

**Town of Haverhill  
Select Board Meeting  
MINUTES  
Thursday January 19, 2023, at 12:30 PM  
James R. Morrill Building**

**CALL TO ORDER:** Vice Chair Steve Robbins called the meeting to order at 12:30 AM.

**Select Board Attendance:** Kevin Knapp (Present), Katie Williams (Present), Mike Graham (Present), Vice Chair Steve Robbins (Present). A quorum was met.

**Town Employees Present:**

**Town Manager (TM):** Brigitte Codling

**Assistant Town Manager (ATM):** Jennifer Boucher

**Members of the Public Present**

***In Person:***

Matthew Bjelobrk	Joe Longacre	Mark Locke
Richard Dorsett	Justin Boulter	

**New Business:** Meeting to review and approve a letter to the DRA approving the change in Woodsville’s tax rate; and to approve a public notice about the same.

**Motion #01:** Robbins made the motion and Graham seconded the motion to approve the letter drafted by Town Manager Codling as written. All approved, none opposed, passed unanimously.

*RE: Woodsville District 2022 Second Issue Tax Rate*

*Town Administration received the following from Jamie Dow of the Department of Revenue Administration (DRA) on January 19, 2023 at 8:50am:*

*“We were contacted by Kevin Shelton, the Administrator of the Woodsville Fire District, expressing surprise at the tax rate set for the Fire District. I informed Mr. Shelton that because he had included the settlement funds on the MS 434 that was submitted to us, the rate would be set including that sum as revenue. I had previously discussed this issue with Mr. Shelton on December 6, 2022, and again before the rate was finalized on January 17, 2023. In neither instance did he tell me that there was anything wrong with the number he included on the form that he signed.*

***We can re-set Woodsville’s tax rate if (a) the Town selectmen request that we do so in writing; and (b) we receive a revised MS 434 from Woodsville. The Town will need to decide on its own whether to send the bills now (assuming it is even possible to stop the process) and later send a supplemental bill to Woodsville taxpayers or to wait for action from the district and a revised tax rate from us before sending the bills. As we did on January 17, 2023, I see no reason why we could not redo the rate within a day if we get a request from the Town and a new MS 434 as requested above.”***

*The District of Woodsville has been notified of the need for a new MS434, and this letter serves as the Haverhill Select Board’s approval for the DRA to re-set Woodsville’s tax rate as requested by them.*

**Motion #02:** Robbins made the motion and Graham seconded the motion to approve the public notice drafted by Town Manager Codling as written. All approved, none apposed, passed unanimously.

*Public Notice*

*The Town of Haverhill was pleased to announce that the Haverhill Town, School, and District tax rates had been certified by the DRA on Tuesday January 17, 2023 and we are very grateful for the assistance Cinde Warmington gave us to achieve this. As reported in local news media, the Tax Warrant was produced by Town Administration and signed by the board Tuesday night.*

*However, we were notified yesterday afternoon by the District of Woodsville that they had made a clerical error and were requesting that the DRA revise Woodsville's tax rate. The Haverhill Select Board agreed, in an emergency meeting held today at 12:30 pm January 19, 2023, to allow the DRA to reset Woodsville's rate. Once the DRA resets Woodsville's rate, the Town will be able to produce a new tax warrant for the Select Board's signature.*

*We anticipate tax bills to be mailed no later than Monday January 23, 2023. We apologize for any confusion or concern this may cause residents.*

**Adjourned at 12:42 PM**

*Minutes produced by Brigitte M. Codling, Town Manager*