

**Town of Haverhill**  
**SELECT BOARD**  
**EMERGENCY MEETING MINUTES**  
**Monday, November 13, 2023, at 6:00 PM**  
**James R. Morrill Building**

**CALL TO ORDER**

Chair Blanchard called the meeting to order at 6:13 p.m.

**Select Board Present:**

Chair Phil Blanchard; members Rod O'Shana, Kevin Knapp, and Carolyn Hofmann. A quorum was met.

**Select Board Absent:**

Vice Chair Joe Longacre (excused)

**Town Employees Present:**

Brigitte Codling, Town Manager  
Jennifer Boucher, Assistant Town Manager

**Members of the Public Present:**

***In Person:***

None

**ATTENDANCE/ROLL CALL**

Vice Chair Longacre was absent (excused)

**PLEDGE OF ALLEGIANCE**

**AGENDA APPROVAL**

**MOTION #1:** R. O'Shana moved to approve the Agenda as written. K. Knapp seconded the motion.

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

**NEW BUSINESS**

**Sign the 2023 Tax Warrant**

**MOTION #2:** P. Blanchard moved to sign the tax warrant R. O'Shana seconded the motion.

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

**Appoint Jennifer Boucher as Deputy Tax Collector:** B. Codling explained that the Town's Tax Collector needed to push up his relocation to North Dakota, leaving no time to train Mary Houde to take on her role as Deputy Tax Collector. It was recommended the Select Board appoint Jennifer Boucher as Deputy Tax Collector because she is already trained in this area and can ensure the Town's tax bills are accurately produced and mailed, and any issue resolved over the coming month. The Town has already hired a new Tax Collector to take over for Justin, however, she won't start until November 27<sup>th</sup> and then will need to be trained. Justin will remain on the payroll through December and will work remotely to ensure the new Tax Collector/Bookkeeper is trained via Zoom and will be able to perform many of his functions remotely. The Town will need to go through a tax collector audit as soon as the position of tax collector is officially transitioned to the new tax collector.

**MOTION #3:** P. Blanchard moved to appoint Jennifer Boucher as Deputy Tax Collector C. Hofmann seconded the motion.

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

**Appoint Brigitte Codling & Mary Houde as Tax Assistants:** B. Codling explained that they had reached out to the NH Tax Collector Association and a well-respected Tax Collector and confirmed that the Town's Tax Collector is allowed to have not only a Deputy Tax Collector but also Tax Assistants to assist with taking and entering tax payments. To ensure the public is well served and the Town is never again turning residents away unable to make a tax payment, B. Codling recommended that the Select Board appoint both herself and Mary Houde as Tax Assistants.

**MOTION #4:** R. Oshana moved to appoint Brigitte Codling and Mary Houde as Tax Assistants. K. Knapp seconded the motion.

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

## **ADJOURN MEETING**

**MOTION #5:** P. Blanchard moved to adjourn the meeting at 5:49 p.m. K. Knapp seconded the motion.

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