

Town of Haverhill
Select Board Meeting MINUTES
Tuesday, September 25, 2023, at 6:00 PM
R. E. Clifford Memorial Building
65 South Court St. Woodsville, NH 03785

CALL TO ORDER: Chair Blanchard called the meeting to order at 6:00 PM.

Select Board Attendance:

Chair Phil Blanchard, Vice Chair Joe Longacre, Rod O’Shana, Kevin Knapp. A quorum was met. Carolyn Hofmann, excused.

Town Employees Present:

Brigitte Codling, Town Manager (TM)
Jennifer Boucher, Assistant Town Manager (ATM)

Members of the Public Present

In Person:

Linda Buermeyer (Journal Opinion)
Joanne Young
Lorraine Prescott
Sherry Fullerton
Dan Marsh
Mike Bonanno
Margo Longacre

Darwin Clogston
Regis Roy
Matthew Bjelobrk
James Duffy
Howard Hatch
Dawn Lavoie

Online:

Tom Mangles
Robert Maccini
Evelyn Elms
Michelle Reagan
Mary Brooks
Kathleen Vaillancourt
Linda Mangles
Dennis Cunningham

Melin Boutin
Dottie Long
Harv Keyes
Polly Bonanno
Mark Lang
Don Vaillancourt
R. Newman

ATTENDANCE/ROLL CALL

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL:

Meeting Agenda

MOTION #1: J. Longacre made the motion and K. Knapp seconded the motion to approve the Agenda as written.

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

Consent Agenda

MOTION #2: R. O'Shana made the motion and J. Longacre seconded the motion to approve the Consent Agenda as written.

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

SIGN MANIFESTS, FORMS, ABATEMENT, AND OTHER WARRANTS:

APPROVAL OF MINUTES:

MOTION #3: J. Longacre made the motion to approve the Minutes from **January 17, 2023**, regularly scheduled meeting as written. R. O'Shana seconded the motion.

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

MOTION #4: R. O'Shana made the motion to approve the Minutes from **August 28, 2023**, non-public meeting as written. K. Knapp seconded the motion.

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

MOTION #5: P. Blanchard made the motion to approve the Minutes from **August 31, 2023**, public SB2 gathering meeting as written. K. Knapp seconded the motion.

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

MOTION #6: R. O'Shana made the motion to approve the Minutes from **August 31, 2023**, non-public meeting as amended. K. Knapp seconded the motion.

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

MOTION #7: K. Knapp made the motion to approve the Minutes from **September 11, 2023**, regularly scheduled meeting as written. P. Blanchard seconded the motion.

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

MOTION #8: K. Knapp made the motion to approve the Minutes from **September 11, 2023**, non-public meeting as written. P. Blanchard seconded the motion.

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

SCHEDULED APPEARANCES:

Mary Houde Introduction & Swearing in as Deputy Tax Collector

Chair Blanchard administered the Oath of Office to Mary Houde for the Deputy Tax Collector as follows:

I, Mary Houde, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent to me as a Deputy Tax Collector according to the best of my abilities agreeable to the rules and regulations of the constitution and the laws of the state of New Hampshire. So help me God.

Sherry Fullerton, request to consider easement.

Sherry Fullerton presented a request to purchase Town land abutting her property to allow her to remove trees that pose a threat to her home. The Board explained the original request was for an easement, and discussed the difference between an easement and purchasing the land. She agreed to return to the Board, once she has considered both options.

NEW BUSINESS:

Vote to use Sansoucy (Utility Appraiser) for PSNH Appeal

MOTION #9: P. Blanchard moved to use Sansoucy Associates to represent the Town of Haverhill. K. Knapp seconded the motion.

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

Twin States Clean Energy Link – Presentation & Letter of Support

Kaytlynn Monroe of Hilltop Public Solutions presented a draft Letter of Support for the Twin States Clean Energy Link project to the Board for review. She described the project as well as the bidding and application process. Jessica Farrell, principal engineer, and Orlando Martinez, project manager of National Grid, answered questions from the Board regarding specific details and benefits of the project. Construction would not begin until late 2026.

The Board expressed appreciation for the presentation and the open lines of communication that exist between the Town and the representatives of this project.

MOTION #10: R. O'Shana moved to approve the Letter of Support for the Twin States Clean Energy Link. J. Longacre seconded the motion.

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

2021 Town Annual Audit – Presentation by Vachon Clukay

Tammy Webb of Vachon Clukay & Company presented the results of the 2021 Town annual audit. She reported the Town received an unmodified opinion and they found no issues. She described the auditing process to the Board.

Town Manager Codling responded to questions posed by the audit. She explained the background behind specific practices and changes made to avoid issues in the future, including a new credit card usage policy.

Ms. Webb said that overall, the Town did “great.” TM Codling noted working through the audit with the audit team was a positive learning experience.

OLD BUSINESS:

None

TOWN MANAGER REPORT:

TM Codling provided the Board with highlights from her Report:

- The Public Safety Facility Committee received two proposals were received for consultant work. They will be rated in October and a determination made as to whether one will be chosen or the work will be put back out to bid.
- TM Codling and Assistant TM Boucher have completed the New Hampshire Government Finance Officers Association government accounting certification series.
- Reimbursement requests have been submitted to FEMA for expenses related to the damages from the 2022 Christmas storm.
- She is finalizing the language for the MOU regarding the cable broadband project.
- She is drafting the RFP for consultant services for the Safe Streets for All project.
- The Haverhill Bridge did not receive New Hampshire DOT funding this year. She will work to increase the ranking next year.
- The house at 42 Railroad Street has been demolished and she is pursuing reimbursement for debris removal.

A member of the public asked about the plan for 42 Railroad Street property. TM Codling said it will remain vacant and an abutter is interested in the lot. The lot will be deeded to remain vacant.

TM Codling reviewed the Department Heads’ reports:

- Airport – Airport Awareness Day was postponed due to the hurricane. An ATV will be raffled at the October 23rd Selectboard meeting.
- Highway Department – The new Road Agent completed Primex’s Supervisory Academy.

ASSISTANT TOWN MANAGER REPORT:

ATM Boucher provided the Board with highlights from her Report:

- Financial information and expenditures are being brought up to date, so TM Codling can begin putting together her budget. Department heads will receive updated budget reports this week.
- She described the Housing Assistance Fund, which is designed to help residents stay in their homes, including paying their property taxes. Local residents have already benefitted from this program.

TM Codling shared a timeline for the budgeting process with the Board. She noted that it would be helpful for Board members to attend the Advisory Budget Committee meetings or watch the videos to avoid repetition of questions.

COMMISSION/COMMITTEE EX-OFFICIO REPORTS:

Carolyn Hofmann (Conservation Commission): Ms. Hofmann was not present to present a report.

Kevin Knapp (Planning Board): K. Knapp stated that the next Planning Board meeting will be held on September 26, 2023.

Joe Longacre (Parks & Recreation Commission): J. Longacre noted there was a list of activities published in The Bridge Weekly.

Rod O'Shana (Airport Zoning Commission): R. O'Shana stated the next meeting of the Airport Zoning Commission will be held on October 11, 2023.

Phil Blanchard (Zoning Board): P. Blanchard reported the Zoning Board has not met.

Phil Blanchard (Public Safety Facility Planning Committee): P. Blanchard noted that the Town Manager reported on this committee in her report.

CORRESPONDENCE:

Letter from Woodsville Fire District

Chair Blanchard read a letter from the Woodsville Fire District regarding scheduling a time to meet and discuss highway and fire services. This will be tabled until C. Hofmann is present.

Letter from Attorney General's Office

Chair Blanchard read a letter from the Attorney General's office regarding complaints received regarding Selectman Blanchard's alleged illegal campaign activity. A investigation was completed and it was determined that his conduct did not constitute improper electioneering, his position does not constitute an incompatible office, and postal mailers are exempt from the statutory requirement under federal case law.

