

**Town of Haverhill  
Select Board  
MEETING MINUTES  
Monday, March 27, 2023, at 6:00 PM  
R. E. Clifford Memorial Building  
65 South Court St.  
Woodsville, NH 03785  
Or on ZOOM**

**CALL TO ORDER:** Town Manager (TM) Codling called the meeting at 6:00 PM.

**Select Board Attendance:** Joe Longacre (Here), Phil Blanchard (Here), Mike Graham (Here), Kevin Knapp (Here), and Katie Williams (Here), A quorum was met.

**Town Employees Present:**

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

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

**Recording Clerk:** Joanna Bligh (Present)

**Members of the Public Present**

***In Person:***

Norman Darby

Marie and Matt Bjelobrk

Josh Aldrich

Alex Collins

Jim McKinnon

Margo Longacre

Dawn Lavoie

Mike Lavoie

Lynn Wheeler

Vickie Wyman

Tuesday Griffin

Lynn Graham

Sarah Greenwood

Darlene White

Susie Tann

Regis Roy

Bob Long

Dottie Long

Priscilla Hobbs

Dawn Hobbs LaCroix

Holly Hobbs

Darron Hobbs

Bill Daley

Darwin Clogston

Rick Henson

Howard Hatch

Marilyn Blaisdell

Alex Nuti-de Biasi (*Journal Opinion*)

***Online:***

Harvey Keyes

Ron DeRosia

Delcia Vinnacombe

Mike Bonnano

Carolyn Hofmann

Guy Mitchell

Joanne Young

Robert Maccini

Ron Vinnacombe

Tom Mangels

Carol Norcross

Paul Hayes (*Caledonian Record*)

Stacie B.  
Doreen Morris  
Lorraine Prescott  
Evelyn Elms  
Melinda Boutin  
Jake Cochran

Christina Hebert  
Patty Hammond  
Aprille Paradise  
Sean Smas  
Kathleen Vaillancourt  
Linda Mangels

## **PLEDGE OF ALLEGIANCE**

### **AGENDA APPROVAL:**

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

- Williams added under New Business discussion of Primex coverage.

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

### **CONSENT AGENDA:**

**MOTION #2:** Blanchard made the motion and Knapp seconded the motion to approve the minutes from **February 27, 2023**, as amended.

- Knapp asked for a correction on page 5, under Correspondence, to remove names.

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

**MOTION #3:** Williams made the motion and Blanchard seconded the motion to approve the minutes from the Emergency Select Board meeting on **March 14, 2023**, as written.

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

**MOTION #4:** Williams made the motion and Blanchard seconded the motion to approve the minutes from the Emergency Select Board meeting on **March 20, 2023**, as written.

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

**MOTION #5:** Williams made the motion and Knapp seconded the motion to approve the abatements and warrants, as presented.

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

## **SCHEDULED PUBLIC APPEARANCES**

### **DEDICATION to James Hobbs (1937–2021) from the Haverhill Annual Report**

TM Codling read the dedication to Jim Hobbs, which was a collaboration among Longacre, Mike Lavoie, Clogston, and Hatch with Clerk Bligh as the writer:

James E. Hobbs was a gifted and accomplished self-published writer who had a deep passion for sharing the rich history and culture of his hometown and surrounding community. Born on October 24, 1937, in Newbury, VT, Jim was raised in Woodsville, NH, and graduated from Woodsville High School in 1955. In his later years, Jim owned White Mountain Trader on Central Street in Woodsville where he sold his books and told his stories. Jim was deeply connected to the area and

had a profound understanding of its people and places. His writing reflected his love for the area and its history, and his work helped to preserve and share the unique character of the region.

Jim's extensive writings, 255 publications in all, were widely read and respected by many. Titles included: *I Forgot More Than You'll Ever Know About Me*, *80 Years of Haverhill Mud on My Boots*, and *Something Stinks in Haverhill*. He was known for his dedication to his craft and his commitment to preserving the history of the area. From many published books, Jim showed that he was a gifted storyteller. His writings brought to life the stories of the people and places of Haverhill and beyond.

### **Comments from the Audience:**

**Clogston:** Jim Hobbs promised to include Clogston in his books as "motorcycle man," but he didn't get to it. Sherri Sargent was instrumental in getting the stone in place as a memorial.

**Longacre:** The memorial started with an idea from Hatch who addressed the Select Board to have a memorial.

**Hatch:** For all who knew Jim, he was a Woodsville man, but had Haverhill at heart. His life left him at Hazen Park. I was proud to know him.

**Blaisdell:** He was a dear friend of my parents, and visited my dad at the County Home. He was bighearted.

**Mike Lavoie:** I knew him as Mr. Hobbs, and we became close. I enjoyed his knowledge of history.

**ATM Boucher:** I met Jim Hobbs as he was looking for information at the Town Offices. Later, he thanked me with flowers.

**TM Codling:** We would like to present the family with an Annual Report with the signatures of the Select Board.

(Applause)

## **NEW BUSINESS**

### **Election of Officers**

#### **Nominations for Chair**

**Nomination #1:** Longacre nominated Blanchard for Chair of the Select Board, seconded by Blanchard.

**Roll Call Vote:** Knapp (Nay), Williams (Nay), Graham (Nay), Longacre (Yea), Blanchard (Yea). The nomination did not pass.

**Nomination #2:** Graham nominated Williams for Chair of the Select Board, seconded by Knapp.

- Longacre noted that the Chair of the Select Board needs to be immediately available for issues that may arise, and Williams working in Hanover will not be available.
- Graham stated that Williams has an organizational skill set, gets along with the public, and is a strong person.

**Roll Call Vote:** Knapp (Yes), Graham (Yes), Longacre (No), Blanchard (Yes), Williams (Yes). The nomination passed 4-1.

### **Nominations for Vice Chair**

**Nomination #3:** Knapp nominated Graham as Vice Chair of the Select Board, seconded by Williams.

- Blanchard asked about Graham’s availability, especially with his winter vacations in Florida.

**Roll Call Vote:** Knapp (Yes), Graham (Yes), Longacre (Yes), Blanchard (Yes), Williams (Yes). The nomination passed unanimously.

### **Select Board Standard Operation Procedures**

Williams introduced the Standard Operating Procedures (SOPs) for Select Board review. TM Codling asked if they should review the key points, such as having properly warned meetings and collaboration with Town Administration.

Williams suggested adding Shout Outs! to the Agenda to recognize the good work of staff, residents, or volunteers. Williams’ first Shout Out! is for Alex Collins for filling in for Brittany Grant who is on maternity leave.

Under page 2, Meetings of the Board, #12, is written that the Board may meet virtually as long as a majority is present in person. Clerk Bligh noted that when even one member of the Board is online, there must be roll call votes on all motions during the meeting.

### **Roles and Responsibilities (Select Board RSA 41:8–14, Town Manager RSA 37:3–7)**

TM Codling discussed the Town Manager’s roles and responsibilities under RSA 37:5 General Authority, as follows:

**37:5 General Authority.** – The town manager shall be the administrative head of all departments of the town and be responsible for the efficient administration thereof, except as herein otherwise provided. He shall have general supervision of the property and business affairs of the town and of the expenditure of moneys appropriated by it for town purposes....

TM Codling noted that the ATM has authority by delegation of the Town Manager.

### **Personnel Policies and Procedures Manual**

TM Codling discussed the key personnel policies related to the Board members, as well as hired, paid, and volunteer municipal staff. TM Codling addressed p. 9, Standards of Conduct, noting that harassment and standards of conduct policies apply to all staff and volunteers, including Board members.

Vice Chair Graham asked about policies that cover the bidding process and job openings. TM Codling replied that the Town has a purchasing policy, which describes the bidding process, and hiring is in Section 5.C.

### **2023 Meeting Schedule**

Chair Williams noted that the Board can review the schedule and discuss any issues at the next meeting.

### **Running an Effective Meeting**

TM Codling provided the Board with an 8-page transcript from a NH Municipal Association meeting, which describes many aspects of running an effective municipal meeting. TM Codling noted that this is an effective review for existing Board members and a introduction for new Board members.

### **Town of Haverhill Meeting Rules and Procedures**

TM Codling stated that this was not adopted by the last Board, but suggested that the Board revisit it at the next meeting. TM Codling also noted that the Board could address the current the public input policy.

### **PRIMEX Reputational Harm Coverage**

TM Codling addressed the coverage provided by Primex listed as reputational harm coverage, which can be obtained for any appointed or elected official to avoid reputational harm. TM Codling will research further for costs and coverage for the entire Board.

**MOTION #6:** Blanchard made the motion to institute Reputational Harm Coverage, seconded by Knapp.

**Amended MOTION #6:** Blanchard added to the motion “as long as there are no additional charges.”

- Vice Chair Graham recommended that the coverage be for all Board members.
- TM Codling read a portion of the Primex criteria for coverage, and noted the coverage is specific for officials who have been harmed.
- Blanchard withdrew his motion and the amended motion. Knapp rescinded his second.

**MOTION #7:** Knapp made the motion to table the discussion on Reputational Harm Coverage and obtain costs, seconded by Vice Chair Graham.

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

### **COMMISSION ASSIGNMENTS**

Chair Williams discussed her willingness to join the Conservation Commission. Blaisdell, Conservation Commission member, noted that Chair Williams would be welcomed.

Susie Tann, chair of the Airport Zoning Commission (AZC), addressed the numerous absences of the ex officio member Graham, who attended only five of twelve meetings during the year and who failed to report to the Select Board of the AZC activities and discussions.

**Nomination for the Airport Zoning Commission**

Knapp nominated Blanchard, seconded by Longacre to the AZC as ex officio.

**Voice Vote:** All in favor, none opposed, none abstained. The nomination passed unanimously.

**Nomination for the Parks & Recreation Commission**

Knapp nominated Longacre, seconded by Blanchard to the Parks & Recreation Commission as ex officio.

**Voice Vote:** All in favor, none opposed, none abstained. The nomination passed unanimously.

**Nomination for the Planning Board**

Chair Williams nominated Knapp, seconded by Longacre, to the Planning Board as ex officio.

**Voice Vote:** All in favor, none opposed, none abstained. The nomination passed unanimously.

**Nomination for the Zoning Board of Adjustment and the Woodsville Ambulance Advisory Committee**

Chair Williams nominated Vice Chair Graham, seconded by Knapp, to the Zoning Board and Ambulance Advisory Committee as ex officio.

**Voice Vote:** All in favor, none opposed, none abstained. The nomination passed unanimously.

**Nomination for the Conservation Commission**

Knapp nominated Chair Williams, seconded by Blanchard, to the Conservation Commission as ex officio.

**Voice Vote:** All in favor, none opposed, none abstained. The nomination passed unanimously.

**Nomination for the Public Safety Planning Commission**

Knapp nominated Blanchard, seconded by Longacre, to the Public Safety Planning Commission as ex officio.

**Voice Vote:** All in favor, none opposed, none abstained. The nomination passed unanimously.

**2023 EX OFFICIO List**

Airport Zoning Commission	Phil Blanchard
Parks & Recreation Commission	Joe Longacre
Planning Board	Kevin Knapp

Zoning Board of Adjustment and Woodsville Ambulance Advisory	Vice Chair Graham
Conservation Commission	Chair Williams
Public Safety Planning Commission	Phil Blanchard

**CORRESPONDENCE**

**DRA Equalization Ratio Letter**

ATM Boucher discussed the Equalization Ratio letter from the Department of Revenue Administration (DRA). ATM Boucher stated that the rates calculated by the DRA for 2022 were 67.6% based on property assessment vs. the sale price. At 67.7%, Haverhill is severely underassessed in the residential market. Vice Chair Graham suggested a nonpublic session with the assessor.

Vice Chair Graham asked to view the list of assessed properties.

**Fenn Dam Restoration**

TM Codling noted that the Fenn Dam needs repair, and information will be forthcoming on the environmental review of the dam.

**COMMENTS BY SELECT BOARD MEMBERS**

**Chair Williams:** Asked where to insert the Shout Out! item on the agenda. Knapp suggested before the Scheduled Public Appearances.

**TM Codling:** Noted that she meets with the Select Board Chair by Zoom on the Thursday before the Monday Select Board meeting. Previous Boards preferred not to have any inclusions after the Agenda is published.

**MOTION #8:** Chair Williams made the motion to close the Public Meeting at 7:07 PM, seconded by Knapp.

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

**NON-PUBLIC SESSION**

**MOTION #9:** Chair Williams made the motion to go into Non-Public Session at 7:17 PM, seconded by Knapp according to RSA 91-A:3,II,(c).

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

