

**Town of Haverhill
Select Board Meeting
MINUTES
Tuesday, July 6, 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

Members of the Public Present:

In Person

Margo Longacre

Joe Longacre

Alex Nuti-de Biasi

Darwin Clogston

Greg Mathieson

Shawn Dennis

Colton Grant

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

Marilyn Blaisdell

Mary Patridge

Robert Clegg

Libbie E.

Dawn

ROLL CALL ATTENDANCE: Matthew Bjelobrck (Here), Howard Hatch (Here), Mike Graham (Here), Fred Garofalo (Here), and Steve Robbins (absent). A quorum was met.

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

Agenda Modifications

Garofalo asked for any changes to the Agenda.

- Garofalo added SB 26 under Correspondence.
- Garofalo added under New Business scheduling of a revenue review by the Town Manager.

CONSENT AGENDA

MOTION #1: Bjelobrck made the motion and Garofalo seconded the motion to approve Minutes from the **June 21, 2021**, Select Board meeting as written.

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

TOWN EMPLOYEE APPEARANCES:

Shawn Dennis, Highway Department

Dennis introduced himself to the Board stating that he has lived in North Haverhill all his life and has most recently been doing logging work. Garofalo noted the danger on a road in Mountain Lakes near his house where the traffic speeds by, and he is concerned about the danger to the beachgoers. Garofalo suggested making the road wider. Codling noted that the dangerous intersection will be reconfigured with a goal of having a clear view for traffic.

Hatch noted that Colton Grant, Road Agent, was concerned about winter salt use on the hill near the beach in Mountain Lakes and about possibly paving the road. Codling talked with the Commissioners about paving after the summer rush. Discussion continued about fixing the potholes at the bottom of Brushwood Road. Codling noted that there is preventative limited paving to be completed this year.

SCHEDULED PUBLIC APPEARANCES: None.

PUBLIC WANTING TO ADDRESS THE BOARD:

Greg Mathieson stated that public meetings are supposed to have a 24-hour notice to the public except in an emergency, and the calendar showed that this meeting was being held at 6:00 PM on Monday, July 5. Garofalo noted that historically residents know that with a holiday on Monday, the Select Board meeting is moved to Tuesday. Garofalo noted that the Town’s website has to be correct.

Clogston addressed the Board asking whether a background check was done on the new staff member in the Police Department. Codling stated that Wayne Fortier was contracted by the Chief of Police from the Sheriff’s department to work on cases that need to go to court, and the individual is a certified officer with the Sheriff’s department. Codling stated that the Police Department needed services for a case load, and the Sheriff’s Department assigned Fortier to help. Codling noted that she will follow up with the Chief and ask him to contact the Sheriff’s Department for more information.

Mathieson had a follow-up question about scheduling Select Board Work Sessions. Codling stated that the Work Session notices are posted on the Town’s website calendar and on Facebook. Garofalo stated that the Work Sessions are warned just like any other public meeting.

NEW BUSINESS:

ARPA (American Recovery Plan Act)

Codling provided background stating that the Town was obligated to let the State know if the Town wanted the money and determined that the Town had enough expenses to warrant the funds. Codling provided a list of Haverhill Projects and Expenses, which would qualify according to the ARPA guidelines. Codling noted that the Welfare Department’s shelter housing estimated amounts may change with the moratorium on evictions ending soon, and other amounts may change, as well. Codling itemized the amounts requested by the districts: Mountain Lakes at \$594,000 and Woodsville at \$390,958. The ARPA available funds equal \$477, 908, which will be split between two years or \$238,954 for each of two years. The projects under this funding have to had been planned or started before March 2021. Boucher noted that the funds have to be used before 2024.

Codling recommended the use of funds for revenue replacement for the recreation program. Graham asked to see the recreation revenues pre-pandemic. Boucher discussed revenue replacement stating that 2019 revenues are used with a formula to determine the revenue lost. Codling stated that the funds can be used for recreational programming and to offset the Welfare Department expenses. Garofalo discussed the costs associated with the Welfare and the Recreation Departments. Garofalo and Boucher discussed establishing a capital reserve fund for the Welfare Department. Boucher discussed the rental assistance process with Tri-County CAP. Codling noted that in 2020 the demand for shelter housing was higher than estimated. Hatch discussed the high propane supplier costs for emergency utility deliveries to those on a Welfare Department program. Boucher and Codling stated that she will discuss this issue with the propane supplier.

Codling discussed plans to create an After-Action Team to include Town administrators and community members to look at the Welfare Department finances in 2020 with a goal to provide better service and reduce costs to Haverhill. Boucher noted that she and Valerie Walker, Welfare Administrator, will be attending training on issues related to homeless residents.

PENDING / OLD BUSINESS:

Adopt Select Board SOP

Graham suggested tabling adopting the Select Board SOP because of Robbin's absence.

MOTION #2: Garofalo made a motion to table the discussion and adoption of the Select Board SOP until the next meeting, and Graham seconded the motion.

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

Adopt Roles & Responsibilities

Garofalo suggested tabling adopting the Select Board's and Town Manager's Roles and Responsibilities because of Robbin's absence.

MOTION #3: Bjelobrck made a motion to table the discussion and adoption of the Roles and Responsibilities until the next meeting, and Hatch seconded the motion.

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

Blackmount Trail Status and Options

Codling contacted the office of Bob Giuda, District 2 State Senator, to see if they had anything on file about the Blackmount Trail.

MOTION #4: Graham made a motion to table the discussion of the Blackmount Trail until the next meeting, and Hatch seconded the motion.

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

- Hatch discussed the section of the trail (parking lot) across from Aldrich's Store, which needs gravel resurfacing.

MOTION #5: Bjelobrk made a motion to have Codling look into placing gravel on the Town-owned parking lot used by the ATV Club across from Aldrich's Store, and Garofalo seconded the motion.

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

Public Input Relating to the Town Manager's Performance Evaluation

Marilyn Blaisdell asked if the Board will accept written comments on the performance evaluation for the Town Manager. Garofalo stated that the public can submit comments, but the comments will be read in a nonpublic session.

MOTION #6: Bjelobrk made a motion to have residents write into the members' email addresses, and the Select Board will incorporate those comments. Garofalo seconded the motion.

- Discussion about email access to the Board members ensued. Codling announced that all Select Board email addresses are on the Town's website.

Roll Call Vote: [Not done.]

TOWN MANAGER'S REPORT: (Complete report available at: https://www.haverhill-nh.com/vertical/sites/%7B7B636F77-2058-47A7-A817-81AAD9EE8E62%7D/uploads/Town_Manager_Report_6-21-2021.pdf)

Codling provided the following highlights from her report:

Dean Memorial Airport Safety Study:

The airport safety study is well underway with the next meeting scheduled for July 14, 2021, at the Clifford Memorial Building, and is open to the public. Guy Rouelle from Dubois & King will provide a presentation of all alternatives for relieving safety obstructions that exist at the airport.

Bath-Haverhill Covered Bridge:

Hoyle, Tanner & Associates performed the structural evaluation, and the Town is awaiting the report, which has multiple pages of recommendations.

Grafton County Broadband Committee:

The Grafton County Broadband Committee's next meeting is scheduled for Wednesday July 28 at 10:00 AM.

Public WiFi in Woodsville Project:

The Select Board approved moving forward with the project. Equipment was ordered last week. Codling noted that they have not received confirmation for the placement of antennas on Jeff Elliott's building.

Senate Bill 26:

The Governor signed HB 2 into law on June 25, 2021, which included SB 26 (Chapter 91, page 191). The mandate for the Town of Haverhill to fund the Woodsville Fire District's Highway Department has been eliminated. The bill was effective upon signing by the Governor.

Woodsville Lawsuit:

The Woodsville Fire District Declaratory Judgement request was made in early June. The Town responded Monday, June 28. All filings are public record. The hearing is scheduled for September 2021.

Haverhill Library Association (Haverhill Corner):

The Town, through its Highway Department, will be making improvements to drainage within the Town's ROW in front of and near the public library located in Haverhill Corner. The work will improve drainage of storm water runoff, which will alleviate the swampy conditions that occur in front of the library and on private properties in that area. This project is pending the delivery of PVC pipe, which is on order.

Connecticut Valley Snowmobile Club:

Working with the snowmobile club on a project between Daniels Road and Brushwood Road to move the snowmobile trail back onto the Town-owned rail bed and to clear trees that are encroaching onto the old rail bed. Jay Waterhouse is getting three quotes for the logging and will provide that to the Town before the SB is asked to vote.

Comprehensive Public Right-of-Way Regulation:

In 2020, the Town joined a collective effort with other NH municipalities for the development of a PROW regulation. The Select Board considered the PROW document but had questions, which have been conveyed to the law firm working on this effort. Responses are expected soon and will go before the Select Board at the next meeting.

Department Head Reports:

- **Parks & Recreation Dept** – HARP summer camp is under way and going very well. This week the group will visit Clark's Trading Post.
- **Police Department**
 - Two candidate background checks are in process.
 - Detective Wayne Fortier from the Sheriff's Department has hit the ground running as expected and brings a tremendous amount of experience to the team. Please lean on him if you have questions about more in-depth cases.
 - There is an uptick in part-time officers.

Garofalo asked how many officers are on duty per shift. Codling responded one officer per shift; however, there may be multiple offers on duty if there is an event in Town.

FINANCIAL REPORT / COMMENTS

PA-28

Boucher stated that the Town received the annual letter from the Department of Revenue in reference to the PA-28 inventory of taxable property forms, which allows the Town to inventory any changes done on homes or property. The Select Board can vote to adopt the use of PA-28.

MOTION #7: Bjelobrk made a motion to not use the Taxable Inventory forms (PA-28) this year (2021), and no second was provided.

Motion #7 died.

- Hatch noted that PA-28 form was typically used in the past.

- Graham asked the rate of return on the forms. Boucher noted that when she worked for an adjacent town, they would receive 70% to 80% back mainly because the town did not have a building permit requirement. Boucher continued that the PA-28 State of NH form that property owners fill out includes information about new structures, demolished buildings, and individuals living on the property. Boucher noted that the form has not been used in Haverhill for at least 5 years.
- Garofalo asked for copies of the form to be sent to Board members.
- Boucher noted that if the Select Board votes to implement this form, then returning it becomes mandatory, and there is a fine for not returning the form.
- Bjelobrk noted that he disagrees with the intent of the form because the Town pays an assessor to examine what is requested on the form.

Zoning Board of Adjustment / Members Needed

Boucher stated that the Town needs Zoning Board members. Currently, there are only three members, and two additional members are needed because of an upcoming appeal, which is related to the Town's wetlands zoning. Codling stated that the property owner applied for an exception under the Aquifer Protection ordinance and that requires the Zoning Board to hear the application. Codling noted that the Town has been advertising for new members.

COMMISSION/COMMITTEE REPORTS:

- **Conservation Commission** -- Garofalo commented that the Conservation Commission has four members, and a Chair was voted in. The next meeting is at the end of July.
- **Planning and Zoning** – Hatch attended the recent Planning Board meeting when the members discussed how the Haverhill sand pit should not be exempt but in compliance like the requirements of the other sand pits in Town. Hatch mentioned how improved the meeting process is currently. Boucher discussed that she and Bligh meet regularly and adhere to regular deadlines to get materials out to the Board members. We also meet with the Chair to develop the agenda for the next Planning Board meeting,
- **Parks & Recreation** – Robbins was absent from the meeting.
- **Airport Zoning Commission** – Bjelobrk stated that there is a meeting coming up.
- **Fire Committee** – Nothing.

CORRESPONDENCE:

District NHMA Article

Garofalo addressed the emails sent by Codling related to town districts. Codling noted that an NHMA lawyer wrote an article about the purpose of districts within a town and the laws that apply to the creation, management, and financing of districts.

SB 26

Codling stated that SB 26 passed through the House and Senate and was signed into law by the Governor.

COMMENTS BY BOARD MEMBERS:

- Hatch presented a few words about the passing of a Woodsville resident Daniel James (Jim) Hoff, who was instrumental in getting Hazen Park cleaned up. Hatch suggested that

a granite block memorial bench overlooking the river be placed at Hazen Park in memory of Hoff. Hatch requested the support of the Select Board.

- Hatch discussed the No.11 schoolhouse in which the bronze plaque was stolen from the granite marker, and he would like to re-erect that marker.

MOTION #8: Bjelobrk made a motion to donate the granite marker for the No. 11 schoolhouse, and Garofalo seconded the motion.

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

MOTION #9: Bjelobrk made the motion to adjourn at 7:35 PM and reconvene in 10 minutes to enter Nonpublic Sessions. Garofalo 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.

NONPUBLIC SESSION #1:

MOTION #10: Bjelobrk made the motion and Graham seconded the motion to go into Nonpublic Session according to RSA 91-A:3, II(e) at 7:42 PM.

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

The Board came out of NONPUBLIC SESSION at 7:54 PM.

MOTION #11: Bjelobrk made a motion and Garofalo seconded the motion to seal the Minutes of the Nonpublic Session #1 because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of the Board.

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

NONPUBLIC SESSION #2:

MOTION #12: Bjelobrk made the motion and Garofalo seconded the motion to go into Nonpublic Session according to RSA 91-A:3, II(c) at 7:56 PM.

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

The Board came out of NONPUBLIC SESSION at 8:23 PM.

MOTION #13: Bjelobrk made a motion and Garofalo seconded the motion to seal the Minutes of the Nonpublic Session #2 because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of the Board.

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

NONPUBLIC SESSION #3:

MOTION #14: Bjelobrk made the motion and Graham seconded the motion to go into Nonpublic Session according to RSA 91-A:3, II(c) at 8:26 PM.

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

The Board came out of NONPUBLIC SESSION at 8:40 PM.

MOTION #15: Bjelobrk made a motion and Graham seconded the motion to seal the Minutes of the Nonpublic Session #3 because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of the Board.

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

The meeting ADJOURNED at 8:45 PM.

Transcribed by Joanna Bligh