

**Town of Haverhill
Select Board Meeting
MINUTES
Monday, August 14, 2023, at 6:00 PM
R.E. Clifford Memorial Building
65 South Court St.
Woodsville, NH 03785
Or on ZOOM**

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

Select Board Attendance: Rod O’Shana (Here), Carolyn Hofmann (Here), Kevin Knapp (Here), Vice Chair Joe Longacre (Here), Chair Phil Blanchard (Here). A quorum was met.

Town Employees Present:

Town Manager: Brigitte Codling (Excused)
Assistant Town Manager (ATM): Jennifer Boucher (Present)
Recording Clerk: Joanna Bligh (Present)

Members of the Public Present

In Person:

Micheal Bonanno	Shawn Bigelow
Bill Clark	Howard Hatch
Kamden Duffey	Vickie Wyman
Ron Willoughby	Dottie Long
Darwin Clogston	Mike Lavoie
Joanne Young	Harv Keyes
Lorraine Prescott	Margo Longacre
Gordy and Judy Harris	Matthew and Marie Bjelobrk

Online:

Dawn Lavoie	Alex Nuti-de Biasi
Michelle Reagan	Marilyn Blaisdell
Robert Maccini	Bob Long
Don & Kathleen Vaillancourt	Skip Gadwah
Guy Mitchell	

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

MOTION #1: Knapp made the motion and Hofmann seconded the motion to approve the Agenda as written.

Roll Call Vote: O’Shana (Aye), Hofmann (Aye), Knapp (Aye), Vice Chair Longacre (Aye), Chair Blanchard (Aye). The motion passed unanimously.

MINUTES APPROVAL:

MOTION #2: Knapp made the motion and Chair Blanchard seconded the motion to approve the Minutes from the **non-public meeting** on **July 31, 2023**, as amended.

- Knapp requested the removal of (pg. 4, second to last bullet) the statement made by TM Codling that “Fred Garofalo had stated that DTC had not been retained by the Select Board”, because he didn’t recall that ever being said. Asst. TM Boucher clarified that the statement had been made by Garofalo during a meeting with TM Codling in her office, and that Asst. TM Boucher had been present. *No changes made to minutes.*
- Knapp requested the removal of (pg. 4, last bullet) “Chair Blanchard noted that an email from Knapp to Chris Hawkins stated that four out of five were on-board [*with hiring DTC to terminate the Town Manger*], but any decision outside a public meeting is illegal.” *It was agreed to consider the comment in context, not as a decision.*
- Knapp requested the removal of (pg. 6, bullet 9) “Chair Blanchard noted that there was a clear relationship between the DTC lawyer and Williams, the former Board chair.” Chair Blanchard didn’t recall making that statement, and after some discussion it was agreed that the statement had been confused with statements made by O’Shana about DTC providing personal advice to Williams. *It was agreed that this clarification would be added to the minutes.*
- Hofmann asked for the spelling of her name to be corrected on pg. 1.

MOTION #3: Chair Blanchard made the motion and Vice Chair Longacre seconded the motion to approve the Minutes from the **regular meeting** on **July 31, 2023**, as written.

Roll Call Vote: O’Shana (Aye), Hofmann (Aye), Knapp (Aye), Vice Chair Longacre (Aye), Chair Blanchard (Aye). The motion passed unanimously.

MOTION #4: Chair Blanchard made the motion and Knapp seconded the motion to approve the Minutes from the **Work Session** on **August 3, 2023**, as amended.

- Knapp asked to change his Roll Call vote, from Yea to Nay, on Motion #1 to waive attorney client privilege regarding the DTC documents.

Roll Call Vote: O’Shana (Aye), Hofmann (Aye), Knapp (Aye), Vice Chair Longacre (Aye), Chair Blanchard (Aye). The motion passed unanimously.

MOTION #5: Knapp made the motion and Chair Blanchard seconded the motion to approve the Non-Public Session Minutes from **August 14, 2023**, as amended.

Roll Call Vote: O’Shana (Aye), Hofmann (Aye), Knapp (Aye), Vice Chair Longacre (Aye), Chair Blanchard (Aye). The motion passed unanimously.

SCHEDULED PUBLIC APPEARANCES

Matthew Bjelobrk (No. Haverhill): Bjelobrk stated that he is waiting for the responses to RSA 91-A requests, and asked when Knapp would provide his emails. Knapp replied in two meetings from now.

NEW BUSINESS: None.

OLD BUSINESS

Unsealing of 2022 Non-Public Session Minutes

MOTION #6: Chair Blanchard made the motion and Knapp seconded the motion to approve the unsealing of **Non-Public Session minutes from 2022** except for those where resident abatements, exemptions, or credits are discussed.

- Knapp wanted to exclude the release of any non-public minutes that mention past board members, town administration, or employees, as well as those granted abatements.
- Hofmann stated she saw none that identified individuals by name within the minutes of non-public sessions in 2022.
- O'Shana stated that the Board needs to do a better job in the future because there is little documentation in the past non-public minutes and no discussion reflected within the minutes or how decisions were made.
- O'Shana recommended adopting a policy for the release of non-public meeting minutes.
- Hofmann agreed to a policy that dictates release of minutes annually.
- Chair Blanchard agreed to the development of policy.

Roll Call Vote: O'Shana (Aye), Hofmann (Aye), Knapp (Aye), Vice Chair Longacre (Aye), Chair Blanchard (Aye). The motion passed unanimously.

Unsealing of 2023 Non-Public Session Minutes

ATM Boucher stated that before January 2023, no written minutes are available.

MOTION #7: Chair Blanchard made the motion and Hofmann seconded the motion to approve the unsealing of **Non-Public Session minutes from 1-3-2023** related to the Town Manager's performance evaluation.

Roll Call Vote: O'Shana (Aye), Hofmann (Aye), Knapp (Aye), Vice Chair Longacre (Aye), Chair Blanchard (Aye). The motion passed unanimously.

MOTION #8: Knapp made the motion and Chair Blanchard seconded the motion to approve the unsealing of **Non-Public Session minutes #1 from 1-30-2023 (7:28 PM)** review of Town Manager's performance evaluation.

Roll Call Vote: O'Shana (Aye), Hofmann (Aye), Knapp (Aye), Vice Chair Longacre (Aye), Chair Blanchard (Aye). The motion passed unanimously.

MOTION #9: Knapp made the motion and Chair Blanchard seconded the motion to approve the unsealing of **Non-Public Session minutes #2 from 1-30-2023 (8:31 PM)**.

Roll Call Vote: O'Shana (Aye), Hofmann (Aye), Knapp (Aye), Vice Chair Longacre (Aye), Chair Blanchard (Aye). The motion passed unanimously.

Chair Blanchard stated that the **Non-Public Session minutes from 3-20-23** were never sealed and are already public. Knapp asked about employees' higher assignment pay. Chair Blanchard stated that the Select Board is not involved in and so do not discuss employee compensation.

MOTION #10: Chair Blanchard made the motion and Vice Chair Longacre seconded the motion to **NOT** unseal the **Non-Public Session minutes from 3-27-23** as they relate to a Town of Haverhill employee.

Roll Call Vote: O'Shana (Aye), Hofmann (Aye), Knapp (Aye), Vice Chair Longacre (Aye), Chair Blanchard (Aye). The motion passed unanimously.

MOTION #11: Knapp made the motion and Chair Blanchard seconded the motion to approve the unsealing of **two (2) sets of Non-Public Session minutes from 4-10-23**.

Roll Call Vote: O'Shana (Aye), Hofmann (Aye), Knapp (Aye), Vice Chair Longacre (Aye), Chair Blanchard (Aye). The motion passed unanimously.

Chair Blanchard stated that the **Non-Public Session minutes from 5-8-23** were never sealed and are already public.

MOTION #12: Knapp made the motion and Chair Blanchard seconded the motion to approve the unsealing of **two (2) Non-Public Session minutes from 6-5-23 (6:33 PM and 6:40 PM)**.

Roll Call Vote: O'Shana (Aye), Hofmann (Aye), Knapp (Aye), Vice Chair Longacre (Aye), Chair Blanchard (Aye). The motion passed unanimously.

MOTION #13: Knapp made the motion and Chair Blanchard seconded the motion to approve the unsealing of **Non-Public Session minutes from 6-15-23**.

Roll Call Vote: O'Shana (Aye), Hofmann (Aye), Knapp (Aye), Vice Chair Longacre (Aye), Chair Blanchard (Aye). The motion passed unanimously.

MOTION #14: Chair Blanchard made the motion and Knapp seconded the motion **NOT** to approve the unsealing of **Non-Public Session minutes from 6-19-23** because of abatements.

Roll Call Vote: O'Shana (Aye), Hofmann (Aye), Knapp (Aye), Vice Chair Longacre (Aye), Chair Blanchard (Aye). The motion passed unanimously.

Chair Blanchard stated that the **Non-Public Session minutes from 7-3-23 (6:40 PM)** related to a letter from the Woodsville District were never sealed and are already public.

MOTION #15: Chair Blanchard made the motion and O'Shana seconded the motion **NOT** to approve the unsealing of **Non-Public Session minutes from 7-3-23 (7:12 PM)** because of HPD staffing discussion.

Roll Call Vote: O'Shana (Aye), Hofmann (Aye), Knapp (Aye), Vice Chair Longacre (Aye), Chair Blanchard (Aye). The motion passed unanimously.

MOTION #16: Chair Blanchard made the motion and Knapp seconded the motion to approve the unsealing of **Non-Public Session minutes from 7-3-23 (7:03 PM)** related to the DTC documentation.

Roll Call Vote: O'Shana (Aye), Hofmann (Aye), Knapp (Aye), Vice Chair Longacre (Aye), Chair Blanchard (Aye). The motion passed unanimously.

ASSISTANT TOWN MANAGER'S REPORT

ATM Boucher reported the following:

- The Railroad St. house is scheduled for demolition.
- The Apparel Impact company used clothing shed is having tremendous use. Each Wednesday when their truck comes for pickup, the shed is completely full.
- The NH Housing Assistance Fund provided Haverhill residents with back tax relief reaching over \$171,352. An additional \$40,000 is in process equaling more than \$210,000 for tax payments to the Town.

COMMISSION AND COMMITTEE EX OFFICIO REPORTS

- **Rob O'Shana (Airport Zoning Commission):** O'Shana reported on the last meeting during which members discussed and made final plans for the Airport Awareness Day, Saturday, September 16.
- **Carolyn Hofmann (Conservation Commission):** Hofmann reported that the next meeting is Wednesday evening.
- **Kevin Knapp (Planning Board):** Knapp announced that the next meeting is Tuesday, August 22 at 6:00 PM.
- **Vice Chair Joe Longacre (Parks & Recreation Commission):** Vice Chair Longacre reported that HARP had a record year with 67 campers. There was a P&R-sponsored kayak and canoe evening at Mtn. Lakes, and there is an upcoming Challenge Soccer camp at the Veterans Memorial Field. Railroad Park will be hosting the Conniption Fits on August 18 and the Parker Hill Band on September 9.
- **Chair Phill Blanchard (ZBA and Public Safety Facility Committee):** Chair Blanchard stated that there were no recent meetings.

CORRESPONDENCE

Chair Blanchard reported that the Board and Administration received a notice from the State of NH, Board of Tax and Land Appeals, of a hearing related to the Walmart reassessment in 2021 and the 2022 abatement denial when no agreement could be reached.

PUBLIC WANTING TO ADDRESS THE BOARD (3 minutes): None.

TOWN MANAGER / ASSISTANT TOWN MANAGER COMMENTS:

- ATM Boucher stated that a Press Release has been issued relating to the contract for the Haverhill broadband build-out, which was awarded to HUB66 (Acton, MA). The unserved residences will be serviced first, then the underserved residences will be hooked up.

