

**Town of Haverhill
Select Board
MEETING MINUTES
Monday, June 19, 2023, at 6:00 PM
R.E. Clifford Memorial Building
65 South Court St.
Woodsville, NH 03785
Or on ZOOM**

CALL TO ORDER: Phil Blanchard called the meeting to order at 6:00 PM.

Select Board Attendance: Joe Longacre (Here), Kevin Knapp (Here), Phil Blanchard (Here), Carolyn Hofmann (Here), and Rod O’Shana (Here; online). 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:

Judy and Gordy Harris	Mike Lavoie
Joanne Young	Harv Keyes
Lorraine Prescott	Howard Hatch
Linda Buermeyer (<i>Journal Opinion</i>)	Justin Boulter
Tuesday Griffin	Matthew and Marie Bjelobrck
Margo Longacre	Nicole Brant
Lynn Graham	Dottie Long
Zach Henson	Alex Collins
Ron Willoughby	
Dawn Lavoie	

Online:

Tom Mangels	Katie Williams
Marilyn Blaisdell	Regis Roy
Vickie Wyman	R. Newman
Robert Maccini	Guy Mitchell
Rod O’Shana	Austin Albro
Melinda Boutin	Bob Long
April May Preston-Elms	Evelyn Elms
Paul Hayes (<i>Caledonia Record</i>)	Michelle Reagan
Alex Nuti-de Biasi (<i>Journal Opinion</i>)	Ron DeRosia
Kathleen Vaillancourt	Skip Gadwah
Jessica Moody	

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL:

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

- Blanchard suggested adding to the Agenda a fee waiver request for the use of the JRM gymnasium.
- Blanchard added to the Agenda a Haverhill Police Department grant approval.

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

CONSENT AGENDA:

MOTION #2: Knapp made the motion and Longacre seconded the motion to approve the minutes from **June 5, 2023**, and **June 15, 2023 (Work Session)**, as written.

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

Blanchard announced that there will be no public comments at tonight’s meeting. The meeting will be an introduction for the new Board members.

NEW BUSINESS

Oath of Office

Tina Hebert, Town Clerk, administered the Oath of Office for the newly appointed Select Board members: Carolyn Hofmann and Rod O’Shana, as follows:

I, Carolyn Hofmann do solemnly and sincerely swear and affirm that I will faithfully and impartially discharge and perform all duties incumbent on me as .Select Board member, according to the best of my abilities, agreeably to the rules and regulations of this constitution and laws of the state of New Hampshire. So, help me God.

I, Rod O’Shana do solemnly and sincerely swear and affirm that I will faithfully and impartially discharge and perform all duties incumbent on me as .Select Board member, according to the best of my abilities, agreeably to the rules and regulations of this constitution and laws of the state of New Hampshire. So, help me God.

Hebert requested signatures from the newly appointed members.

Use of Gymnasium for Non-Profit WARRIOR SPIRIT THERAPIES

Blanchard introduced Nicole Brant from the non-profit Warrior Spirit Therapies (<https://www.warriorstherapies.org/>) who requested the use of the JRM gymnasium for an indoor yard sale as a fund-raising event. In addition to the fee for the space is a one-time-event insurance requirement.

MOTION #3: Blanchard made the motion and Knapp seconded the motion to approve the waiving of the fee for the JRM gymnasium space for Warrior Spirit Therapies.

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

Blanchard stated that he will personally provide the insurance costs for the event.

ELECTION OF OFFICERS

Nominations for Chair

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

Voice Vote: Four in favor, one opposed, none abstained. The nomination passed.

Nomination for Vice Chair

Nomination #2: Chair Blanchard nominated Longacre as Vice Chair of the Select Board, seconded by Hofmann.

Voice Vote: Four in favor, one opposed, none abstained. The nomination passed.

Review of Standard Operating Procedures

TM Codling noted that this Standard Operating Procedures document was approved during a 2021 Board meeting. Chair Blanchard asked if the members had any changes, and there were none.

Review Select Board and Town Manager Roles and Responsibilities

TM Codling noted that the Roles and Responsibilities document is cross referenced to the State of NH RSAs.

Review of the Town Manager's and Assistant Town Manager's Job Descriptions

TM Codling provided the members with the job descriptions document, which reflects the Town Manager form of government, and asked for any questions. Chair Blanchard asked for a copy of the Town Manager's contract. A correction was made to the Assistant Town Manager's job description—it excluded the responsibility for Human Resources, which was transferred to the Town Manager.

Personnel Policy and Procedure Manual

Chair Blanchard noted that discussion of this manual will take priority at the next meeting. TM Codling stated that the contents of this manual have been recommended by Town counsel. TM Codling noted on p. 5, Scope, applies to full time, part time, seasonal, and volunteers (including Board members) who work for the Town of Haverhill.

2023 Select Board Meeting Schedule

TM Codling noted that the existing schedule can be modified at the Board's discretion.

Running an Effective Meeting

TM Codling provided the Board with the NH Municipal Association document for running an effective municipal meeting under the RSA 91-A Right to Know law.

COMMISSION AND COMMITTEE ex officio APPOINTMENTS

Chair Blanchard asked the members to consider their interest in the Commission and Committees.

MOTION #4: Blanchard made the motion and Longacre seconded the motion to appoint Carolyn Hofmann to the Conservation Commission.

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

MOTION #5: Blanchard made the motion and Longacre seconded the motion to appoint Rod O’Shana to the Airport Zoning Commission.

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

MOTION #6: Knapp made the motion and Longacre seconded the motion to appoint Phil Blanchard to the Zoning Board of Adjustment.

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

Ex officio Appointments

Chair Blanchard	Public Safety Facility Committee Zoning Board of Adjustment
Vice Chair Longacre	Parks & Recreation Commission
Knapp	Planning Board
Hofmann	Conservation Commission
O’Shana	Airport Zoning Commission

NEW BUSINESS, cont.

Haverhill Police Department Grant Approval

MOTION #7: Chair Blanchard made the motion and Vice Chair Longacre seconded the motion to accept receipt of the \$15,000 grant from the State of NH.

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

