

**Town of Haverhill
Select Board Meeting
MINUTES
Monday, May 9, 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:

Darwin Clogston	Jim McKinnon
Robert Clegg	Dawn and Mike Lavoie
Greg Mathieson	Matt and Marie Bjelobrk
Marilyn Blaisdell	Randy Subjeck
Joanne Young	Don Hammond
Michelle Regan	Carolyn Hoffman
Margo and Joe Longacre	Justin Henson
Lorraine Prescott	Bob Long
Chris Caderact	Howard Hatch
Ben White	Tim Robie
Ann Maccini	Don and Kathleen Vaillancourt
Robert Maccini	Aaron Palm
Glenn English	Janice Dube
Evelyn Elms	Phil Blanchard and the Haverhill Fire Department
Paul Kidder	

Online:

Mike Graham	Elizabeth Elliott
Susie Tann	Patty Hammond
Vickie Wyman	Delcia Vinnacombe
Regis Roy	Guy Mitchell
Angel Larcom	Jennifer Chase
Mike Bonanno	Sherri Sargent
Melinda Boutin	Paul Hayes
Paul Hayes	Mark Codling

Doreen Morris
Alex Nuti-de Biasi (*Journal Opinion*)
Ron DeRosia
Jennifer Clogston

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

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

- Vice Chair Robbins asked to remove the item under New Business -- Town Manager Conduct.

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

CONSENT AGENDA

Approve Minutes of the Previous Meeting

MOTION #2: Chair Garofalo made the motion and Vice Chair Robbins seconded the motion to approve the Minutes from **April 25, 2022**, as amended.

- Williams identified a change on p. 4, bullet 3.

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

SCHEDULED PUBLIC APPEARANCES: None.

TOWN EMPLOYEE APPEARANCES:

- **Chief Blanchard**, Haverhill Fire Department, addressed the concerns expressed by Captain Smith at the last Select Board meeting noting that the issues have been resolved. Chief Blanchard apologized to the Board for taking up their time on this internal issue. Chief Blanchard introduced the many fire fighters who were in attendance many of whom wished to speak.
- **Lieutenant Shapiro** commented that the Haverhill Fire Department has made great strides and has grown as a department. He stated enthusiastically, "We Are Haverhill!"
- **Captain Chumbes** stated that the training at the Fire Department has increased, and staff are engaged. Fire Department staff have attended job fairs and career days to recruit more firefighters.
- **Deputy Chief Charpentier** commented that aggregated data is being compiled by the department for future use, and he noted that the firefighters come to the department with many skills in their backgrounds, which assists their work.
- **Lieutenant Boutin** stated that training has improved, and moral has increased because we are all one department.
- **Assistant Chief Henson** stated that the mutual aid system is working well, and their response times have been reduced.
- **Lieutenant Stygles** commented that he has been a firefighter for 18 years and training has improved, and he is learning more.

Chief Blanchard concluded that the department is moving forward, and issues will be handled in house. He thanked the Board for their time.

(Applause)

PUBLIC WANTING TO ADDRESS THE BOARD:

- **Hoffman** commented that the Fire Department shows how there should be unity in Town with one fire department and one highway department.
(Applause)
- **Palm** commented about Town unity noting that there is not proper leadership. Palm continue that with the Broadband Committee, the chair and vice chair resigned because of the changes to the mission.
- **Mathieson** commented that he agreed with Palm about the Broadband Committee, and mentioned about the Town having a trash ordinance related to items for free left outside houses.
- **Dube** asked about the internet and commented that the Department of Revenue Administration (DRA) did not accept the Town Meeting vote for two articles.
- **Finance Administrator Noyes** asked the Board if they were going to follow the law of New Hampshire. Chair Garofalo replied “Yes,” and commented along with Vice Chair Robbins that the state has final control over towns relating to revenue.
- **Robie** noted that there is unity on this point. (Applause)
- **Blaisdell** stated that the Town should leave the past behind. (Applause)

PENDING OLD BUSINESS:

DRA Approval of 2021 USPAP (Uniform Standards of Professional Appraisal Practice)

Chair Garofalo read the letter from the DRA on the Haverhill 2021 USPAP Report, which District Supervisor Philip Bodwell, CNHA, concluded “I have concluded that the appraisal under review complies with all requirements set forth in Standard 6 of the USPAP and applicable laws and regulations.”

DRA Decision Regarding the 2021 Town Warrant, Articles 27, 28

Chair Garofalo read the letter, which concluded stating “Articles 27 and 28 will be deleted pursuant to RSA 21-J:35,II because they are not consistent with the statute.... Under applicable New Hampshire judicial precedent, one municipal entity cannot make an appropriation to another unless special legislation so provides.”

Discussion:

- **Clogston** asked what the Select Board vote was for this article. Financial Administrator Noyes replied 4 opposed and 1 abstained.
- **Regis Roy** asked why the warrant was not vetted before the vote. Chair Garofalo replied that the petitioner did not request it. ATM Boucher noted that the DRA looks at every

article on the warrant. TM Codling noted that the Town staff can help draft petitioned warrant articles. ATM Boucher noted that this decision went through the entire DRA, including the Attorney General's office. TM Codling suggested that anyone with questions to call the DRA.

NEW BUSINESS:

CAI Broadband Mapping Request

TM Codling requested from the Board access to the Broadband Fund in the amount of \$1,600 to complete a map of the internet service areas in Haverhill.

Knapp requested tabling this discussion until there is more information.

MOTION #3: Knapp made the motion and Williams seconded the motion to approve tabling the discussion of the mapping of internet service areas in Haverhill.

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

Department of Natural Resources Project Permission

MOTION #4: Vice Chair Robbins made the motion and Chair Garofalo seconded the motion to approve the Grant-In-Aid Project permission from the Connecticut Valley Snowmobile Club (Theresa Page, contact) for replacing the decking on the bridge (Town property) behind United Ag and Turf.

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

Logistics of Town Manager's Evaluation

Chair Garofalo noted that the Town Manager's evaluation is by contract to be completed in February before the operating budget is approved. Discussion ensued. Chair Garofalo summarized the discussion stating the evaluation will be done in 2 weeks at the next Select Board meeting; new members can participate, but not vote; and written statements from previous Select Board members will be accepted.

TOWN MANGER'S REPORT

TM Codling addressed the following in a Broadband Report for Haverhill:

Grafton County Broadband Committee (GCBC) project: The GCBC has received money from the county approved by the Commissioners for the middle-mile, high-level design project. The Town has received its high-level design and estimate produced by EX2 for a buildout of town-wide broadband. The next step is to determine the areas that ISPs are already planning upgrades to current services and plans to expand services throughout Haverhill, after which, we will identify the gaps that will be left behind. Those are the areas where Haverhill will need to focus on, which will reduce the estimated costs associated to a broadband project in Haverhill. Also, there are opportunities for the Town to pursue a public / private partnership with an ISP or ISPs to share responsibility in a town-wide buildout. Upcoming at the GCBC are loop meetings, which includes towns in Grafton County banding together and partnering for grant submission.

Town of Haverhill Broadband Committee: The last-mile project is the focus of the Haverhill Broadband Committee to provide “drops” to every household in Town. The Committee is looking at public-private partnerships to reduce costs and identify gaps of unserved and underserved residences.

Local WiFi (hotspots): Implementation of more hotspots in Town has been suggested by the Haverhill Broadband Committee. The current WiFi hotspot in Woodsville is active and accommodates the ballfield for safety and family communication.

Northern Border Regional Commission

The Town submitted a Letter of Interest (LOI) for the Northern Border Regional Commission (NBRC) State Economic Infrastructure & Development (SEID) program grant with \$1 million dollar funding. Haverhill received a return letter and has been invited to apply.

Information related to both the Grafton County and the Haverhill Broadband Committees and their work can be found on the Town’s website at https://www.haverhill-nh.com/index.asp?SEC=5AC42E47-9D3F-45CF-9E6E7F3A313651A8&Type=B_BASIC

Discussion:

- Mathieson asked about the Broadband Committee being given a vote by the Select Board to be a sanctioned committee in the Town to be able to submit grants. TM Codling replied that under state and Town policies, the Town is the sponsor of grant funding and has the sole ability to submit grants.

ASSISTANT TOWN MANAGER’S REPORT:

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

Finance Department: The DRA disallowed Warrant Articles 27 and 28 and notified the Town with a phone call and a detailed letter. With the funding not approved, the Town will see a reduction in the tax rate for 2022.

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.

Assessing Department: Sales data though April 2022 has been updated in the system.

The Grafton County Registry of Deeds is updating their deed management files, so that deeds will not be mailed to towns, but towns will access the deeds through a Monarch software system.

The 2022 first issue tax warrant will be signed by the Board and tax bills will be mailed on Friday, May 13. A tax bill “Stuffing Party” is set up for that Friday afternoon.

Mark Locke attended a training session on the Overview of General Assessing.

The DP-8 forms for Low- and Moderate-Income Tax Relief are now available through Granite Tax Connect or by mail from the DRA. Applications must be postmarked by June 30, 2022.

Welfare Department: A discussion of emergency shelter housing and fuel assistance was provided to the Board.

Planning Board: The Board is continuing their work on the Master Plan and revising the *Subdivision Regulations*.

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

Tax Department: Boulter and Deputy Tax Collector Brittany Grant attended training last week.

Discussion:

- Robbins asked about the 2020 audit, which is in process. Financial Administrator Noyes replied that the audit will be completed soon.

COMMISSION AND COMMITTEE REPORTS:

Garofalo (Conservation Commission) – Chair Garofalo stated that the Commission meeting is upcoming.

Knapp (Planning Board) – Knapp noted that the Planning Board meeting is in 2 weeks.

Robbins (Parks & Recreation Commission) – Robbins noted that the recent meeting had no quorum and did not meet.

Graham (Airport Zoning Commission) – Graham noted that there is nothing new, and the Commission is working on the Zoning 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 read a letter from the Boston Tea Party Museum Project announcing a ceremony at the Horse Meadow Cemetery to honor Ebenezer Mackintosh on Saturday, July 16, 2022, at 1 PM. Any questions can be directed to Christina Hebert, Town Clerk.

COMMENTS BY SELECT BOARD MEMBERS:

Graham: No comments.

Williams: Williams prepared a flow chart comparing the SB-2 Town Meeting process and regular Town Meeting for the Board's review.

Knapp: No comments.

Robbins: Robbins asked the Board and Town staff how to discuss an issue ahead of time among Board members without being in public session.

MOTION #5: Vice Chair Robbins made the motion to retain legal advice, seconded by Knapp.

