

Woodsville Highway Study Committee
MINUTES
Wednesday, September 4, 2024, at 6:00 PM
J.R. Morrill Building
Second Floor Conference Room
2975 Dartmouth College Hwy.
No. Haverhill, NH 03774
Or on ZOOM

MISSION STATEMENT

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.

CALL TO ORDER: Chair Wheeler called the meeting to order at 6:00 PM.

Committee Members:

Tom Mayo
Joseph Maccini
Lynn Wheeler
Theresa Paige
Philip Blanchard
David Lackie
Kevin Shelton (Nonvoting liaison to Woodsville)
Carolyn Hofmann (Nonvoting liaison to Town of Haverhill)

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

Board Clerk: Joanna Bligh (Present)

Members of the Public Present:

In Person:

Howard Hatch, Joseph Longacre, Joe Prue-Towne, Darwin Clogston, D. Locke, and Dick Guy

Online:

Joanne Young

HOUSEKEEPING Notes

Chair Wheeler read the meeting rules of procedure pertaining to the Committee members, online attendees, and in-person attendees. The rules of procedure were stated as follows:

- Meetings are held on the first Wednesday of the month at the Morrill Building.
- During the meeting, only one member shall speak at a time.

- For the public attendees, they were asked to raise their hand if they wish to speak, and the Chair will acknowledge them. The Chair designates the time allowed for the public to speak.

DESIGNATION OF ALTERNATES

Chair Wheeler noted that there are no alternates on the Committee.

AGENDA APPROVAL

MOTION #1: Mayo made the motion and Lackie seconded the motion to approve the agenda, as written.

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

MINUTES REVIEW

MOTION #2: Lackie made the motion, and Paige seconded the motion, to approve the agenda, as written.

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

NEW BUSINESS

Chair Wheeler noted that the Committee is tasked with comparing the staff, equipment, and finances of the Highway Departments of Woodsville and Haverhill.

Highway Department Employees in Woodsville and Haverhill

The members listed the staff:

Woodsville

- Joe Prue-Towne, road agent (full time)
- Lester Parker (full time)

Haverhill

- Tom Smith, road agent (full time)
- Mark Nickles, assistant road agent (full time)
- Skip Gadwah (full time)
- Cody Thompson (full time)
- One full time position open (appropriated)

Discussion:

- Chair Wheeler asked about swapping personnel in Woodsville with the Water & Light department and clearing sidewalks.
- Shelton noted that the Highway Department clears the sidewalks, and staff does not, generally, transfer between the Highway and the Water & Light departments.

Highway Department Buildings and Storage

Woodsville

Shelton noted the following buildings and storage areas in Woodsville:

- A garage with three bays
- Two sand/salt piles
- Storage unit

Haverhill

Paige listed the following buildings and storage for Haverhill:

- Garage with one bay
- Armory for cold storage and storage of the grader
- Sand shed

Highway Department Equipment

Woodsville

- Prue-Towne provided the list of equipment:
 - 2009 International dump truck
 - 2010 John Deere backhoe/loader
 - 2018 Chevrolet pickup
 - 2019 International dump truck

Haverhill

- Paige provided a list of equipment.
 - 2019 CAT backhoe
 - 2020 International
 - 2022 550
 - 2017 International
 - 2012 Freightliner
 - 2019 CAT loader
 - 2023 International
 - 2019 grader
 - Mower/tractor
 - 2000 roller

Discussion:

- Hatch listed other equipment owned by Haverhill.
- Chair Wheeler asked for other comments, and there were none.

Highway Department Financials

Chair Wheeler opened the discussion of the financials between the two departments.

Woodsville

- Shelton asked to include the benefits for the full-time employees, the dump truck lease/purchase of \$75,000 (first year cost) approved in Article 21 of the 2023 warrant, and the insurance allocations.

Haverhill

- Discussion continued about line items missing on the Haverhill financials from the 2023 Annual Report.

Discussion:

- Chair Wheeler recommended that for the next meeting she will prepare a comparison of Woodsville and Haverhill financials.
- Lackie asked the road miles in each, and Chair Wheeler and Shelton responded that there are 8.2 miles of roads in Woodsville and 68 miles in Haverhill.
- Chair Wheeler provided additional expenses from the Town Report, as follows:
 - Woodsville sand and gravel -- \$8,000
 - Woodsville salt -- \$45,000
 - Haverhill sand -- \$58,000
 - Haverhill calcium -- \$10,000
 - Haverhill salt -- \$82,400

