

**Town of Haverhill  
SELECTBOARD BUDGET WORKSHOP  
DRAFT MINUTES  
February 5, 2025, 6:00 p.m.  
Robert E. Clifford Memorial Building**

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

[https://us06web.zoom.us/rec/share/oTwGYTGGgLK9sEEWybuCEeVgKXEvB9MfHOpwT8nn\\_4pt9--sNobdI7ShuwzsbiGw.Iqi4\\_IB7yqsX\\_0Od](https://us06web.zoom.us/rec/share/oTwGYTGGgLK9sEEWybuCEeVgKXEvB9MfHOpwT8nn_4pt9--sNobdI7ShuwzsbiGw.Iqi4_IB7yqsX_0Od)

***Passcode: fTH03xnb***

**Select Board Present:**

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

**Attendees In Person:**

Bridget Lanctot, Dick Guy, Regis Roy, Vickie Wyman

**Attendees Online:**

Joanne Young, Mary Houde, Jess Young, Cassie Moulton, Alex Nuti-de Biasi (Journal Opinion)

**CALL TO ORDER**

Chair O'Shana called the meeting to order at 6:06 p.m.

**ATTENDANCE/ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**AGENDA APPROVAL**

Chair O'Shana added items to the New Business section and a Non-Public Session to the Agenda.

**MOTION #1:** J. Longacre made a motion to approve the Agenda as amended. R. O'Shana seconded the motion.

**Voice Vote:** The motion carried 5-0-0.

**CONSENT AGENDA**

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

**Voice Vote:** The motion carried 5-0-0.

## **NEW BUSINESS**

### **Elevator Maintenance**

Chair O'Shana described recent problems with the elevator in the Morrell Building. It is more cost-efficient to repair the current elevator instead of replacing it, as a new elevator would have to meet 2025 codes. However, the company that manufactured the elevator has gone out of business, so the transmitter boards have to be specially built at a cost of \$4,272.

**MOTION #3:** J. Longacre made a motion to approve the expense of \$4,272 to fix the elevator in the Morrell Building. T. Paige seconded the motion.

**Voice Vote:** The motion carried 5-0-0.

### **Bottom Line Approval**

Bridget Lancot reviewed corrections she made to the proposed 2025 operating budget, including Social Security, Medicare, and retirement. The correct total is \$5,230,591.

**MOTION #4:** J. Longacre made a motion that the total of the 2025 operating budget is \$5,230,591. R. O'Shana seconded the motion.

**Voice Vote:** The motion carried 5-0-0.

### **Review of Warrant Articles**

Chair O'Shana added two articles to the warrant that were inadvertently omitted: the paving project for the south end of Brushwood Road and changing the Town form of government back to a Town Manager. T. Paige noted an adjustment is needed to the paving project figure, as some items were not included. She will provide this information.

Chair O'Shana expressed his belief that the Board should recommend or not recommend articles that affect Town business, not non-profits. The petition warrant articles were due the night before this meeting and have been sent to counsel for review. They will be sent to the DRA for approval once counsel returns them, and then the Annual Report will be printed for residents' review.

Chair O'Shana presented the warrant articles:

### **Election of Officials**

The Board recommended this article.

### **Transition to SB2**

Chair O'Shana explained a public hearing will be held on this article at the February 24th Board meeting.

### **Purchase of New Fire Truck**

Chair O'Shana clarified this is a five-year term. He noted once the new truck is built, the current truck will be out of NFPA regulations. The 2017 KME fire truck will be sold to the town of Conway.

The Board voted to recommend this article 4-0-1, with Chair O'Shana abstaining.

### **Woodsville Highway Department Road Paving and Construction Projects**

Chair O'Shana notes there are six roads included in this article to be paved.

The Board voted to recommend this article 5-0-0.

### **Woodsville Highway Department 2025 Operating Budget**

The intent of this article is to not place a burden on the Woodsville Precinct taxpayers by funding two departments, Town and Woodsville Fire District. The budget was recommended by the Advisory Budget Committee and the Board approved the recommendation.

The Board voted to recommend this article 5-0-0.

### **Woodsville Fire Department 2025 Operating Budget**

The intent of this article is to not place a burden on the Woodsville Precinct taxpayers by funding two departments, Town and Woodsville Fire District. The budget was recommended by the Advisory Budget Committee and the Board approved the recommendation.

The Board voted to recommend this article 5-0-0.

### **School Board Budget Cap Implementation**

This is a petition warrant article. Dick Guy noted the Town of Haverhill has nothing to do with the School District. Chair O'Shana read the article to acknowledge that it was submitted. He will check with Town counsel and send the legal opinion to the individual who submitted the article.

### **Forensic Audit**

This article will fund hiring a CPA to perform a forensic audit on the Town's general fund for 2019-2024. The Board discussed their belief that \$100,000 will not cover the cost of a forensic audit; the cost could be close to \$500,000. Chair O'Shana will check with counsel regarding the amount that could be spent as a result of how this article is presented. There was a question about the wording of the article and he noted the verbiage can only be changed during Town Meeting.

The Board discussed their concern about spending \$500,000 on a forensic audit if no funds were stolen; the problem might be sloppy bookkeeping. Mr. Guy noted the regular audits haven't been completed. The Board agreed if something alarming is found during those audits, they would support a forensic audit. The 2022 audit found nothing egregious. Mr. Guy suggested conducting a forensic audit on 2023, since that audit has not been completed.

The Board voted to recommend this article 0-0-5, with all members abstaining due to concerns over the wording of the article and that regular audits have not been completed for 2023 and 2024.

### **Forensic Audit**

A second petition article was presented requesting a forensic audit be done for 2019-2024. There was no monetary value cited in this article. The Board discussed the possibility of this article being approved with no monetary value.

### **Acceptance of the Annual Report**

### **Appoint Advisory Budget Committee**

### **Operating Budget for 2025**

The Board already voted on this 5-0-0.

### **Vehicle Capital Reserve Fund**

To add funds to the Vehicle CRF.

The Board voted to recommend this article 5-0-0.

### **Fire Vehicle Capital Reserve Fund**

To add funds to the Fire Vehicle CRF.

The Board voted to recommend this article 5-0-0.

### **Building Capital Reserve Fund**

To add funds to the Building CRF.

The Board voted to recommend this article 5-0-0.

### **10-Year Capital Improvement Plan**

Chair O'Shana explained a 10-year CIP was approved and written, but never implemented. Any items with a life cycle of ten years should be removed from the operating budget and added to this plan.

The Board voted to recommend this article 5-0-0.

### **Police Capital Reserve Fund**

To add funds to the Police CRF

The Board voted to recommend this article 5-0-0.

### **Upgrade the Blackmount Rail Trail**

To appropriate funds for the third of four segments of the rail trail. Ms. Wyman asked if a maintenance plan exists for the trail, as the grass is growing through the gravel. Chair O'Shana explained Jim McKinnon has been trying to control weeds without using aggressive chemicals. They discussed ways to address the issue.

The Board voted to recommend this article 5-0-0.

**Contingency Fund for 2025**

To raise funds to cover unanticipated expenses. Chair O'Shana said this was added as there have been unanticipated expenses this year, such as the culvert on Country Lane Drive, governmental changes, and Lime Kiln Road.

The Board voted to recommend this article 5-0-0.

**Cottage Hospital**

This petition warrant article will raise funds for Cottage Hospital.

The Board voted to recommend this article 2-3-0, with R. O'Shana, R. Hurlburt, and K. Knapp voting in opposition.

**Grafton County Senior Center**

This petition warrant article will raise funds to support the Grafton County Senior Center.

The Board voted to recommend this article 5-0-0.

**Ammonoosuc Community Health Services**

This article will raise funds to support Ammonoosuc Community Health Services.

The Board voted to recommend this article 4-1-0, with T. Paige voting in opposition.

**Tri-County Community Action Program**

This article will raise funds to support the Tri-County Community Action Program.

The Board voted to recommend this article 5-0-0.

**North Country Home, Health, and Hospice**

This article will raise funds to support North Country Home, Health, and Hospice.

The Board voted to recommend this article 5-0-0.

**Second Chance Animal Rescue**

This petition warrant article will raise funds to support Second Chance Animal Rescue.

The Board voted to recommend this article 5-0-0.

**Court Street Art**

This petition warrant article will raise funds to support Court Street Art.

The Board voted to recommend this article 5-0-0.

**Good Shepherd Food Pantry**

This petition warrant article will raise funds to support the Good Shepherd Food Pantry.

The Board voted to recommend this article 5-0-0.

### **Reclassify Merchants Lane**

This petition warrant article will reclassify Merchants Lane from a Class VI to a Class V road. They discussed the fact that a State road crossed this road, so plowing is an issue. They agreed to remove the dollar impact from this article.

### **Brushwood Road Project**

This article will raise funds to complete the Brushwood Road project.

The Board voted to recommend this article 3-2-0, with T. Paige and K. Knapp voting in opposition.

### **Town Government**

To change the Town form of government from a Town Administrator to a Town Manager. The Board discussed the workload involved with both forms of government and the need for Board oversight of the position.

The Board voted to recommend this article 0-0-5, with all members voting in opposition.

### **Any Other Actions**

### **MISCELLANEOUS**

There will be a Meet the Candidates night on February 26th to meet the Board candidates.

### **NON-PUBLIC MEETING**

**MOTION #5:** K. Knapp made a motion to exit the public meeting and enter the non-public session. J. Longacre seconded the motion.

**Voice Vote:** The motion carried 5-0-0.

The cameras were turned off at 8:18 p.m.

### **ADJOURN MEETING**

The meeting was adjourned.

Respectfully submitted,  
Beth Hanggeli