

**Town of Haverhill**  
**SELECT BOARD MEETING MINUTES**  
**October 7, 2024, 6:00 p.m.**  
**Robert E. Clifford Memorial Building**

***Zoom link to the recording:***

[https://us06web.zoom.us/rec/share/Dn5EUQe0XxTitWl-v7qwXsv4hnEV8PW1TBD8z8TYJiIVRiq-akuWN93N0s6ySCj3.Im9-v0L3iG\\_Yleuu](https://us06web.zoom.us/rec/share/Dn5EUQe0XxTitWl-v7qwXsv4hnEV8PW1TBD8z8TYJiIVRiq-akuWN93N0s6ySCj3.Im9-v0L3iG_Yleuu)

***Passcode:*** 5JULq3Z6

**Select Board Present:**

Chair Rod O’Shana, Joe Longacre, Kevin Knapp, Ron Hurlburt, and Theresa Paige. A quorum was met.

**Attendees In Person:**

Margo Longacre, D. White, Judy Harris, Gordy Harris, Gary Hebert, Carolyn Hofmann, Dawn Lavoie, Vickie Wyman, Melissa Gould, Kevin Shelton, Michelle Reagan, Evelyn Elms, Matthew Bjelobrck

**Attendees Online:**

Stephen O’Shana, Howard Hatch, Melinda Boutin, Guy Mitchell, Bridget Lanctot, Dennis Cunningham, Guy Rouelle, Jessica Moody, Alex Nuti-de Biasi (Journal Opinion), Lorraine Prescott

**CALL TO ORDER**

Chair O’Shana called the meeting to order at 6:02 p.m.

**ATTENDANCE/ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**AGENDA APPROVAL**

**MOTION #1:** J. Longacre made a motion to approve the Agenda as presented. K. Knapp seconded the motion.

**Voice Vote:** A roll call vote was taken. O’Shana – aye, Knapp – aye, Paige – aye, Longacre – aye, Hurlburt – aye. The motion carried unanimously.

**CONSENT AGENDA**

**MOTION #2:** K. Knapp made a motion to approve the Consent Agenda as presented. J. Longacre seconded the motion.

**Voice Vote:** A roll call vote was taken. O'Shana – aye, Knapp – aye, Paige – aye, Longacre – aye, Hurlburt – aye. The motion carried unanimously.

## **APPROVAL OF MINUTES**

### **September 9, 2024**

**MOTION #3:** T. Paige made a motion to approve the minutes for the September 9, 2024, Selectboard meeting as presented. The motion was seconded.

**Voice Vote:** A roll call vote was taken. O'Shana – aye, Knapp – aye, Paige – aye, Longacre – aye, Hurlburt – aye. The motion carried unanimously.

### **September 23, 2024**

**MOTION #4:** J. Longacre made a motion to approve the minutes for the September 23, 2024, Selectboard meeting as presented. T. Paige seconded the motion.

**Voice Vote:** A roll call vote was taken. O'Shana – aye, Knapp – aye, Paige – aye, Longacre – aye, Hurlburt – aye. The motion carried unanimously.

### **September 25, 2024**

Monday should be changed to Wednesday in the title.

**MOTION #5:** J. Longacre made a motion to approve the minutes for the September 25, 2024, Selectboard meeting as amended. The motion was seconded.

**Voice Vote:** A roll call vote was taken. O'Shana – aye, Knapp – aye, Paige – aye, Longacre – aye, Hurlburt – aye. The motion carried unanimously.

## **NEW BUSINESS**

### **Resident Head Tax Abatement for 2019 through 2023**

Chair O'Shana reported the Tax Collector is working to clean up the resident head tax bills from 2019 through 2023. There was a vote last year to end the head tax. The total abatement is \$10,292.25. It will cost more to chase down the taxes than to cover the loss.

**MOTION #6:** R. O'Shana made a motion to abate the resident head tax for 2019 through 2023. J. Longacre seconded the motion.

**Voice Vote:** A roll call vote was taken. O'Shana – aye, Knapp – aye, Paige – aye, Longacre – aye, Hurlburt – aye. The motion carried unanimously.

### **Increase Copy Charges at Town Office**

Chair O'Shana explained that the charge for obtaining copies from the Town Offices needs to be increased from \$0.50/copy to \$1.00/copy. This will cover the cost of the printer, the paper, and the employee's time.

**MOTION #7:** T. Paige made a motion to increase the cost of copies from \$0.50/copy to \$1.00/copy. J. Longacre seconded the motion.

**Discussion:** Gary Hebert, North Haverhill, asked if the Town provides the thumb drive when someone asks for copies to be placed on a thumb drive. Chair O'Shana did not know, but will look into this. Mr. Hebert offered to provide a thumb drive when he obtains copies.

**Voice Vote:** A roll call vote was taken. O'Shana – aye, Knapp – aye, Paige – aye, Longacre – aye, Hurlburt – aye. The motion carried unanimously.

### **Haverhill Corner Fire Station Rental Agreement Expired**

Chair O'Shana reported the Haverhill Corner fire station rental agreement MOU is two years out of date. They are having a precinct meeting on October 16 to discuss the MOU. The current charge is \$675/month or \$8,100/year. The Town had paid the station's utilities, fuel, heat, phone, internet, and rubbish since January 1, 2022. T. Paige will attend this meeting with Chair O'Shana.

### **Tax Anticipated Note (TAN) Authorization**

Chair O'Shana described the process of obtaining a TAN and why one is needed. He explained that due to the lopsided nature of the budget (calendar versus fiscal year), the Town runs low on anticipated funds at the end of the year. The Town has taken out a TAN for the last nine years, except in 2023. Historically, the TAN amount has been approximately \$2 million/year. It is not a revolving account and interest is paid on what is taken out.

**MOTION #8:** J. Longacre made a motion to discuss the TAN authorization, moving forward. The motion was seconded.

**MOTION #9:** R. O'Shana made a motion to have Woodsville Guaranty Savings Bank engage with a TAN not to exceed \$2.5 million for 2025 on anticipated tax revenue for the remainder of 2024. J. Longacre seconded the motion.

**Voice Vote:** A roll call vote was taken. O'Shana – aye, Knapp – aye, Paige – aye, Longacre – aye, Hurlburt – aye. The motion carried unanimously.

### **Clifford Building Rental Approval**

Chair O'Shana reported Gary Thompson has submitted a request to rent the Clifford Building drill hall for a fundraiser for the Matthews (sp) Academy community center. This is an event that is held annually.

**MOTION #10:** R. O'Shana made a motion to approve Gary Thompson renting the Clifford Building Drill Hall on December 7, 2024. J. Longacre seconded the motion.

**Voice Vote:** A roll call vote was taken. O'Shana – aye, Knapp – aye, Paige – aye, Longacre – aye, Hurlburt – aye. The motion carried unanimously.

**MOTION #11:** K. Knapp made a motion to have the Town Administrator approve building rentals, providing there are no conflicts. R. O'Shana seconded the motion.

**Voice Vote:** A roll call vote was taken. O'Shana – aye, Knapp – aye, Paige – aye, Longacre – aye, Hurlburt – aye. The motion carried unanimously.

### **Accept Resignation of Haverhill Assistant Road Agent**

Chair O'Shana reported the Haverhill Assistant Road Agent, Mark Nickles, has submitted a letter of resignation. Chair O'Shana said he worked very hard and always did the right thing, but has moved on.

**MOTION #12:** R. O'Shana made a motion to accept the letter of resignation of Mark Nickles, the assistant road agent. J. Longacre seconded the motion.

**Voice Vote:** A roll call vote was taken. O'Shana – aye, Knapp – aye, Paige – aye, Longacre – aye, Hurlburt – aye. The motion carried unanimously.

### **Water Testing**

Chair O'Shana reminded the community about the opportunity to have a water test performed on their private wells. Registrations should be submitted either by phone or online by October 18<sup>th</sup>. There will be a workshop on October 22<sup>nd</sup> in the Clifford Memorial Building.

### **Stop Sign Petticoat Lane**

Chair O'Shana said there is no stop sign at the intersection of Petticoat Lane and Route 10, and one is needed.

**MOTION #13:** R. O'Shana made a motion to put a stop sign, with stop bars, at the end of Petticoat Lane prior to entering Route 10. J. Longacre seconded the motion.

**Voice Vote:** A roll call vote was taken. O'Shana – aye, Knapp – aye, Paige – aye, Longacre – aye, Hurlburt – aye. The motion carried unanimously.

Chair O'Shana introduced Tom Smith, the new road agent, who agreed he would look into this request.

### **Annual Town Report Ordering**

Chair O'Shana said estimates are needed to print the Town Report. The Board discussed how many to order and agreed that 750 would be sufficient.

**MOTION #14:** J. Longacre made a motion to obtain estimates to print 750 copies of the Town Report. R. O'Shana seconded the motion.

**Voice Vote:** A roll call vote was taken. O'Shana – aye, Knapp – aye, Paige – aye, Longacre – aye, Hurlburt – aye. The motion carried unanimously.

## **TOWN ADMINISTRATOR REPORT**

Chair O'Shana said it has been requested that a town administrator report be offered. He believes he is doing a good job of keeping the public informed as to what is going on in the town administrator world. The Board attempts to be transparent and the members have no issues with their integrity. The Board can only tell the public what they know, and they have to take what they are told at face value. He added that they hire people to do specific jobs and have confidence that they are doing those jobs.

There are accusations of funds being mishandled. He reported that Greg Colby has the 2022 books ready to go to the auditor, and said he found no irregularities. Chair O'Shana noted that sloppy bookkeeping is not illegal. Mr. Colby is now starting on 2023.

Finance Administrator Bridget Lanctot is starting from January 2024 and working to put the pieces of the puzzle together, as Mr. Colby is doing.

Mr. Colby is also helping the Board put together the documentation for the TAN process.

The Hub66 reimbursement has been received.

The Board is facing many issues the public is unaware of, including handling 91-A Right-to-Know requests. Chair O'Shana described the 14 requests they have received in the last two weeks and the amount of work that is entailed in responding to them.

He shared a document about understanding and dispelling myths on how taxes are created and how the equalization ratio affects the tax rate. He spoke with the head of assessing at the DRA and responded to questions that were asked at an earlier meeting about assessments.

He shared information regarding new laws for the Planning Board regarding a 30-day waiting period for lot line adjustments and deeds.

He submitted a FEMA application for \$69,000 for debris removal from 2024 and plans to submit two more parts next week.

## **COMMISSION / COMMITTEE EX-OFFICIO REPORTS:**

### **Joe Longacre – Planning Board**

J. Longacre gave an update on projects being presented to the Planning Board.

### **Kevin Knapp – Parks & Recreation Commission**

K. Knapp reported on past and planned recreation events.

### **Rod O'Shana – Airport Zoning Commission**

Chair O'Shana reported the next meeting will be on October 10<sup>th</sup>.

### **Conservation Commission**

R. Hurlburt reported on a recent bike event.

### **PUBLIC WANTING TO ADDRESS THE SELECT BOARD REGARDING ITEMS ON THE AGENDA (3 minutes maximum)**

Vickie Wyman asked about the amount approved for the TAN and Chair O'Shana explained. Ms. Wyman cited an example of the 30-day waiting period for a lot line adjustment being waived. She reiterated that the water testing is very important.

### **SELECT BOARD MEMBER FINAL COMMENTS**

J. Longacre said he was not at the last Planning Board meeting; his report came from reading the minutes of the meeting.

Chair O'Shana reported that Town employees' comp time has been ended, as it creates an unbudgeted liability for the Town. They will be compensated time and a half for approved overtime.

### **NON-PUBLIC MEETING**

**MOTION #15:** K. Knapp made a motion to close the public session and enter into a non-public session per RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted. J. Longacre seconded the motion.

**Voice Vote:** A roll call vote was taken. O'Shana – aye, Knapp – aye, Paige – aye, Longacre – aye, Hurlburt – aye. The motion carried unanimously.

The public meeting was closed at 6:54 p.m.

The Board returned to public meeting.

### **ADJOURN MEETING**

The meeting was adjourned.

Respectfully submitted,  
Beth Hanggeli