

**Town of Haverhill
Select Board Meeting
MINUTES
Monday, January 18, 2022, at 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 (Here), Steve Robbins (Here), Howard Hatch (Here), Mike Graham (Here), Fred Garofalo (Here). 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

Tom Friel
Darwin Clogston
Matthew Yao

Libbie Elliott
Michael DiDomenico

Online

Joanne Young
Mike Lavoie
David Appleby
Melinda Boutin

Margo and Joe Longacre
Gary Hebert
Kaylee Heathe

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

MOTION #1: Bjelobrk made the motion and Garofalo 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 Meetings: January 3, 2022

- Bjelobrk identified an incorrect word in the minutes that changed the meaning of a sentence.
- Garofalo stated that the minutes' approval will be tabled until the next meeting.

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SCHEDULED PUBLIC APPEARANCES: None.

TOWN EMPLOYEE APPEARANCES:

- **Matthew Yao, Haverhill Police Department**

Detective Yao identified himself and provided information on his work and family background.

- **Libbie Elliott, Haverhill Police Department**

Detective Elliott identified herself and provided information on her work and family background.

PUBLIC WANTING TO ADDRESS THE BOARD:

Tom Friel: Friel discussed an issue he identified with the Planning Board related to a subdivision that he has a personal interest in. Friel addressed the 2016 Subdivision Regulations p. 33 related to Lot Line Adjustments. Friel offered a resolution of re-warning the Lot Line Adjustment application. ATM Boucher explained the process of the three applications related to the same property and what was warned, what was presented to the Planning Board, and what was approved. TM Codling noted that the Town's attorney could look at this issue. Friel stated that he is the abutter who is interested in purchasing the property and is concerned because the Town did not follow the regulations. Hatch, ex officio member of the Planning Board, stated that volunteers have put the regulations together from 2016 and now the Planning Board is revising those regulations.

Bjelobrk asked to address Friel's comments. TM Codling stated that she will confer with the Town's attorney.

PENDING/OLD BUSINESS: None.

NEW BUSINESS:

One-Year General Assessing Contract

TM Codling stated that the contract for cyclical and general assessing is up, and, every 5 years, the Administration submits bids for a one-year RFP for general assessing services. ATM Boucher stated that the NH Department of Revenue Administration must approve the contract.

MOTION #2: Robbins made the motion and Garofalo seconded the motion to approve the signing of the one-year General Assessing Contract.

- Hatch noted that there are questions in the assessing process. Hatch stated that there is a disconnect between the buildings being constructed and the Town records. TM Codling noted that there are multiple systems that house the assessing data, and all the areas of Town were reassessed based on sales.

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- Graham asked if the assessor’s contract include physically visiting the property. TM Codling replied, “It does.” TM Codling noted that the reassessment takes place every 5 years. ATM Boucher stated that this year the assessor will visit the properties that applied for a building/demolition permit in 2021, and the assessor assesses one-third of the Town every 3 years and, the fifth year, a statistical update takes place. Graham asked that the Board’s concerns be relayed to the assessor. Discussion continued. Robbins noted how confusing the differences are between the precincts and Town’s building/zoning permits.
- TM Codling noted that the assessor has open office hours on Thursdays from 9:00 AM to 3:00 PM.
- ATM Boucher noted that there is a March 2 deadline to question the assessment of property.

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

Benton Fire Service Contract

TM Codling stated that because Benton does not have a fire service, Haverhill provides those services for \$10,000/year, and a contract is signed each year. Robbins asked if mutual aid departments during a fire get billed under that \$10,000. TM Codling will follow up.

MOTION #3: Robbins made the motion and Bjelobrck seconded the motion to approve the signing of the Benton Fire Service Contract.

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

Update to “Safety & Health Program” Section of the Personnel Policies

TM Codling stated that the Town had a Safety Audit, and the auditors found the Safety & Health Program law was missing from the Appendix, which must be written out and not just referenced.

MOTION #4: Graham made the motion and Robbins seconded the motion to approve the amendment to the “Safety & Health Program” Section of the Personnel Policies.

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

Re-establish Allagash Roadway Boundaries

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TM Codling noted that the map provided to the Board shows the existing Allagash Road and the original Allagash Road based on subdivision records.

MOTION #5: Robbins made the motion and Bjelobrk seconded the motion to recognize that the boundaries of Allagash Road have become lost and are doubtful.

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

MOTION #6: Bjelobrk made the motion and Robbins seconded the motion to follow RSA 228:35 to establish the boundaries of Allagash Road according to the new survey showing the proper location of the road.

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

Update to the Investment Policy

ATM Boucher stated that the Town is allowed to only have \$250,00 in the general operating account, and any amount over that has to be transferred or invested in an ICS or Sweep account. TM Codling provided the Board with the entire investment policy. TM Codling presented revisions to the policy for the Board's review, including internal controls, using a bank outside of NH with strict controls, and designating alternate depositors other than the Town Treasurer. ATM Boucher noted that the investments are restricted per the RSAs. Bjelobrk asked if the RSA allow bitcoin or cryptocurrency transfers. ATM Boucher will follow up.

MOTION #7: Robbins made the motion and Bjelobrk seconded the motion to approve the revisions to the Investment Policy.

Roll Call Vote: Matthew Bjelobrk (Aye), Steve Robbins (Aye), Howard Hatch (Aye), Graham (Abstain), Fred Garofalo (Aye). The motion passed with four Ayes and one Abstention.

TOWN MANAGER'S REPORT: None.

FINANCIAL REPORT / COMMENTS:

- ATM Boucher stated that tax money is coming in, and the Tax Collector will have an update at the next meeting. ATM Boucher noted that the Town has been getting many questions from residents about the tax rate and has received an increase in abatement requests.
- TM Codling authored an article about the reassessments and the impact on taxes and has been getting questions about individuals' taxes.

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COMMISSION AND COMMITTEE REPORTS:

Fred Garofalo (Conservation Commission): Garofalo noted there was no meeting tonight.

Howard Hatch (Planning Board): None.

Steve Robbins (Parks & Recreation Commission): The Commission met on the first Wednesday, and the Rec Department is busy with their 2022 schedule.

Matthew Bjelobrk (Airport Zoning Commission): Bjelobrk stated that at the last meeting, the Commission discussed students' progress and the ongoing Ordinance revisions.

Matthew Bjelobrk (Zoning Board of Adjustment [ZBA]): Bjelobrk noted that of the six Vertex Tower variances, two were declined. The height variance was allowed and not allowing camouflage was rejected. By a close vote, the ZBA voted down the variance request requiring 2 miles between towers and effectively killed the plan. ATM Boucher noted that according to one of the newspapers, Vertex will be filing a motion for a rehearing with the ZBA. Bjelobrk noted that because the Haverhill Ordinance is over 20 years old, it needs revision. Bjelobrk noted that, an addition to the future revision of the Ordinance should require a company to have two or more providers before building a tower.

Michael Graham (Fire Department): TM Codling noted that there will be a Fire Department Committee meeting soon.

CORRESPONDENCE: None.

COMMENTS BY BOARD MEMBERS:

Robbins: None

Hatch: None

Graham: Graham suggested avoiding the sign issue from March of last year. Graham stated that it is his belief that political signs cannot be placed in a public right-of-way and that the Board needs to figure out what is allowed and where signs are allowed. TM Codling stated that signs on Town owned property was not allowed, however, political signs on private property along the Town's and State's ROW is allowed. The RSA limits signs leading into the polling place.

Garofalo: None

