

# **Woodsville Highway Study Committee 2024**

## **REPORT and RECOMMENDATIONS**

### **2024 Woodsville Highway Study Committee**

#### **Members:**

Lynn Wheeler, Chair

Tom Mayo

Joseph Maccini

Theresa Paige

Philip Blanchard

David Lackie

Kevin Shelton (Nonvoting member / liaison to Woodsville)

Carolyn Hofmann (Nonvoting member / liaison to Town of Haverhill)

**Town Staff:** Joanna Bligh, Clerk

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## 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.
- Upon completion of study to present a plan and an annual budget to be available to the public.

## Recommendations

The Woodsville Highway Study Committee adopts this 2024 Study Report on **November 6, 2024**, with the signatures below and provides the following recommendations to the Select Board.

Consensus was made by the Woodsville Highway Study Committee to forward the following comments and recommendations to the Select Board:

1. To enumerate the two distinctly different types of roadwork in Haverhill vs. Woodsville, the Committee has listed the differences as follows:  
Haverhill – There are 51.44 miles of gravel roads requiring grading, ditching, roadside mowing, tree/limb removal, spreading calcium chloride for dust control, sanding/salting, and plowing. There are 22.77 miles of paved roads requiring ditching, roadside mowing, tree/limb removal, sanding/salting, and plowing.  
Woodsville – There are 9.135 miles of roads, which include catch basins and sidewalks, requiring patching, ditching, tree/limb removal, roadside mowing, sanding/salting, and plowing.
2. To improve the transparency of the Woodsville Highway Department budget before the Town Meeting vote and to follow the regular budget review process for the Town, it is recommended that the Woodsville Highway Department budget be reviewed by the Advisory Budget Committee and be included in the Select Board's Budget Public Hearing.
3. To determine that any unused funds subsequent to the passing of the Woodsville Highway Department warrant at Town Meeting are returned to the Town of Haverhill General Fund.
4. To note that no Woodsville Highway Department budget decisions would be binding until legislation was passed on the issue of district highway funding.
5. The consensus of the Woodsville Highway Study Committee was to NOT combine the Woodsville and Haverhill Highway Departments at this time.

2024 Woodsville Highway Study Committee

Woodsville Highway Study Committee 2024

Signatures

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Date 11/6/24

Lynn Wheeler, Chair Lynn W. Wheeler

Tom Mayo [Signature]

Joseph Maccini J. C. Maccini

Theresa Paige [Signature]

Philip Blanchard [Signature]

David Lackie [Signature]

**HIGHWAY DEPARTMENTS  
Haverhill/Woodsville Comparative Data from 2023**

**STAFF**

**Inside Staff**

<b>Haverhill</b>		<b>Woodsville</b>	
Tom Smith, Road Agent	Full time	Joe Pru-Towne, Road Agent	Full time
Mark Nickles, Assistant Road Agent	Full time	Lester Parker	Full time
Skip Gadwah	Full time		
Cody Thompson	Full time		
Vacant	Full time		

**Outside Hires**

<b>Haverhill</b>		<b>Woodsville</b>	
<b>Line Item</b>	<b>Cost (\$)</b>	<b>Line Item</b>	<b>Cost (\$)</b>
Summer machine	\$43,015.45	Roadside mowing	\$1,537.50
Summer mowing	7,669.02	Grading (Bath)	1,200.00
Winter machine	4,875.00		
Winter snow plowing	21,677.50		
<b>TOTAL</b>	<b>\$77,236.97</b>		<b>\$2,737.50</b>

**Wages and Salaries**

<b>Haverhill</b>		<b>Woodsville</b>	
Full time*	\$266,831.76	Full time	\$74,438.00
Part time	0.00	Overtime	17,320.00
Overtime	26,182.35		
<b>TOTAL</b>	<b>\$293,014.11</b>		<b>\$91,758.00</b>

\*Excludes one appropriated vacant position.

**2024 Woodsville Highway Study Committee**

**Benefits**

<b>Haverhill</b>		<b>Woodsville</b>	
Training	\$505.00	Safety & education	\$720.00
Sick leave	16,175.12	Sick leave	2,582.00
Holiday leave	10,823.92	Holiday leave	3,258.00
Medical CDL	1,255.00		
Health insurance	84,291.18	Health insurance	9,832.00
SSI	17,723.99	SSI	8,908.00
Medicare insurance	4,145.16	Medicare insurance	2,084.00
NH Retirement	39,850.73	NH Retirement	25,364.00
Insurance stipend	N/A	Insurance stipend	4,053.00
<b>TOTAL</b>	\$174,770.10		\$56,801.00

**BUILDINGS AND STORAGE**

<b>Haverhill</b>		<b>Woodsville</b>	
Garage	1 bay	Garage	3 bays
Armory	Cold storage	Salt/sand shed	2 bays
Salt shed	1 bay	Storage unit	

**EQUIPMENT**

<b>Haverhill</b>		<b>Woodsville</b>	
<b>Item</b>	<b>Mileage/Hours</b>	<b>Item</b>	<b>Mileage/Hours</b>
2019 CAT backhoe	647 hrs.	2009 International	42,595 mi.
2020 International	34,227 mi.	2010 John Deere	3303 hrs.
2022 550 pickup	27,967 mi.	2018 Chevrolet	42,255 mi.
2017 truck International	67,778 mi.	2019 International	14,943 mi.
2012 Freightliner	124,117 mi.		
2019 CAT loader	3012 hrs.		
2023 International	15,529 mi.		
2019 CAT grader	2339 hrs.		
Tiger mower/tractor	6717 hrs.		
2008 International			
Boemig	3500 hrs.		
*2023 Warrant Article 21 Dump truck	[\$225,000]		

**2024 Woodsville Highway Study Committee**

**FINANCIALS**

[Source: 2023 Annual Report pages. 23, 25, 191, and 192]

<b>Haverhill</b>		<b>Woodsville</b>	
Advertising	\$2,126.40	Advertising	\$304.00
	0.00	Alarm services	289.00
Highway garage electricity, heating, water, repairs, supplies, tools	12,226.45	Building maintenance and other building maintenance	1,214.00
Insurance (property and other) \$89,000 in total	0.00	Insurance (property and other)	8,128.00
Professional services	50.00	Legal	\$21,135.00
Miscellaneous and equipment	10,577.21	Maintenance and repair supplies	6,127.00
Vehicle fuel	40,599.58	Gasoline, oil, & diesel	16,343.00
	0.00	Tools	12,886.00
Maintenance and repairs vehicles	62,133.21	Vehicle repairs / vehicles and equipment	20,939.00
	0.00	General/other supplies	8,263.00
Culverts	15,000.00	Storm drains	6,233.00
Cold patch	2,457.50	Cold patch	697.00
Calcium chloride (dust control) & salt	92,601.16	Sand & gravel	553.00
		Salt	25,503.00
Paving	0.00	Paving	3,590.00
Signs	4,899.28	Road signs	319.00
	0.00	Road sweeping	3,698.00
	0.00	Rubbish removal	180.00
	0.00	Uniforms	2,451.00
<b>TOTAL</b>	<b>\$242,670.79</b>	<b>TOTAL</b>	<b>\$138,852.00</b>

**ADDENDUM A**

**Haverhill Roads**

Aldrich Lane	County Road (North End)
Allagash Road	County Road (South End)
Amherst Lane	Court Street
Anderson Lane	Court Street
Ansley Road	Cranmore Drive
Back Bay Road	Cutting Hill Road
Bald Face Drive	Daniels Road
Bear Road	Dartmouth Road
Birch Lane	Deerfield Drive
Blackberry Drive	Depot Street
Briar Hill Road - North End	Dickinson Road
Briar Hill Road - South End	Dugout Road
Bridgeview Drive	Eagle Lane
Brookfield Road	Flat Iron Road
Brown Hill Road	Forest Lane
Brushwood Road	French Pond Road
Carr Road	Gateway Drive
Cedar lane	Gherardi Road
Cemetery Road	Green Circle
Cemetery Road	Hanover Drive
Clark Pond Road	Haverhill Lane
Clough Road	Hazen Drive
Cold Spring Drive	Hemlock Circle
Country Land Drive	Hilltop View Drive
County Road (Middle)	Hollins Road
	Horse Meadow Road

## 2024 Woodsville Highway Study Committee

Jeffers Hill Road

Kearsarge Drive

Keyes Road

Kimball Lane

King Drive

Kinsman Road

Ladd lane

Lakeside Drive

Lawrence Street

Lily Lane

Lily Pond Road

Lime Kiln Road

Lime Kiln Road

Lincoln Way

Lummoxtown Road

Mace Hill Road

Mill Street

Monadnock Drive

Mont View Drive

Moody Road

Newport Road

Page Road

Partridge Lane

Pawtuckaway Road

Petticoat Lane

Pine Mill Road

Pine Park

Pinnacle Road

Powers Road

Reservoir Lane

Ridge Drive

Rogers Road

Rowley Road

Sand Road

School Street

Simonds Road

Slate Ridge Drive

Slight Hill Road

Stonecrest Drive

Straford Drive

Surry Lane

Swiftwater Circle

T & C Way

Tailgate Lane

Tannery Road

Tennis Circle

Terrace Drive

Tewksbury Road

Valley Road

Vernon Drive

West Side Drive

Westview Drive

White Mountain Road

Wildcat Drive

Wildwood Road

Willow Lane

Windsor Lane

Woodward Road

**ADDENDUM B**

**Woodsville Roads**

Park	High
Bridge	Birch
Terrace	Cheney Hill
Montebello/Wilson Ave / Mill	Walnut
Perkins Place	Beech
Highland / Ammonoosuc	Pine
Big Oak / Railroad Street	Elm
Railroad Street (Dirt)	Smith
Cromwell	Forest
Gibson	Melody Lane
Gordon	Hastings (Dirt)
Meadow lane	Swiftwater
Cherry	Briar Hill
Nelson	Briar Hill (Dirt)
Locust	Clarke (Dirt)
Holly	Tree Top Estates
Little Oak	Boomhower (Dirt)
Covered Bridge	Hospital Lane
Armory Lane	Borden Lane
Connecticut	Ralston
Connecticut (Dirt)	Brill Hill
Pleasant	Chase Lane
School	Byrne Drive
Church/Chapel	Community Lane (Dirt)
Maple	Darling Rd (Dirt Winter only )
King & King St Ext	

## ADDENDUM C

### Meeting Minutes

July 3, 2024

Woodsville Highway study committee

Members      Thomas Mayo, Commissioner  
                  Joseph Maccini  
                  Lynn Wheeler  
                  Theresa Palge, Selectman  
                  Philip Blanchard  
                  David Lackle  
                  James Duffy (Alternate)

#### Purpose Mission

Committee to study the Woodsville Highway roads and produce the best plan for funding and taking care of them whether that be Town Maintained, or District maintained and Town supported. The Committee consists of a Selectboard member and two designees, and a Commissioner with two designees. The Committee will utilize any available resources including both current road supervisors, and Kevin Shelton, administrator. Committee will keep minutes of all meetings and are subject to, RSA 91-A. (RSA 91-A:1-a, VI defines them as "public bodies").

#### Goals / Objectives

1. Review the current inventory of roads, curbing and storm drains and current operation practices and costs.
2. Develop plan for Town care of said inventory and projected costs for ten year plan. Plan to include total costs including necessary paving keep roads on useful life cycle. Plan to also include if and where vehicles will be staged as well as plan for salt storage. Provide list of Additional Employees and Town equipment needed.
3. Comparison of Town Maintained District plan vs. current District Costs and tax impact to both Village District tax payers and Town Tax payers.
4. Recommend a course of action for Selectboard, Commissioners and voters.

## 2024 Woodsville Highway Study Committee

Woodsville Roads Catch Basins /Storm Drains		
Street	Quantity	Length of Lines
King Street	8	1216
Cheney Hill	3	288
Brill Hill	1	0
Ralston Road	4	0
Swiftwater Road	3	0
Hospital Road	2	521
Pleasant Street	1	374
Parking Lot	6	374
Shop	2	0
Sand Traps	4	
Royal Electric	2	100
South Court Street	3	1320
Terrace Street	7	535
Park Street	6	2271
Montebello Street	1	535
Wilson Avenue	2	535
Mill Street	9	0
Highland Street	10	1639
Ammonoosuc Street	15	1639
North Court Street	6	200
Park & Ride	2	200
Oak Hill	2	0
Nelson Street	2	625
Locust Street	2	369
Cherry Street	1	578
Connecticut Street	6	2193
Chapel Street	2	417
School Street	5	357
Church Street	2	417
Elm Street	6	899
Maple Street	7	1377
Pine Street		886
Beech Street	5	748
Walnut Street	2	400
Smith Street	16	2191
Smith Street to Route 135 to River		5280
Forest Street	3	2354
Chase Street	3	437
Byrne Drive	5	379
King Street Ext.	1	10
		31664 6 Miles

## 2024 Woodsville Highway Study Committee

Street Lengths In linear Feet	
Park	2271
Bridge	268
Terrace	535
Montebello/Wilson Ave / Mill	4374
Perkins Place	355
Highland / Ammonostuc	3278
Big Oak / Railroad Street	1900
Cromwell	269
Gibson	217
Gordon	578
Meadow lane	420
Cherry	578
Nelson	625
Locust	369
Holly	229
Little Oak	172
Covered Bridge	160
Armory Lane	343
Connecticut	2193
Pleasant	374
School	357
Church/Chapel	833
Maple	1377
King & King St Ext	1216
High	375
Birch	288
Cheney Hill	400
Walnut	400
Beech	748
Pine	886
Elm	899
Smith	2191
Forest	2354
Melody Lane	1908
Hastings	970
Swiftwater	4180
Briar Hill	2375
Clarke	1131
Tree Top Estates	1010
Boomhower	437
Hospital Lane	521
Borden Lane	168
Ralston	888
Britt Hill	1380
Chase Lane	437
Byrne Drive	379
Community Lane	303
Darling Rd	323
	48237
	Dry Well /Sand Traps
	Wilson Ave 1
	South Court Street 2



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. 2

## **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**



2024 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:

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- 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.

## 2024 Woodsville Highway Study Committee

- 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



## 2024 Woodsville Highway Study Committee

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- 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), Tom Mayo (Here), David Lackie (Here), Theresa Paige (Here), Phil Blanchard (Here), and Joseph Maccini (Here). A quorum was met.

**Board Clerk:** Joanna Bligh (Present)

### **Members of the Public Present:**

#### ***In Person:***

Joe Prue-Towne, Tom Smith, Darwin Clogston, Regis Roy.

***Online:*** None.

### **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:** Blanchard 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.

## 2024 Woodsville Highway Study Committee

### MINUTES REVIEW

**MOTION #2:** Lackie made the motion, seconded by Mayo, to approve the agenda, as written.

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

### NEW BUSINESS

Chair Wheeler stated that the members will review the Report and Recommendations document item by item and hopefully come up with recommendations for the Select Board.

#### **Woodsville Highway Study Committee 2024 Report and Recommendations**

Chair Wheeler began the review of the *Report and Recommendations* document:

- p. 4, Inside Staff, and there were no comments.
- p. 4, Outside Hires, and there were no comments.
- p. 4, Wages and Salaries. Blanchard noted that there was a missing salary, which was the vacancy in Haverhill. Chair Wheeler noted that an asterisk can be added with a statement about the appropriation for the vacancy.
- p. 5, Benefits, and Blanchard asked to recheck the Haverhill health insurance for accuracy. Chair Wheeler added the Haverhill Benefits column to equal: \$262,374.62.
- p. 5, Buildings and Storage, and there were no comments.
- p. 5, Equipment. Smith identified an error in the 2019 CAT backhoe, which should be 647 hrs. Paige noted that the 2000 roller and Boemig were the same.
- p. 6, Financials. Smith added “dust control” to the Haverhill line-item Calcium chloride. Various members discussed the addition of “salt” under Woodsville Sand & gravel, which revised the salt-only cost to \$25,503.00, and the sand and gravel costs remained \$533.00.

#### **Discussion:**

- Blanchard discussed the warrant article at Town Meeting where voters are seeing the Woodsville Highway costs for the first time and have to vote on it. Maccini noted that the District has a budget meeting.
- Hofmann asked what the costs for uniforms in Woodsville are.
- Mayo noted there was no slat listing for Woodsville
- Hofmann noted that the road inventory in the Appendices is wrong.
- Chair Wheeler stated that she did the calculation of adding the costs of both highway department together and it calculated to \$1,629,587.49.
- Lackie stated that the Town and the District have two different types of roads. Chair Wheeler noted that retaining will have to take place if the departments were combined.
- Paige restated a recommendation from Howard Hatch – to have one person in charge of the highways and to subcontract everything out. Paige continued that the individual road agents knew their towns, and they could swap crews.
- Blanchard noted that the crews could be cross trained and meshed together.
- Chair Wheeler addressed the businesses in Woodsville and whether they have special needs, especially for plowing.
- Blanchard addressed the needs of the school and hospital. Maccini noted the huge salt expenditure for hospital hill.

## 2024 Woodsville Highway Study Committee

- Shelton noted that the District has not done road maintenance and is behind schedule in maintenance and repairs.
- Maccini noted that over the years, for example, according to a 5-year plan, the District can purchase and replace equipment.
- Blanchard asked who will have ownership of the equipment, and Shelton replied that the titles are under the Town and District.
- Tom Smith, Haverhill Road Agent, asked why the Town and District are considering this. He asked, "What is the reason?" Blanchard replied that the Town votes on the warrant article to fund the Woodsville Highway Department every year. If the department were combined, there would be one budget and one department overseeing all highway work. Shelton noted that in the past there was a formula for how the District Highway Department got funded. Shelton continued that now the funding comes from the voters every year.
- Paige stated that there should be more transparency to the working relationship between the District and Town, and that the budgets should be reviewed by the Advisory Budget Committee.
- Discussion continued relating to the highway block grant and the distribution of highway funding.
- Hofmann suggested that the Woodsville highway budget be brought before the Advisory Budget Committee. Shelton noted that this would not be binding, and the law states that the request for highway funding goes to the voters.

Chair Wheeler asked how to go forward and requested final recommendations from each voting member.

### Recommendations:

**Lackie:** The Highway Departments of the District and the Town should not be combined operationally or with budgets.

**Paige:** Functionally, the Departments need to remain separate with separate financial paths. She was not in favor of combining the departments.

**Blanchard:** The Woodsville Highway Department budget should follow the same process as any Town budget, and the Budget Advisory Committee is the first step. If the warrant passes, any money not used goes to the general fund, so transparency is key.

**Maccini:** Any leftover highway money goes to special projects.

**Chair Wheeler:** At this time, she was undecided and noted that this Committee will not solve it at this time.

**Mayo:** Mayo recommended not combining the Highway Departments because, he stated, it will not work. He continued noting that the problem with the highway funding is that in the District, the residents are taxed twice, and they get nothing in return. Lackie summarized stating that it is "double taxation."

### Follow Up:

- Clerk Bligh asked for clarification on some points.
- Chair Wheeler stated that she and Clerk Bligh will collaborate to correct the *Report and Recommendations* document and compose a list of recommendations for the members to review and revise during October, so that at the November 6th meeting, the document will be ready for signing. Chair Wheeler will then bring the finished document to the Select Board for their review. The Committee's work will then be concluded, and the Chair will disband the Committee.

**NEXT MEETING: Wednesday, November 6, 2024**



## 2024 Woodsville Highway Study Committee

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 (Present), Theresa Paige (Here), David Lackie (Here), Tom Mayo (Here), and Phil Blanchard (Absent). A quorum was met.

**Board Clerk:** Joanna Bligh (Absent)

### **Members of the Public Present:**

#### ***In Person:***

Joe Towne, Kevin Shelton

***Online:*** None.

### **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:** Lackie made the motion, and Mayo 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:** Mayo made the motion, seconded by Lackie, to approve the agenda, from the October 2, 2024, meeting, as written.

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

### **NEW BUSINESS**

Chair Wheeler stated that there is no New Business.

### **OLD BUSINESS**

### **Review of the Woodsville Highway Study Committee 2024 *Report and Recommendations***

Chair Wheeler opened the discussion of the final draft of the Report.

## 2024 Woodsville Highway Study Committee

- Mayo returned to the October 2nd minutes and asked about how at the last meeting Tom Smith, Haverhill Road Agent, asked why the District is considering this merger of the Highway Departments, and Shelton responded that there was a formula for funding the District Highway Department. They discussed how the district budget for highways would be part of the Haverhill highway budget because they are all Town of Haverhill roads. Mayo noted that after the legislative decision, all the roads became property of the Town.
- Page and Shelton noted that it has always been that way. Page discussed that after their meetings they recommended that there be two separate budgets for highway departments. Paige discussed Mt. Lakes and how the Town subcontracts for snow plowing. Paige noted that the Committee recommended that we are going to continue as is, and for transparency submit the District's highway budget to the Budget Committee like every other Town department budget. Also, any remaining district highway money returns to the General Fund. Shelton noted that it may need the Department of Revenue Administration (DRA) to sort out how District money gets returned to the Town. Shelton continued that the process makes sense, but the extra funds could possibly be used as credit for the next year's funding.
- Shelton stated that this Committee's recommendations if endorsed by the Select Board should be followed up by a joint meeting of the Select Board and Commissioners. If this joint group endorses the concept, then the question is: Will the Select Board support this at the Town Meeting?
- Chair Wheeler noted that this is a small step forward.
- Maccini stated that returning funds to the Town caused problems with the DRA 3 years ago, which was a burden to the taxpayers. Maccini noted how he enjoyed the committee work and was surprised how well everything went.

Chair Wheeler asked for any comments from the public, and there were none.

Chair Wheeler asked for a Motion to approve the Woodsville Highway Study Committee 2024 *Report and Recommendations*. The members discussed the submission of the signed Report to the Select Board for review at their next meeting on the 18th of November. Chair Wheeler invited the Committee members to attend the Select Board meeting when the Report is reviewed.

(Mancini left the meeting and did not vote on this motion).

**MOTION #3:** Mayo made the motion, seconded by Lackie, to approve the Woodsville Highway Study Committee 2024 *Report and Recommendations*, as written, and to forward the signed document to the Haverhill Select Board and the Woodsville Fire District Commissioners.

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

Chair Wheeler passed around the Report for the members to sign.

### **COMMENTS by Committee Members:**

- Shelton thanked everyone who worked on this project, and stated that we have shown that we can come together to move forward.
- Chair Wheeler stated that she wanted to thank this group and noted that the members were great to work with.
- Chair Wheeler provided a thank you message from all the members for the Board Clerk, Joanna Bligh.

