graham seconded the motion to recess the meeting at 8:42 PM.

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

#### **NONPUBLIC SESSION:**

**MOTION #11:** Bjelobrck made the motion and Robbins seconded the motion to go into Nonpublic Session according to RSA 91-A:3, II(e) at 8:52 PM.

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

**The Board came out of NONPUBLIC SESSION at 9:05 PM.**

**MOTION #12:** Bjelobrck made a motion and Robbins seconded the motion to seal the Minutes of the Nonpublic Session.

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

**The meeting ADJOURNED at 9:10 PM.**

*Transcribed by Joanna Bligh*