

**Town of Haverhill  
Select Board Meeting  
MINUTES  
Monday, May 23, 2022, at 6:00 PM  
R. E. Clifford Memorial Building  
65 South Court St.  
Woodsville, NH 03785  
Or on ZOOM**

**CALL TO ORDER:** Chair Fred Garofalo called the meeting to order at 6:02 PM.

**Select Board Attendance:** Kevin Knapp (Here), Katie Williams (Here), Mike Graham (Here), Steve Robbins (Here), Fred Garofalo (Here), A quorum was met.

**Town Employees Present:**

**Town Manager (TM):** Brigitte Codling  
**Assistant Town Manager (ATM):** Jennifer Boucher  
**Finance Administrator:** Karen Noyes  
**Tax Collector:** Justin Boulter  
**Minutes Taker:** Joanna Bligh

**Members of the Public Present**

***In Person:***

Greg Mathieson  
Marilyn Blaisdell  
Lorraine Prescott  
Dawn Lavoie  
Aaron Palm  
Vickie Wyman  
Jessica Welch  
Howard Hatch  
Chris Caderact  
Stephanie Marston

Ed Ballam  
Carolyn Hoffman  
Darwin Clogston  
Paul Kidder  
Bob Long  
Dottie Long  
Kris Higgins  
John Salvas  
Matthew Bjelobrk

***Online:***

Katelyn Robinson (NCIC)  
Evelyn Elms  
Joanne Young  
Melin Boutin  
Alex Nuti-de Biasi  
Delcia Vinnacombe  
Christina Hebert  
Mark Codling  
Polly Bonanno  
Doreen Morris

Jessica Piccone-Robie  
R. Newman  
Mike Bonanno  
Ron DeRosia  
Martha Cunningham  
Gary Hebert  
Margo Longacre  
Regis Roy  
Janice Dube

## PLEDGE OF ALLEGIANCE

## AGENDA APPROVAL

**MOTION #1:** Vice Chair Robbins made the motion and Williams seconded the motion to approve the Agenda as amended.

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

## CONSENT AGENDA

### Approve Minutes of the Previous Meeting

**MOTION #2:** Vice Chair Robbins made the motion and Graham seconded the motion to approve the Minutes from **May 9, 2022**, as amended.

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

## SCHEDULED PUBLIC APPEARANCES:

- **Lorraine Prescott.** Prescott noted that she expressed concern about having four Woodsville members on the Board and Woodsville would be in charge of the Town. Prescott asked the members about their feelings toward the Town Manager. Prescott stated that the Town Manager has done more for the Town than anyone else. Graham responded that he is neither positive nor negative toward the Town Manager.

Prescott asked Knapp how much he spent on his campaign, and he responded \$1200. Prescott asked for the financials of his campaign.

Prescott continued stating that the Town Manager has done nothing to cause such animosity. Prescott noted that to do the best for the Town, the Town Manager needs to remain.

**TOWN EMPLOYEE APPEARANCES:** None.

## PUBLIC WANTING TO ADDRESS THE BOARD:

- **Greg Mathieson.** Mathieson discussed the Town having a trash ordinance related to items for free left outside houses within the Town right-of-way. Graham suggested that the Public Health Officer address the concern. Williams noted that the Health Officer is Lori Aldrich. Williams stated that she will research the concern and report back at the next meeting.
- **Marilyn Blaisdell.** Blaisdell directed her question to Williams and Knapp asking about the meetings you had before you were elected to the Select Board and who paid for your campaign. Knapp replied that no one person paid for their campaigns. Williams responded that she met with many people when she announced her interest in running for the Select Board. Mathieson noted that the state reports on the amounts of money candidates spend on campaigns.

- **Chris Caderact.** Caderact asked about the Nonpublic Session related to the Town Manager’s conduct and what the specific conduct was to be discussed. Knapp noted there was nothing specific, but the Board needs to be able to talk among themselves and discuss the next steps. Caderact asked why the Board was so hasty to remove the discussion of conduct to a Nonpublic Session.

Chair Garofalo noted that the Nonpublic Session on tonight’s agenda is to discuss how to proceed with the Town Manager’s review.

**MOTION #3:** Williams made the motion to remove the Nonpublic Session from the Agenda, and Graham seconded the motion.

**MOTION #3 was withdrawn.**

- **Matt Bjelobrk.** Bjelobrk commented that if the Board requested his and Howard Hatch’s input about the Town Manager’s evaluation, they just need to be notified. Hatch notified the Board that he will speak and not write a report for an evaluation.
- **Kris Higgins.** Higgins provided the Board with a Building Permit correspondence from the Town with the following errors:
  - Wrong name.
  - Incorrect description including “temporary” wording.
  - Incorrect description of a concrete slab for the building’s foundation.
  - The application is not in Higgins’ handwriting.

Graham asked for time to research the document. ATM Boucher responded that Administration received the incomplete application and communicated by letter to Higgins about missing information. Higgins stated that his issue is that people filled out his document. Chair Garofalo discussed why the form was filled out as written and apologized for the confusion.

Chair Garofalo asked ATM Boucher in the future to not have Town staff fill out forms for applicants.

- **Darwin Clogston.** Clogston asked to clarify the Nonpublic Session to be held tonight.
- **Ed Ballam.** Ballam asked to reserve the right to speak to the Board later in the meeting. Chair Garofalo approved the request.

**PENDING OLD BUSINESS:**

**Haverhill Broadband Committee Request for Funding with Stephanie Marston, Chair**

Broadband Committee Chair Marston requested funding for a map to be created based on the Requests for Information (RFIs) to the Internet Service Providers (ISPs) related to the served customers in Haverhill. The maps will show who is served with fiberoptic lines and what residences are not served. Marston noted that this information can be used to create Requests for Proposals for build outs directed to ISPs for these unserved areas. TM Codling received a quote of \$1,600 from the mapping company CAI.

Graham asked about budget availability, and ATM Boucher responded that the Broadband fund has approximately \$25,000. Chair Garofalo noted that the Select Board has the final decision-making option on the choice of ISPs to work in Haverhill.

Aaron Palm noted that the maps have already been collected and will change, so the money will be wasted. Palm noted that most of Haverhill is considered unserved because of poor internet service. Katelyn Robinson, Director of Economic Development, Northern Community Investment Corporation (NCIC), stated that her company is contracted with the Town of Haverhill and with Grafton County to assist with broadband grant writing and project management. Robinson stated that Grafton County is concentrating on the middle mile (\$26,000,000) or backbone of broadband connections, and last-mile services reside with the towns. Robinson noted that maps have been obtained by Grafton County for service vs. no service in towns. Robinson noted that the maps discussed by Marston are needed in preparation for grant submission for last-mile projects. Robinson added that the request tonight is for the Board to authorize the Town of Haverhill to apply for Northern Border Regional Commission (NBRC) grant funds. Robinson noted that the grant requires the addresses the Town proposes to deliver broadband to. Marston noted that the professional mappers can make a high-resolution document that can be used for any grant submission.

**MOTION #4:** Vice Chair Robbins made the motion and Graham seconded the motion to fund the CAI mapping of ISPs' served and underserved areas of Haverhill from capital reserve funds at a cost of \$1,600.

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

### **NBRC Grant Resolution with Katelyn Robinson**

Chair Garofalo read the grant resolution from NBRC:

“... Resolved, that the Assistant Town Manager Jennifer Boucher does hereby authorize submit the application and sign all funds associated with the Northern Border Regional Commission request to receive up to \$1,000,000 of Northern Border Regional Commission monies to support broadband infrastructure and to take whatever actions are needed to apply for and accept any such funding that is awarded.”

Chair Garofalo read the Memo from NCIC explaining the broadband expansion from the Federal government, which noted that the Town will provide up to \$4,000,000 in matched funds. Robinson noted that grant awards will be announced in September.

Mathieson asked about the terms and conditions of the grant. Robinson noted the key rules and regulations:

- 1 to 1 match for funding.
- NBRC will reimburse only a portion of each invoice.
- Fiber has to be owned and maintained by an eligible applicant (nonprofit or municipality).
- Work has to be completed in 3 to 4 years.
- Environmental review is required before construction.

Robinson explained how a municipality can be the owner and partner with an ISP. ATM Boucher noted that if the Town cannot provide grant funding, the Town is not willing to provide tax funding and the grant will be returned. ATM Boucher noted that at Town Meeting the voters will have an opportunity to vote on this funding, if needed. Robinson noted that the user payments will cover the system management of the service.

**MOTION #5:** Vice Chair Robbins made the motion and Graham seconded the motion to apply for the Northern Borders Regional Commission grant with the caveat that the Board receives more information about the broadband grant process.

- Graham asked if the Broadband Committee provided a recommendation. Marston noted that the map of service areas is the next step, and the Committee recommended this grant.

**Roll Call Vote:** Knapp (Opposed), Williams (Opposed), Graham (Aye), Vice Chair Robbins (Aye), Chair Garofalo (Aye). The motion passed with three Ayes and two opposed.

Robinson offered to continue meeting with the Board if they request.

### **Underhill Property**

Graham discussed the Underhill property noting that Mr. Underhill requested a lifetime tenancy and signing his property over to the Town. ATM Boucher was not able to address the question and will put the item on the next meeting's agenda. Graham asked for the legal guidance and the state statutes for this type of conveyance.

### **NEW BUSINESS**

#### **Robin Rogers' Property (Map 203, Lot 012)**

ATM Boucher stated that the owner wishes for the Town to buy her property, which is unbuildable (formerly Mtn. Lakes subdivision). ATM Boucher stated that the Town Manager and the Road Agent examined the property and did not see how drainage was adding excess water to the property. Bob Long, Commissioner for Mtn. Lakes, stated diverting the culvert so the runoff goes between property lines. Long noted that Mtn. Lakes has a policy that they do not accept land donations. Graham asked for follow up with Colton Grant. Vickie Wyman, realtor, stated that many lots in Mtn. Lakes are too small for state setbacks and septic requirements. Chair Garofalo asked that Grant view the property and report back at the next Select Board meeting.

#### **Donna Bishop Property (Map 213, Lot 053)**

ATM Boucher noted that the Town is in the process of verifying the guardianship of Donna Bishop. ATM Boucher stated that the owners request removal of the mobile home before the sale of the property because of tax liability.

**MOTION #6:** Vice Chair Robbins made the motion and Graham seconded the motion to apply approve the removal of the mobile home at the Donna Bishop property (Map 213, Lot 053).

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

## **2022 – 2023 MOU Haverhill Parks & Recreation and Haverhill Learning Program Extension**

**MOTION #7:** Vice Chair Robbins made the motion and Graham seconded the motion to approve the 2022 – 2023 MOU between Haverhill Parks & Recreation and Haverhill Learning Program.

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

### **Juneteenth Federal Holiday**

Chair Garofalo asked the Board if Juneteenth will be a Haverhill holiday. ATM Boucher noted that the Town typically follows the federal holiday guidelines. Chair Garofalo noted that if the state of New Hampshire does not recognize Juneteenth, then the Town should not.

**MOTION #8:** Vice Chair Robbins made the motion and Chair Garofalo seconded the motion to not recognize Juneteenth.

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

### **ASSISTANT TOWN MANAGER'S REPORT:**

ATM Boucher provided the Board with a report of her assignments:

**Finance Department:** Diane Thompson, Financial Assistant, will be leaving her position as of June 3, and in her place to process accounts payable and payroll will be Justin Boulter, Tax Collector. Brittany Grant will be coming on board as Administrative Assistant in the Administration Office.

The Town's audit is scheduled for the week of July 11.

**Assessing Department:** The Town is undergoing the 5-year assessment review with the Department of Revenue Administration (DRA), Real Estate Appraiser Vicky Ayer, and the Town passed her review of exemptions and credits 100% with the help of Mark Locke. Ayer was complimentary of Locke's work throughout the review. Next is Current Use and then Religious, Charitable, and Education Exemptions.

**Welfare Department:** A discussion of emergency shelter housing and current General Assistance client updates were provided to the Board.

**Planning Board:** The Board is continuing their work on the Master Plan and the Community Survey is closed with 456 responses. Planning Board Clerk Joanna Bligh is working on compiling the *Subdivision Regulations* revisions.

**Zoning Board of Adjustment:** There are no active applications needed to be reviewed by the Zoning Board.

**Tax Department:** Bills were stuffed and mailed on Friday, May 13, with payments starting to come in. To date (May 23, 2022), the Tax Collector Boulter has posted \$231,847.43 in payments. The outstanding balances for the 2021 tax lien properties was \$53,809.77, plus applicable interest and penalties. Boulter will be coming before the Board at the June 20 meeting

for the Board to deed or waive the remaining properties. ATM Boucher asked the Board if they would prefer a Work Session to go over each property in detail. The Board decided on a **Work Session for Monday, June 13.**

**COMMISSION AND COMMITTEE REPORTS:**

**Garofalo (Conservation Commission)** – Chair Garofalo stated that the Commission meeting did not meet because of a lack of a quorum.

**Knapp (Planning Board)** – Knapp noted that the upcoming Planning Board meetings are on May 24 with a Work Session on May 31.

**Robbins (Parks & Recreation Commission)** – Robbins noted that the recent meeting had no quorum and did not meet, but Railroad Park opened this week, there's an upcoming Car Show, and Director Sargent is busy.

**Graham (Airport Zoning Commission [AZC])** – Graham noted that there is a draft of the Airport Zoning Ordinance is almost ready for Select Board review. Bjelobrk, AZC member, discussed the Commission work on Scholarships and the final revisions of the Ordinance.

**Williams (Zoning Board of Adjustment)** – Williams stated that the Zoning Board has not met.

**Graham (Fire Department Committee)** – Graham noted that there have been no meetings.

**CORRESPONDENCE:**

- Chair Garofalo noted the previous discussion of the resignations of Diane Thompson and Brittany Grant.
- Chair Garofalo state that the Board received a resignation of Ed Ballam from the Fire Department. Chair Garofalo read Ballam's resignation email. Ballam read a communication from May 11, 2022, regarding a disciplinary hearing. Ballam discussed his service with the Fire Department.
- Chair Garofalo discussed the training sessions offered by the Academy of Good Governance.

**COMMENTS BY SELECT BOARD MEMBERS:**

**Graham:** No comments.

**Williams:** No comments.

**Knapp:** No comments.

**Vice Chair Robbins:** No comments.

**Chair Garofalo:** No comments.

**NON-PUBLIC SESSION:**

**MOTION #9:** Vice Chair Robbins made the motion and Williams seconded the motion to enter Nonpublic Session at 8:05 PM in accordance with RSA 91-A:3, II(a).

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

