

**Town of Haverhill**  
**SELECTBOARD MEETING MINUTES**  
**Monday, March 25, 2024, 6:00 p.m.**  
**Robert E. Clifford Memorial Building**

**Select Board Present:**

Chair Phil Blanchard; members Rod O’Shana, Joe Longacre, Kevin Knapp, and Theresa Paige.  
A quorum was met.

**Town Employees Present:**

Brigitte Codling, Town Manager

**Members of the Public Present:**

Matthew Bjelobrk	Regis Roy
Darwin Clogston	Dawn Lavoie
Evelyn Elms	Dustin Vigneault
Marilyn Blaisdell	Alex Nuti-de Biasi (Journal Opinion)
Lorraine Prescott	Dottie Long
Darlene White	Ed Paige
Judy Harris	

**Members of the Public Online:**

Don Vaillancourt	Joanne Young
Kathleen Vaillancourt	Sherri Sargent
Howard Hatch	Skip Gadwah
Robert Maccini	Bernie Marvin
Ann Maccini	Liz Shelton
Vickie Wyman	Mary Houde
Leslie Ramsay	Michelle Reagan
Jim McKinnon	Roger Newman

**CALL TO ORDER**

Chair Blanchard called the meeting to order at 6:00 p.m.

**ATTENDANCE/ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**AGENDA APPROVAL**

**MOTION #1:** R. O'Shana moved to approve the Agenda as written. T. Paige seconded the motion.  
**Voice Vote:** A roll call vote was taken. O'Shana – aye, Knapp – aye, Paige – aye, Blanchard – aye, Longacre – aye. The motion passed unanimously.

## **CONSENT AGENDA**

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

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

## **APPROVAL OF MINUTES**

### **March 11, 2024, Select Board Meeting**

**MOTION #3:** J. Longacre moved to approve the March 11, 2024, minutes of the Select Board meeting as written. T. Paige seconded the motion.

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

## **NEW BUSINESS**

Chair Blanchard explained the Board will be working in work sessions to accomplish the tasks ahead of them regarding transitioning from the Town Manager form of government to the Town Administrator form of government.

### **Action Needed:**

- Election of Officers

**MOTION #4:** R. O'Shana moved to nominate Phil Blanchard as Selectboard Chair. J. Longacre seconded the motion.

**Voice Vote:** A roll call vote was taken. O'Shana – aye, Knapp – aye, Paige – aye, Longacre – aye, Blanchard – abstain. The motion passed 4-0-1.

**MOTION #5:** P. Blanchard moved to nominate Rod O'Shana as Selectboard Vice Chair. J. Longacre seconded the motion.

**Voice Vote:** A roll call vote was taken. O'Shana – abstain, Knapp – aye, Paige – aye, Longacre – aye, Blanchard – aye. The motion passed 4-0-1.

- Appointments/Reappointments to Commissions and Boards

**MOTION #6:** P. Blanchard moved to reappoint Joseph Mitchell and Marilyn Blaisdell, and to appoint Carolyn Hofmann to the Conservation Commission. J. Longacre seconded the motion.

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

**MOTION #7:** P. Blanchard moved to appoint Matthew Bjelobrk to the Planning Board. J. Longacre seconded the motion.

**Voice Vote:** A roll call vote was taken. O'Shana – aye, Knapp – abstain, Paige – aye, Longacre – aye, Blanchard – aye. The motion passed 4-0-1.

**MOTION #8:** P. Blanchard moved to reappoint Dawn Burluson and Mona Sanville to the Park & Recreation Commission. K. Knapp seconded the motion.

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

- Committal of Tax Collector Warrant for New Tax Collector

**MOTION #9:** P. Blanchard moved to approval the Committal of Tax Collector Warrant for the new Tax Collector. K. Knapp seconded the motion.

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

- Abatements and Credit Recommendations

Chair Blanchard explained the one that wasn't recommended didn't meet the minimum requirements for the veterans' credit.

**MOTION #10:** P. Blanchard moved to approval the abatements and credit recommendations except the one that was not recommended. J. Longacre seconded the motion.

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

- Approve Select Board 2024 Meeting Schedule

**MOTION #11:** P. Blanchard moved to approval the Select Board 2024 meeting schedule as presented. T. Paige seconded the motion.

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

### **Begin Review:**

- Revised Select Board Standard Operating Procedures (SOPs) (draft)
- Select Board Roles and Responsibilities (to be revised)
- Town Manager Roles and Responsibilities (to be revised)
- Town Administrator and Finance Director Job Descriptions (draft)
- Personnel Policy and Procedures Manual
- Running an Effective Meeting (NHMA) Publication

Chair Blanchard urged the Board members to review these documents on their own, instead of reviewing them during this meeting.

B. Codling said she updated the Standard Operating Procedures, the Select Board Roles and Responsibilities, and the Town Manager Roles and Responsibilities to meet the requirements of the new Town Administrator form of government. She also provided Town Administrator and Finance Director job descriptions. The Personnel Policies and Procedures were not updated, as they are not built around the Town Manager form of government. She described other documentation regarding the Town Administrator form of government that she can provide the Board.

The Board agreed to hold two work sessions this week and next week to review the above documentation.

### **OLD BUSINESS**

Chair Blanchard reported the Senate met on the new bill but did not vote to put it to the floor.

### **TOWN MANAGER / ASSISTANT TOWN MANAGER REPORT**

There was no report from the Town Manager.

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

**MOTION #12:** P. Blanchard moved to appoint Theresa Paige to the Conservation Commission. J. Longacre seconded the motion.

**Voice Vote:** A roll call vote was taken. O'Shana – aye, Knapp – aye, Paige – abstain, Longacre – aye, Blanchard – aye. The motion passed 4-0-1.

**MOTION #13:** K. Knapp moved to appoint Joe Longacre to the Planning Board. R. O'Shana seconded the motion.

**Voice Vote:** A roll call vote was taken. O'Shana – aye, Knapp – aye, Paige – aye, Longacre – abstain, Blanchard – aye. The motion passed 4-0-1.

**MOTION #14:** P. Blanchard moved to appoint Kevin Knapp to the Parks & Recreation Commission. J. Longacre seconded the motion.

**Voice Vote:** A roll call vote was taken. O'Shana – aye, Knapp – abstain, Paige – aye, Longacre – aye, Blanchard – aye. The motion passed 4-0-1.

**MOTION #15:** P. Blanchard moved to appoint Rod O'Shana to the Airport Zoning Commission. J. Longacre seconded the motion.

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

**MOTION #16:** K. Knapp moved to appoint Phil Blanchard to the Zoning Board and Public Safety Facility Planning Committee. R. O'Shana seconded the motion.

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

## **CORRESPONDENCE**

### **Letter from Grafton County Sheriff**

Chair Blanchard reported the Board received a letter from the Grafton County Sheriff, thanking them for the Police Chief support and helping them with the promotional process for the Director of Communications.

## **SELECT BOARD MEMBER FINAL COMMENTS**

R. O'Shana thanked the residents for attending the Town Meeting and voicing their opinions. He looks forward to another year of production.

J. Longacre said a couple of months ago, K. Knapp said he would step down from the Board if Chair Blanchard had a quorum. He clarified that K. Knapp would make this decision after the election. He noted that by voting history, Chair Blanchard has a quorum. He said K. Knapp admitted to the Board that he lied when he was questioned. K. Knapp admitted incurring legal bills and then attempting to have the Town taxpayers pay them, which is a violation of RSA 37:6. K. Knapp shared an employee's personnel evaluation with a third party that was not authorized to receive it. K. Knapp violated the oath he made in becoming a Select Board member to recognize and refuse to, in any way, attempt to act independently regarding Town affairs. J. Longacre said this is unbecoming and dishonest for a Haverhill Select Board member. He asked K. Knapp when he will resign and step down from the Board.

K. Knapp said this was J. Longacre's perspective on how the RSA is written and he is going to stay on the Board. J. Longacre said this was verbatim, not his opinion. He said K. Knapp is going against his word again. They discussed how votes are tallied and recorded. Chair Blanchard clarified this discussion and said he did not want to discredit anyone in front of the Town.

## **NON-PUBLIC MEETING**

The Board entered 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; and RSA 91-A:3, II (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against this board or any subdivision thereof, or by or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled.

**MOTION #17:** J. Longacre moved to re-enter the public meeting. K. Knapp seconded the motion. No vote was taken.

**MOTION #18:** P. Blanchard moved to seal the minutes. R. O'Shana seconded the motion.

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

**MOTION #19:** P. Blanchard moved to adjourn the meeting. J. Longacre seconded the motion.

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

The meeting was adjourned.

Respectfully submitted,  
Beth Haggeli