

**Town of Haverhill
Select Board Meeting
MINUTES
Monday, June 20, 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 6:03 PM.

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

Town Employees Present:

Assistant Town Manager (ATM): Jennifer Boucher
Tax Collector: Justin Boulter
Assessor: Tim Northcott

Members of the Public Present

In Person:

Lorraine Prescott
Matthew Bjelobrk
Howard Hatch
Chris Caderat

Gary Scruton
Alex Nuti-de Biasi (*Journal Opinion*)
Carolyn Hofman

Online:

Paul Hayes (*Caledonian Record*)
Janice Dube
Marilyn Blaisdell

Tim Northcott

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

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

- Chair Garofalo moved the discussion of Abatements to after New Business.

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 Chair Garofalo seconded the motion to approve the Minutes of the Select Board Mediation from May 31, 2022, and the Select Board Meeting Minutes of June 6, 2022.

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

SCHEDULED PUBLIC APPEARANCES:

Gary Scruton, Fourth of July Committee

Scruton asked for volunteers for the Parade events, especially the Dunk Tank, to raise money for charity. Scruton noted that the event has raised up to \$25,000 for charity each year.

TOWN EMPLOYEE APPEARANCES: None.

PUBLIC WANTING TO ADDRESS THE BOARD: None.

PENDING OLD BUSINESS: None.

NEW BUSINESS:

SAU Lease 2022 to 2025

ATM Boucher noted that there are changes to the lease, including increase in the rent and agreeing to create a shared booking calendar for conference rooms.

MOTION #3: Vice Chair Robbins made the motion and Chair Garofalo seconded the motion to approve SAU Lease Agreement 2022 to 2025.

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

Good Shepherd Ecumenical Food Pantry Lease (amended) 2021 to 2024

ATM Boucher noted that this lease was approved in 2021 and now has an amendment related to cleaning. The Food Pantry removed the cleaning by the Town's staff to cleaning by their own staff, which would save costs. Graham asked the cost of the lease, and Howard Hatch replied \$4,600, which covered utilities and water. Chair Garofalo noted that \$6279.96 is the cost of rent in the contract.

MOTION #4: Vice Chair Robbins made the motion and Knapp seconded the motion to approve the Good Shepherd Ecumenical Food Pantry Lease (amended) 2021 to 2024.

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

Properties to the Tax Deeded

ATM Boucher provided the Board with an updated list of the tax deeded properties, and noted that the Town has all the paperwork for each property. Williams asked Boulter about a waiver period prior to the grant approval. Boulter noted that two properties have been approved by the housing agency and the others are awaiting a response or are applying. Boulter noted that before tax deeding a 30-day and up to 60-day notice is required for the property owner.

MOTION #5: Vice Chair Robbins made the motion and Williams seconded the motion to accept the Tax Deeded recommendations as detailed by the Tax Collector – potentially four waivers.

- Williams asked about the timing of receipt of Tax Deed notices.

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

Elderly Tax Exemptions / Religious, Educational, and Charitable Exemptions

ATM Boucher introduced Tim Northcott, Town Assessor, to discuss the Elderly exemptions, which are reviewed every 5 years are age-based and income-based. ATM Boucher explained the spreadsheet containing the approvals or denials with rationale as recommended by Northcott.

Williams asked Northcott about the number of denials of exemptions. Northcott noted that the applicants are instructed to fill out a worksheet of two and one-half pages to verify income and assets; however, many do not come back to complete the process. ATM Boucher noted that if an exemption is denied, the applicant has until September 1 to file an appeal. Vice Chair Robbins asked to have the denial letter in the property owners' files.

Relating to Religious, Educational, and Charitable Exemptions, ATM Boucher noted that these are under annual review.

MOTION #6: Chair Garofalo made the motion and Knapp seconded the motion to accept the recommendations as detailed by the Town Assessor related to Elderly Exemptions and Religious, Educational, and Charitable Exemptions.

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

Veterans' Tax Credits / Disabled Veterans' Tax Credits

ATM Boucher explained the spreadsheets for the Veterans' Credits (with 5-year review) -- some are new, and many were reviewed last year.

MOTION #7: Vice Chair Robbins made the motion and Chair Garofalo seconded the motion to accept the recommendations as detailed by the Town Assessor related to Veterans' Tax Credits and Disabled Veterans' Tax Credits.

- Vice Chair Robbins questioned the different levels of Veterans' credits. Assessor Northcott noted that there are Standard (\$50) credits, Optional (\$500) credits, and Totally and Permanently Disabled (\$4,000) credits, and Haverhill adopted the \$500 credit. The members discussed the criteria for war credits. Vice Chair Robbins stated that he would like to be able to provide tax credits to as many of the eligible veterans as possible. Graham asked for more research and a presentation to the Board on this topic of veterans' tax credits.

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

Removal of Veterans' Credits

ATM Boucher provided the Board with a list of names and rationales to be removed from the Veterans' Credit list. ATM Boucher noted that most were missing documentation.

MOTION #8: Vice Chair Robbins made the motion and Graham seconded the motion table this discussion of the Removal of Veterans' Credits until more information is available to understand what the Board is voting on.

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

Abatements

Chair Garofalo read the Abatement list of properties with recommendations by the Assessor, and the members by consensus approved each line item.

ASSISTANT TOWN MANAGER'S REPORT

Finance Department

ATM Boucher noted that the Town's audit is currently scheduled for the week of July 11.

Assessing Department

ATM Boucher noted that the Town is still in the process of the 5-year assessment review with the Department of Revenue Administration (DRA). Vicky Ayer, the DRA Real Estate Appraiser for Haverhill, is working on Current Use properties.

Planning Board

ATM Boucher stated that the Planning Board, who will be meeting Tuesday, June 28 for their regularly scheduled meeting, is currently working on the Master Plan, including the results of the Community Survey, and an update to the *Subdivision Regulations*.

Zoning Board of Adjustment

ATM Boucher stated that there are no active applications for the Zoning Board; thus, there are no scheduled meetings.

Tax Department

ATM Boucher noted that the tax deeding will take place on Friday, June 24, at 12:00 PM, and, to date, \$1,366,354.03 has been collected on the 2022 first-issue tax bills.

Discussion:

Chair Garofalo asked about the Kalil property and the issue with Tom Friel expressed in Friel's emails to the Board. ATM Boucher noted that the Planning Board followed all appropriate procedures in Kalil's application for a subdivision, lot line adjustment, and voluntary merger, including the notice of Public Hearing for the subdivision only. TM Codling, ATM Boucher, and Clerk Bligh all spoke with Friel about an appeal deadline of 90 days and the Planning Board procedures, which were followed. Additionally, the entire plat was approved by the Planning Board.

Chair Garofalo noted that Friel wants to go before the Planning Board. Howard Hatch noted that Friel is looking for an error, which did not take place. Graham suggested that a letter be sent to Friel by the Planning Board Chair.

COMMISSION AND COMMITTEE REPORTS:

Garofalo (Conservation Commission) – Chair Garofalo stated that he has no report from the Commission.

Knapp (Planning Board) – Knapp noted that the upcoming Planning Board meeting is on Tuesday, June 28.

Robbins (Parks & Recreation Commission) – Robbins noted that he had to leave the meeting early.

Graham (Airport Zoning Commission [AZC]) – Graham noted that the meeting is upcoming.

