

Woodsville Highway Committee
ORGANIZATIONAL MEETING
MINUTES

Thursday, August 1, 2024, at 6:00 PM
R.E. Clifford Memorial Building
65 South Court St.
Woodsville, NH 03785
Or on ZOOM

CALL TO ORDER: Kevin Shelton called the meeting to order at 6:00 PM.

Committee Members:

Tom Mayo, Commissioner
Joseph Maccini
Lynn Wheeler
Theresa Paige, Selectboard member
Philip Blanchard
David Lackie
James Duffy (Alternate)
Kevin Shelton (Nonvoting)
Carolyn Hofmann (Nonvoting liaison to Town of Haverhill)

Roll Call Attendance: Lynn Wheeler (Here), Joseph Maccini (Here), Phil Blanchard (Here), David Lackie (Here), Theresa Paige (Here), and Tom Mayo (Here). A quorum was met.

Woodsville Fire District Employee Present:

Kevin Shelton, District Administrator

Town of Haverhill Employee Present:

Joanna Bligh, Recording Clerk

Members of the Public Present:

In Person:

Margo Longacre, Dawn Lavoie, Howard Hatch, Joseph Longacre, Woodsville Road
Agent Joe Prue-Towne

NOMINATION OF OFFICER

Nomination for Chair:

Blanchard nominated Lynn Wheeler as Chair of the Woodsville Highway Committee, seconded by Mayo.

- Shelton asked for any more nominations, and there were none. Shelton asked for a vote on Wheeler as committee chair.

Voice Vote: All approved, none opposed, none abstained. The nomination passed unanimously.

Shelton noted that his role in the meeting is to provide a resource for the Committee.

Chair Wheeler thanked the committee for their support.

NEW BUSINESS

Ground Rules for Public Participation

Chair Wheeler opened the discussion about public participation.

Discussion:

- Blanchard noted that the chair determines the level of public participation.
- Chair Wheeler stated that everyone could put their ideas in writing to discuss at the next meeting.
- Howard Hatch spoke about how the members of the public often are more knowledgeable about a topic and should be able to offer ideas.
- Chair Wheeler suggested including public comment at the end of the meeting.
- Blanchard recommended including public comment before a vote.

Mission Statement

Chair Wheeler stated that she prepared wording for the mission statement, as follows:

Woodsville Highway Committee

MISSION STATEMENT

August 2024

The Woodsville Highway Committee will meet regularly:

- To study Woodsville's roads and gain understanding of an exact plan for the Town of Haverhill to take over the responsibility of all roads in Woodsville.
- To prepare a detailed plan for coverage, costs, labor, storm drain monitoring, where vehicles would be housed, salt and sand storage, possible transfer and purchase of vehicles, and any other items the Committee deems necessary.
- To present, upon completion of study, a plan and annual budget to be available to the public.

Chair Wheeler asked for a vote on the Mission Statement, as presented.

MOTION #1: Blanchard made the motion and Chair Wheeler seconded the motion to approve the Mission Statement, as presented.

- Blanchard noted that the Committee needs to establish the cost of the Town of Haverhill taking over the roads.

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

Housekeeping Notes

Clerk Bligh spoke about dates of the meetings noting that she cannot attend the first Thursday meetings because of a conflict. Clerk Bligh also noted that access to Zoom audio/video should

accompany the meetings. Lackie noted that he cannot attend the next meeting on Thursday, September 5. The members discussed dates for regular meetings.

Chair Wheeler suggested the first Wednesdays of the month, so the next meeting would be Wednesday, September 4. There was consensus among the members, including the clerk. Clerk Bligh stated that with her regular attendance on the first Wednesday of the month, she will be able to prepare Zoom access.

Woodsville Highway Equipment List

Road Agent Prue-Towne and subsequently Shelton completed the list of mileage and hours used for the Woodsville Highway Department vehicles, as follows:

Woodsville Fire District Vehicles

Year	Make	Model	Serial #	Style	Miles	Hours	8/2/2024
2009	International		7400	1HTWDAAR49J094024	Dump	42595	3896
2010	John Deere	310SJ	T0310SJ179461	Backhoe Loader	0	3302.8	
2018	Chevrolet	K3500	1GB3KYCY4JF163633	Pickup	42255	3552.8	
2019	International	HV507	1HTEDTAR4KH287097	Dump	14943	1283	

Woodsville Highway Department Financials

The Committee members discussed the financials, which included labor costs. Shelton noted that there has been no road construction in Woodsville since 2018. Blanchard suggested that the Committee get baseline figures, and those can be used for comparison. Blanchard asked if there were any projects ongoing, and Shelton stated that there are none. Lackie stated that there has been no truck for 4 months. The financial documents discussed by the Committee are as follows:

Highway	2023 Budget	2023 Actual	2024 Budget
LEGAL DEPARTMENTAL OPERATIONS	\$75,000	\$21,135	\$75,000
ALARM SERVICES	\$0	\$289	\$300
BUILDING MAINT.	\$2,000	\$1,174	\$2,000
OTHER BUILDING MAINT.	\$0	\$40	\$0
PROPERTY INSURANCE	\$4,988	\$2,494	\$1,070
OTHER INSURANCE	\$5,982	\$5,634	\$7,529
ADVERTISING	\$0	\$304	\$250
FOREMAN LABOR FT	\$67,000	\$33,200	\$36,000
FORMAN LABOR OT	\$9,750	\$10,450	\$12,750
FOREMAN - STORM DRAINS	\$0	\$2,519	\$3,300
SAFETY & EDUCATION	\$900	\$720	\$900
CONTRACTS	\$3,500	\$0	\$3,500
HIGHWAY MATERIALS	\$12,000	\$0	\$12,000
GENERAL LABOR FT	\$93,860	\$36,032	\$34,760
GENERAL LABOR PT	\$0	\$7,478	\$33,280
GENERAL LABOR OT	\$5,500	\$6,870	\$6,700
GNRL LABOR - STORM DRAINS	\$0	\$2,687	\$3,700
SICK LEAVE	\$0	\$2,582	\$2,675
HOLIDAY LEAVE	\$0	\$3,258	\$3,750
HEALTH INSURANCE	\$8,500	\$9,832	\$9,365
SOCIAL SECURITY INSURANCE	\$0	\$8,908	\$10,000
MEDICARE INSURANCE	\$0	\$2,084	\$2,400
RETIREMENT	\$0	\$25,164	\$25,500
INSURANCE - STIPEND	\$0	\$4,053	\$4,200
HEATING	\$1,875	\$0	\$1,875
MAINT & REPAIR SUPPLIES	\$20,000	\$6,127	\$20,000
GASOLINE & OIL	\$2,000	\$2,666	\$3,000
DIESEL	\$16,000	\$13,677	\$16,000
TOOLS AND PARTS	\$6,000	\$12,886	\$7,500
UNIFORMS	\$3,000	\$2,451	\$3,200
CULVERTS	\$4,500	\$0	\$4,500
STORM DRAINS	\$9,000	\$6,239	\$9,000
VEHICLE REPAIRS	\$0	\$19,351	\$15,000
SNOW & ICE CONTROL - SALT	\$45,000	\$25,503	\$35,000
GENERAL SUPPLIES - HWY SUPPLIE	\$7,500	\$7,740	\$8,500
OTHER MISC SUPPLIES	\$0	\$523	\$750
HIGHWAY SUPPLIES - TRUST FUND	\$0	\$0	\$0
COLD PATCH & SUPPLIES	\$15,000	\$697	\$15,000
SAND & GRAVEL	\$8,000	\$553	\$13,500
PAVING	\$10,000	\$3,590	\$10,000
ROAD SIGNS & SUPPLIES	\$2,000	\$319	\$2,000
ROAD SWEEPING	\$4,500	\$3,608	\$4,500
VEHICLES & EQUIPMENT	\$0	\$1,404	\$2,000
RUBBISH REMOVAL	\$250	\$180	\$250
TRANSFER TO TRUST & AGENCY FUN	\$25,000	\$25,000	\$25,000
TRANSFER TO TRUST & AGENCY FUN	\$25,000	\$25,000	\$25,000
Subtotal Highway	\$480,105	\$344,798	\$493,004

Highway Department	Budget 2022	Actual 2022	Budget 2023
Building Maintenance	2000	\$ 1,110.00	2000
Building Heat	1875	\$ -	1875
Rubbish	\$ -	\$ 219.00	250
Cold Patch	1000	\$ 1,192.00	1500
Culverts	2000	\$ 2,528.00	4500
Diesel Fuel	12090	\$ 8,309.71	16000
Equipment Maintenance	22000	\$ 21,285.40	20000
Equipment Rental	3500	\$ -	3500
Gas & Oil	2860	\$ 1,931.17	2000
Health Insurance	16000	\$ 6,982.54	8500
Ice Removal	30000	\$ 24,416.70	45000
Insurance	10290	\$ 10,290.00	10970
Legal	75000	\$ 49,794.60	75000
New Equipment	6000	\$ 6,330.00	6000
Payroll	189000	\$ 178,294.00	176100
Personal Uniforms	3000	\$ 2,657.00	3000
Safety	\$ -	\$ 378.50	400
Sand & Gravel	5000	\$ 4,971.00	8000
Storm Drain Maintenance	9200	\$ 7,900.00	9000
Street Paving	16000	\$ 3,506.00	10000
Street Sweeping	1500	\$ 1,710.00	2000
Special Projects	4000	\$ 3,920.00	4500
Supplies	12000	\$ 4,500.00	12000
Training	7500	\$ 7,243.01	7500
Highway Truck Replacement Fund Payment	900	\$ -	500
Street & Sidewalk Replacement Fund	25000	\$ 25,000.00	25000
Street & Sidewalk Replacement Fund	25000	\$ 25,000.00	25000
Total Highway	\$ 462,316.00	\$ 396,618.63	\$ 480,105.00

CORRESPONDENCE

Chair Wheeler provided the members with a letter from Darwin Clogston following the first Committee meeting. Chair Wheeler read the letter in its entirety, as follows:

July 31, 2024

Woodsville Highway Study Committee:

At the HSB meeting Monday, 6/29/24, it was confirmed the packet presented to you by Kevin Shelton was merely talking points to get the 'ball rolling.' The stated purpose, mission and goals/objectives is merely his wish list with a 3-4 month study completion timeframe.

Further Considerations and History:

1. Woodsville supports its own roads- Continuing discussions of succession. Examples include: Rick Ladd addressing the NH Senate and Graham before quitting as a Selectman. Additionally other forms of funding would undermine the wishes of the voters at Town Meeting, which for several years have said no Precinct funding.
2. Is it legal? Can one municipality fund another?- The case filed and funded by the Precinct was dismissed by the NH Supreme Court. Also the NH Supreme Court case of Henry v. Haverhill needs discussion.
3. Accountability of funds- In 2020 the Haverhill towns lawyer calculated an overpayment of \$655, 919 for highway funds for just the years 2016, 2017 & 2018. RSA 32:7 provides that unexpended funds laps and are returned to the taxpayers. This has never happened.
4. Forest Street intersection- Negotiations between the Town and the Precinct over the 'fix' of this deadly intersection took years, and ultimately no consensus was reached. A major concern by Joe Maccini was a pending lawsuit. Was this ever resolved and are there more legal issues? The proposed time frame of being ready for budget season is ridiculous for this committee to provide thoughtful results.
5. Why now?- Numerous times over the last few years I've heard said that all was fine with the highway funding before Bridget Codling came to town. She is gone so all is well. The last several Town meetings have seen attempts to cut the budget. Last year more than one motion was entertained. Are the taxpayers looking for more expenses? The defeat of the precinct's warrant articles would indicate no.

Thank you.

DARWIN CLOGSTON
PIKE

Chair Wheeler asked if there was anything else to discuss, and there were no comments.

NEXT MEETING: Wednesday, September 4, 2024

- Chair Wheeler noted that Town of Haverhill inventory and financials will be obtained for the next meeting.
- Carolyn Hofmann with assistance from Paige will obtain Highway Department documents from the Town.
- The members exchanged contact information, which is as follows:

Name	Email	Phone
Lynn Wheeler, chair	lwheeler51@gmail.com	
Tom Mayo	twmayofd@gmail.com	
Theresa Paige	tpaige@Haverhill-NH.com	
David Lackie	dlackie@charter.net	
Joe Maccini	wfdops@woodsvillefd.com	
Phil Blanchard	firechief@haverhill-nh.com	

