

**Town of Haverhill  
Select Board  
MEETING MINUTES  
Monday, April 10, 2023, at 6:00 PM  
R. E. Clifford Memorial Building  
65 South Court St.  
Woodsville, NH 03785  
Or on ZOOM**

**CALL TO ORDER:** Chair Williams called the meeting at 6:00 PM.

**Select Board Attendance:** Kevin Knapp (Here), Phil Blanchard (online; intermittent), Joe Longacre (Here), Mike Graham (Here), and Katie Williams (Here). A quorum was met.

**Town Employees Present:**

**Town Manager:** Brigitte Codling (Present)

**Assistant Town Manager (ATM):** Jennifer Boucher (Present)

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

**Members of the Public Present**

***In Person:***

Howard Hatch  
Alex Collins  
Margo Longacre  
Mike Conrad  
Fred Garofalo  
Tuesday Griffin  
Lynn Graham  
Dawn Lavoie  
Darwin Clogston  
Marilyn Blaisdell  
Carolyn Hofmann  
Matthew Bjelobrk

Susie Tann  
Don Kimball  
Melissa Gould  
Regis Roy  
Gary Hebert  
Bill Daley  
Ed Ballam  
Justin Boulter  
David Robinson  
Erin Atkinson  
Gordy and Judy Harris  
Ron Willoughby

***Online:***

Vickie Wyman  
Ron DeRosia  
Delcia Vinnacombe  
Harvey Keyes  
Mike Bonanno  
Jim McKinnon  
Joanne Young  
Phil Blanchard  
Lorraine Prescottt

Chris Rhodes  
Melinda Boutin  
Amy George  
Phillip J.  
Austin Albro  
Evelyn Elms  
Alex Nuti-de Biasi (*Journal Opinion*)  
Gary Scruton  
Robert Maccini

Guy Mitchell  
Mary Brooks  
Mark Lang (Ammonoosuc ATV Club)  
Elizabeth Elliot  
Pam Aldrich  
Desi Blanchard  
E. Newman  
Dottie Long

Patty Hammond  
P. Aldrich  
Jake Cochran  
Christina Hebert  
Janice Dube  
Sean Smas  
Priscilla Hoover  
Leslie Ramsay

## PLEDGE OF ALLEGIANCE

**AGENDA APPROVAL:** [Not done]

## CONSENT AGENDA:

**MOTION #1:** Chair Williams made the motion and Knapp seconded the motion to approve the minutes from **March 27, 2023**, as written.

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

**MOTION #2:** Chair Williams made the motion and Longacre seconded the motion to approve the minutes from the Select Board WORK SESSION on **March 31, 2023**, as written.

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

## SHOUT OUT

- Longacre asked the tax collector, **Justin Boulter**, to reorganize the register vs. the invoices for a simpler interpretation by the Select Board members when they review the accounts payable. Longacre stated that the next time he came into the Town offices, the accounts were reorganized. Longacre offered a Thank You to Justin for his work.
- Chair Williams recognized **Jennifer Boucher**, Assistant Town Manager, for her hard work in completing the reconciliation of the 2021 audit.

## SCHEDULED PUBLIC APPEARANCES:

- **Ron Hurlburt** (No. Haverhill)  
Chair Williams read a letter from Hurlbert requesting access to ATV trails from Pond Circle using the southern section of French Pond Rd. and, if possible, the continuation to the French Pond Rd. boat ramp.

TM Codling noted that the Ammonoosuc Valley ATV Club contact, Mark Lang, wanted to speak to this. Lang stated that abutters to Pond Circle and the proposed new road ATV access must be sent certified letters 14 days before a Public Hearing on the issue.

**MOTION #3:** Vice Chair Graham made the motion and Knapp seconded the motion to approve a Public Hearing and the mailing of certified letters to the abutters to the French Pond Rd. southerly route.

**MOTION #3 AMENDED:** Vice Chair Graham made the motion and Knapp seconded the motion to approve a Public Hearing and the mailing of certified letters to the abutters to the area from Pond Circle onto French Pond Rd.

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

- **Marilyn Blaisdell** (No. Haverhill)

Blaisdell noted that she was speaking on behalf of herself to direct negative comments toward Vice Chair Graham for his poor attendance during his ex officio role on the Airport Zoning Commission and for his neglect and poor performance in his role as Select Board member. Blaisdell encouraged Vice Chair Graham to step up and be a working member of the Board.

- **Lorraine Prescott** (online)

Prescott asked for the Board to clear up the issue of when the public can speak during a Select Board meeting. Chair Williams responded that the Board will add that topic to the next meeting's agenda.

- **Darwin Clogston** (Pike)

Clogston address the \$12,000 legal invoice for Donahue, Tucker, and Ciandella (DTC) law firm, which includes charges from September 2022 to January 2023, and coincides with the "secretive" Select Board activity that averted a crisis with the Department of Revenue Administration (DRA) and setting the tax rate. Clogston read the Title LXII, Criminal Code, Chapter 643, Abuse of Office, Section 643:1, Official Oppression, as follows:

"A public servant ... is guilty of a misdemeanor if, with a purpose to benefit himself or another or to harm another, he knowingly commits an unauthorized act, which purports to be an act of his office; or knowingly refrains from performing a duty imposed on him by law or clearly inherent in the nature of the office."

Clogston asked if the Board paid DTC.

TM Codling stated that DTC has not been paid, and Administration needs to go through the invoice line by line. Graham recommended that the Board review the invoice. TM Codling noted that this should be a nonpublic session for discussion. Chair Williams noted that after the nonpublic session, the Board will make a motion to pay the invoice in public session.

- **David Robinson** (Chair, School Board SAU 23)

Robinson stated that as School Board Chair he would like to address the Select Board monthly with School Board updates and activities. Robinson also stated that the School Board meetings are planned not to coincide with the Select Board meetings this year. Robinson listed the School Board members:

- Sabrina Brown, Vice Chair
- Don LoCascio
- Aaron Palm
- Anthony Daniels

- Robert St. Pierre
- Michael Adamkowski

Robinson updated the Board on the Woodville Elementary School planned renovations, which will be addressed in two public forums. Collins noted that the School Board meetings are posted on the Town's calendar with locations.

## **NEW BUSINESS**

### **Appointments and Reappointments**

Chair Williams reminded all appointees to see the Town Clerk for a swearing in.

#### **#1**

Chair Williams appointed **Howard Hatch** as a Trustee of the Trust Funds, seconded by Longacre.

**Voice Vote:** All in favor, none opposed, none abstained. The appointment passed unanimously.

#### **#2**

Chair Williams appointed **Miguel Vasconcelos** as a member of the Airport Zoning Commission, seconded by Longacre.

**Voice Vote:** All in favor, none opposed, none abstained. The appointment passed unanimously.

#### **#3**

Chair Williams appointed **Katelyn Currie-Huggard** as a member of the Conservation Commission, seconded by Knapp.

**Voice Vote:** All in favor, none opposed, none abstained. The appointment passed unanimously.

#### **#4**

Chair Williams appointed **Gary Hebert** as a member of the Planning Board, seconded by Longacre.

**Voice Vote:** All in favor, none opposed, none abstained. The appointment passed unanimously.

#### **#5**

Chair Williams appointed **Donnie Hammond** as a member of the Planning Board, seconded by Longacre.

**Voice Vote:** All in favor, none opposed, none abstained. The appointment passed unanimously.

#### **#6**

Chair Williams appointed **Jennifer West** as a member of the Parks & Recreation Commission, seconded by Longacre.

**Voice Vote:** All in favor, none opposed, none abstained. The appointment passed unanimously.

#### **#7**

Chair Williams appointed **Sandi Pierce** as a member of the Parks & Recreation Commission, seconded by Knapp.

**Voice Vote:** All in favor, none opposed, none abstained. The appointment passed unanimously.

**#8**

Chair Williams appointed **Mona Sanville** as a member of the Parks & Recreation Commission, seconded by Longacre.

**Voice Vote:** All in favor, none opposed, none abstained. The appointment passed unanimously.

**#9**

Chair Williams appointed **Esther Hodges-LeClaire** as a member of the Zoning Board of Adjustment, seconded by Knapp.

**Voice Vote:** All in favor, none opposed, none abstained. The appointment passed unanimously.

**#10**

Chair Williams appointed **Mike Bonanno** as a member of the Zoning Board of Adjustment, seconded by Longacre.

**Voice Vote:** All in favor, none opposed, none abstained. The appointment passed unanimously.

Chair Williams reminded all appointees once again to see the Town Clerk for a swearing in.

**Select Board and Town Administration GOAL SETTING for 2023**

- **Longacre:** Longacre read as an introduction to his goals for the Select Board a New Hampshire Municipal Association 1967 statement from its then director, David Mann, citing the responsibility and stewardship needed for municipal officers of NH towns. Longacre listed his goals for the 2023 Select Board:
  - To ensure the RSA statutes are followed.
  - To encourage the Town Administration to evaluate the performance of Board members.
  - To continually remind the Select Board members of their roles.
  - To create a Town highway advisory committee to monitor construction and maintenance.
  - To listen to citizens' concerns.
  - To enjoy my Town.
- **Knapp:** Knapp stated his goals for the Select Board:
  - To work collaboratively.
  - To continue discussion about the Fire Department.
  - To inform residents about SB2 town meetings.
- **Vice Chair Graham:** Vice Chair Graham stated his goals for the Select Board:
  - To review the changes in health insurance and costs.
  - To review the history of the Rooms& Meals tax revenue and where it goes.
  - To review nonprofits to verify tax exempt entitlement.
- **Chair Williams:** Chair Williams stated her goals for the Select Board:
  - To maintain fiscal discipline.
  - To increase residents' attendance at Town Meeting by 20%.
  - To renew Haverhill Happenings to meet up with Town officials.
  - To perform a wastewater system audit of the Business Park.
- **Phil Blanchard:** Chair Williams stated that Blanchard will bring goals next meeting.

- **TM Codling:** TM Codling stated her office’s goals for 2023:
  - Make good progress on the “last-mile” broadband build out.
  - Begin work on the Safe Streets 4 All Action Planning project.
  - Begin work on the Public Safety Facilities project.
  - Restart the Haverhill Happenings gatherings.
  - Reallocate Sewage Discharge to free up discharge.
  - Sell or dispose of all tax deeded properties.
  - Improve the financial sustainability of the airport.
  - Reallocate sewer discharge.
  - Continue to work on Town policy updates.
  - Continue to build strong relationships with the districts of Haverhill.
  - Improve communication and collaboration with the Woodsville Fire District (WFD), specifically.
  - Continue the revaluation and updating of outdated policies.
  - Revise the medical plans for employees that benefit the employees and save the town money.
  - Solidify the Highway Capital Improvement Plan by working with stakeholders.
  - Finalize both the 2021 and 2022 audits, getting the Town back on track.
  - Continue to educate the public on SB2.
  - Support the Assessor in his efforts to evaluate every exemption and credit.
  - Continue to seek, apply for, and secure as many grants as possible.
  - Build positive, productive, and thoughtful relationships with the SB and residents of Haverhill.
- **ATM Boucher:** ATM Boucher stated her goals for 2023:
  - To complete the Town audits.
  - To review the Town’s financial procedures.
  - To review the necessity of the residence tax.

**Discussion:**

Longacre addressed the three-page list of the Town Manager’s goals (2019–2020) and asked that TM Codling give the Board an idea on what was achieved. TM Codling itemized each of the three pages of goals and completed almost every one, including highway, building maintenance, the Capital Improvement Plan, emergency action plans, and economic and social improvement efforts.

**Assessor’s Recommendations for Tax Credits and Exemptions**

Chair Williams introduced the discussion of the Assessor’s recommendations. ATM Boucher noted that the nonprofit must have forms to the Assessor for their annual review. If the forms are not sent in, then there is no exemption.

**MOTION #4:** Chair Williams made the motion and Longacre seconded the motion to approve the Assessor’s recommendations for tax credits or exemptions.

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

**Intergovernmental Agreement Between Town of Haverhill and Woodsville Fire District / Addendum**

Chair Williams stated that the Town Administration's Addendum was completed on Monday, April 3 and transferred to the Woodsville First District offices for signatures. The Commissioners made a correction on item #10, Payment Terms. The Commissioners added, "Check to be received no later than June 1, 2023, at the Woodsville Fire District Office."

ATM Boucher asked to have that time frame revised to July 1, 2023. TM Codling will contact the Commissioners for consideration.

**MOTION #5:** Vice Chair Graham made the motion and Chair Williams seconded the motion to approve the change in due date in the WFD Ambulance Service Addendum to July 1, 2023.

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

**TOWN MANAGER'S REPORT:** None.

**ASSISTANT TOWN MANAGER'S REPORT:** None.

**COMMISSION/COMMITTEE EX OFFICIO REPORTS:**

**Chair Williams (Conservation Commission):** The upcoming meeting is Wednesday, April 18. Updates include Spring Clean Up at Railroad Park on Saturday, April 22; Tuesday, April 25, an invitation to the Planning Board to discuss the Natural Resources chapter of the Master Plan; and watching a groundwater bill in the legislature – HB56.

**Knapp (Planning Board):** The next meeting is Tuesday, April 25. At the March meeting, waiver language for the *Subdivision Regulations* was developed, and the Master Plan was discussed.

**Longacre (Parks & Recreation Commission):** The meeting was held last Wednesday, and they have been busy. Past and upcoming events include Easter Egg Drop, Craft Fair at CMB (April 16), Paint & Sip (April 17), Hope in Haverhill (April 22; Railroad Park clean up), HARP vacation camp, senior bus trip to Hart's Turkey Farm (Meredith, NH), meet the authors' group (April 30), and the annual Car Show at Grafton County Complex (May 27).

**Vice Chair Graham (Zoning Board of Adjustment; Woodsville Ambulance Advisory Committee):** No meetings.

**Blanchard (Airport Zoning Commission; Public Safety Planning Commission):** No meetings.

**CORRESPONDENCE:** None.

**COMMENTS BY SELECT BOARD MEMBERS:** None.

**MOTION #6:** Chair Williams made the motion to close the Public Meeting at 7:17 PM and enter into Non-Public Session, seconded by Vice Chair Graham.

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

**NON-PUBLIC SESSION**

