

**Town of Haverhill**  
**SELECTBOARD WORK SESSION MINUTES**  
**Wednesday, March 27, 2024, 4:00 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:**

Alex Nuti-de Biasi (Journal Opinion)

**CALL TO ORDER**

Chair Blanchard called the meeting to order at 4:00 p.m.

**ATTENDANCE/ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**AGENDA APPROVAL**

Chair Blanchard added a non-public session to the Agenda.

**MOTION #1:** R. O’Shana moved to approve the Agenda as amended. 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.

**NEW BUSINESS**

**Town Clerk Discussion**

The Town Clerk asked the Board for permission to advertise for a Deputy. She noted the process could take eight weeks, depending how soon qualified candidates respond. The Board asked to revisit this question in two weeks, once progress is made on the transition from the Town Manager form of government to the Town Administrator form of government.

## **Credit Card Policy Discussion**

Chair Blanchard noted the language will need to change in most of the policies. In response to a question from T. Paige, B. Codling explained the credit card policy. The Board agreed that department heads will review statements within five days of receipt and the Finance Administrator will reconcile statements within ten days of receipt. If a department head does not comply with this policy, the credit card will be frozen until they come into compliance. B. Codling noted M. Vigneault has just recently taken over responsibility for invoices.

Chair Blanchard would like to see the Town move toward using vendors and being billed by them, instead of purchasing with a credit card. B. Codling explained what is often charged to credit cards. They reviewed which individuals have Town credit cards.

## **Future Meeting Schedule**

The Board discussed the meeting schedule for the next couple of weeks. They agreed to meet at 1:00 on March 29, 1:00 p.m. on April 1, 9:00 a.m. on April 3, and 1:00 p.m. on April 5.

B. Codling reminded the Board of the reassessment planning meeting with the DRA and the assessor on April 3. T. Paige and J. Longacre will attend.

## **NON-PUBLIC MEETING**

The Board entered non-public session per RSA 91-A:3, II (b) The hiring of any person as a public employee; and (l) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

**MOTION #2:** K. Knapp moved to close the public meeting and enter into non-public session. 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 Board returned to public meeting.

## **ADJOURN MEETING**

The meeting was adjourned.

Respectfully submitted,  
Beth Hanggeli