

**Town of Haverhill
Select Board Meeting
MINUTES
Monday, December 20, 2021, 6:00 PM
R. E. Clifford Memorial Building
65 South Court St.
Woodsville, NH 03785
Or on ZOOM**

Call to Order: The meeting was called to order at 6:00 PM by Fred Garofalo, Chair.

Select Board Attendance: Matthew Bjelobrk (Present), Steve Robbins (Present), Howard Hatch (Here), Mike Graham (Here), Fred Garofalo (Here). A quorum was met.

Town Employees Present:

Town Manager: Brigitte Codling
Assistant Town Manager: Jennifer Boucher
Town Clerk: Tina Hebert
Treasurer: Evelyn Elms

Members of the Public Present:

In Person

Darwin Clogston
Robert St. Pierre
Tina Hebert

Frank and Carolyn Hofmann
Ron Fullerton
Evelyn Elms

Online

Mike Bonanno
Vickie Wyman
Mike & Dawn Lavoie

Linda Buermeyer (*Journal Opinion*)
Robert Maccini
Delcia Vinnacombe

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

MOTION #1: Garofalo made the motion and Robbins seconded the motion to approve the Agenda as written.

Roll Call Vote: Matthew Bjelobrk (Aye), Steve Robbins (Aye), Howard Hatch (Aye), Graham (Aye), Fred Garofalo (Aye). The motion passed unanimously.

CONSENT AGENDA

Minutes of the Last Meeting

MOTION #2: Bjelobrk made the motion and Robbins seconded the motion to approve the minutes from **December 6, 2021**, as written.

Roll Call Vote: Matthew Bjelobrk (Aye), Steve Robbins (Aye), Howard Hatch (Aye), Graham (Aye), Fred Garofalo (Aye). The motion passed unanimously.

TAX ANTICIPATION NOTE (TAN)

[Notes for this section were transcribed by ATM Boucher]

Selectboard Members Present – Fred Garofalo, Matthew Bjelobrk, Howard Hatch, Steve Robbins, Michael Graham

Staff Present: Brigitte Codling, Town Manager
Jennifer Boucher, Assistant Town Manager
Christina Hebert, Town Clerk
Evelyn Elms, Treasurer

Chairman Garofalo asked to move the Tax Anticipation Note discussion from New Business to before Scheduled Public Appearances.

Chairman Garofalo explained that the Town needed to take out a TAN because we have been unable to set the tax rate. The Town is still waiting for one of our precincts to get their paperwork into the Department of Revenue Administration (DRA). Chairman Garofalo wanted to know if the \$1,500,000.00 would be enough money and if it wasn't what would the Town do if they needed more. TM Codling said that if we needed more, we would have to take out another TAN. ATM Boucher said the Town currently has approximately \$300,000.00 in the bank and the Town will be receiving approximation \$200,000 from the State for meals and rooms, but that will not cover the what the Town needs in order to pay the County taxes and the school payment, which total approximately \$1,100,000.00. Selectman Robbins made the motion to take out a tax anticipation note (TAN) in the amount of \$1,500,000.00. The motion was seconded by Chairman Garofalo. Selectman Robbins wanted to know what the interest rate was on the TAN. Chairman Garofalo said the interest rate for the TAN is 1.95%. ATM Boucher said that the county taxes were past due and interest was accruing because we were unable to get the Board together to vote on taking out a TAN prior to the due date of the county taxes. TM Codling noted the process that the Town is going through this year for the TAN is different than in years past, so it has taken a little bit longer to process the documentation. Selectman Robbins wanted to know if we had tried to do anything more to get things corrected, so we could set the tax rate. TM Codling explained we were continuing to contact the district to see if they were getting closer and the last we had heard was their consultant was working on it. We had checked the online portal today and still nothing had been uploaded. Chairman Garofalo said he had heard the consultant was working as hard as he could on the documents, but there was a lot to it. Vice Chair Bjelobrk wanted to know if there was anything we could do about the situation. Chairman Garofalo said there was nothing we could do. TM Codling said we had gone to the DRA when we saw this coming and realized weeks ago that we were ready to go to see if there was anything we could do like using last year's rate and they said absolutely not. The Board votes 5-0 by roll call vote in favor of taking out a tax anticipation note.

Chairman Garofalo made the motion to use Woodsville Guaranty Savings Bank as the provider for the tax anticipation note. The motion was seconded by Selectman Robbins. Selectman Hatch asked if this should have gone to bid. Chairman Garofalo said we have always used WGSB. Vice Chair Bjelobrk said he didn't think the Town could use out of state banks. TM Codling said we couldn't put our money in out of state banks and we usually have more time, but we didn't this

time. The Board voted by roll call vote 4-0-1 to use Woodsville Guaranty Savings Bank. Selectman Graham abstained.

The paperwork for the TAN was signed by the Selectboard members, Town Treasurer and notarized by the Town Clerk.

SCHEDULED PUBLIC APPEARANCES: None.

TOWN EMPLOYEE APPEARANCES: None.

PUBLIC WANTING TO ADDRESS THE BOARD:

Robert St. Pierre: St. Pierre stated that the last minutes on the Town’s website were from November 22nd and there were not minutes from December 6th TM Codling stated that minutes are posted on the website once approved by the board, but the draft minutes are available at the Town Administration Office. St. Pierre noted that there are no minutes from the Woodsville or Mt. Lakes districts. TM Codling stated that Mt. Lakes has their own website, and the Town does not get minutes from Woodsville District for posting. TM said that minutes for those two districts should be requested from their Administration offices. St. Pierre expressed frustration with the districts stating that not getting minutes and the Town needing to take out TAN a loan because of the District’s not getting their information to the DRA is a problem. He stated that the fact that the Town has no authority over the districts but the Town is impacted by them not doing what they were supposed to be doing was a significant issue that should be resolved by dissolving the districts.

PENDING/OLD BUSINESS: None.

NEW BUSINESS:

2022 American Red Cross Request to Use the JRM Gymnasium and a Cost Waiver

MOTION #3: Bjelobrck made the motion and Robbins seconded the motion to approve the use of the JRM gymnasium for the American Red Cross 2022 schedule, and the cost of the rental fees are to be waived.

Roll Call Vote: Matthew Bjelobrck (Aye), Steve Robbins (Aye), Howard Hatch (Aye), Graham (Aye), Fred Garofalo (Aye). The motion passed unanimously.

Update of the Personnel, Policies, and Procedures Handbook

TM Codling explained that the “Scope” section needed to be added to clarify what parts of the manual are to apply to volunteers. This change to the policy manual was needed to address the Town properly classifying the Town’s firefighters.

MOTION #4: Bjelobrck made the motion and Garofalo seconded the motion to approve the Town of Haverhill *Personnel, Policies, and Procedures Handbook* as revised.

Roll Call Vote: Matthew Bjelobrck (Aye), Steve Robbins (Aye), Howard Hatch (Aye), Graham (Aye), Fred Garofalo (Aye). The motion passed unanimously.

First Reading of the Camping in a Public ROW and on Public Property POLICY

Garofalo read the first account of the *Camping in Public Right-of-Way* policy:

RSA 236:58

“No person shall pitch a tent or any other camping device or sleep on the ground in a public right-of-way or on public property unless permission is received by the governmental board or authority having jurisdiction over such public right-of-way. Any person who wishes to camp on a public right-of-way on public property in the Town of Haverhill must come before the [Select Board] or their designees to request such permission. Each request for permission shall be presented to the [Select Board] or their designees with the specific dates and times, and those times must not be granted more than 3 consecutive days.”

RSA 236:59

“Any person or persons who fail to request permission from the [Select Board] or their designees shall be guilty of a misdemeanor and, in addition, shall be liable for the restoration of any damage caused. All applicable penalties are by government statute. If at any time the state law changes, it is the governing law.”

TM Codling noted that this is a state law, and the Town is confirming the regulation; however, we do want to leave the camping regulation open for those who request permission. Discussion continued with an audience member regarding camping in the boat launch area. TM Codling noted that this regulation applies only to the Town’s public properties.

Approve 2021 Encumbrances

Garofalo read the document provided by TM Codling and ATM Boucher related to the balances from the 2021 budget to be encumbered, including the salt/sand shed, Master Plan update, caboose repairs, Haverhill Corner fire station building second form of egress, 44 Railroad Street clean up, airport credit card reader, and the Town’s 2020 audit – all totaling \$95,442.

MOTION #5: Garofalo made the motion and Bjelobrck seconded the motion to approve the Town of Haverhill 2021 Encumbrances.

- Hatch discussed whether the Encumbrances can be extended more than 1 year, and discussed the history of the salt shed.

Roll Call Vote: Matthew Bjelobrck (Aye), Steve Robbins (Aye), Howard Hatch (Aye), Graham (Aye), Fred Garofalo (Aye). The motion passed unanimously.

TOWN MANAGER’S REPORT

Budget Public Hearing 2022

- TM Codling provided the Board with a recommended schedule for the upcoming Budget Public Meeting, Annual Report deadlines, and the Town Meeting voting date of March 8.
- Garofalo stated that during a Nonpublic Session at a January meeting, the Board will select the person for the dedication page in the Annual Report.

MOTION #6: Robbins made the motion and Bjelobrk seconded the motion to schedule the **Budget Public Hearing for Monday, February 7, 2022.**

Roll Call Vote: Matthew Bjelobrk (Aye), Steve Robbins (Aye), Howard Hatch (Aye), Graham (Aye), Fred Garofalo (Aye). The motion passed unanimously.

2021 Equalization Municipal Assessment Data Certification

TM Codling provided the Board with the Equalization Certification from Tim Northcott, Assessor, for signatures.

Tax Bill Discussion:

It was explained that the North Haverhill District still did not have their information into the DRA portal and until that happened the Town would be unable to set the tax rate and send out the tax bills. TM Codling has been communicating with the District and the DRA, and the Town is ready to set the tax rate as soon as the information is in the portal and approved by the DRA.

Final Budget Review

TM Codling stated that she is done working with Department Heads and has begun her final budget review, with both Jennifer Boucher and Karen Noyes. The goal is to give the Board members a few weeks to review the budget before the Budget Hearing in February. TM Codling noted that the budget is nearly level funded, and she stated that the budget reflects smarter funding.

Graham asked what the hold up is on the 2019 audit. TM Codling stated that there was a delay due to COVID issues in our office and with the auditor's office. However, it is expected that the 2019 Final Audit Report should be coming soon. Also, that the Town has already started sending the auditors information for the 2020 audit. As soon as the 2019 audit is finalized the auditors will start the 2020 audit which should not take as long.

Hatch asked about the underspent funds and if they were transferred to the next year. TM Codling replied that unused funds can either be encumbered for specific purposes or it rolls over into fund balance. Garofalo asked about transferring money from one department to another. The Town is responsible for not overspending the bottom line, the amount approved by voters. However, the Town can move money as needed within the budget. TM Codling noted that she holds each department responsible for their budgets, but if money is needed, the department heads are part of any departmental transfers. There are no surprises, we do not simply take money from one department for use by another department. It's a collaboration to ensure everyone's needs are met.

FINANCIAL REPORT / COMMENTS:

Most of the financial related items have been discussed already.

COMMISSION AND COMMITTEE REPORTS:

Fred Garofalo (Conservation Commission): Nothing.

Howard Hatch (Planning Board): Nothing.

Steve Robbins (Parks & Recreation Commission): None.

Matthew Bjelobrk (Airport Zoning Commission): A meeting is coming up.

