

**Town of Haverhill
Select Board
MEETING MINUTES
Monday, July 3, 2023, at 6:00 PM
R.E. Clifford Memorial Building
65 South Court St.
Woodsville, NH 03785
Or on ZOOM**

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

Select Board Attendance: Rod O’Shana (Here), Carolyn Hofmann (Here), Kevin Knapp (Here), Vice Chair Joe Longacre (Here), Phil Blanchard (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:

Evelyn Elms

Margo Longacre

Dawn and Mike Lavoie

Harv Keyes

Darlene White

Judy Harris

Gabriel Cadreact

Joanne Yang

Lorraine Prescott

Tuesday Griffin

Lynn Graham

Ed Ballam

Howard Hatch

Susie Tann

Matt and Marie Bjelobrk

Alex Nuti-de Biasi (*Journal Opinion*)

Online:

Regis Roy

Delcia Vinnacombe

Barbara Leete

Desi Blanchard

Robert Maccini

Vickie Wyman

Guy Mitchell

Martha Cunningham

Patty Hammond

Melinda Boutin

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL:

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

Roll Call Vote: O’Shana (Aye), Hofmann (Aye), Knapp (Aye), Vice Chair Longacre (Aye), Chair Blanchard (Aye). The motion passed unanimously.

CONSENT AGENDA:

MOTION #2: Vice Chair Longacre made the motion and Knapp seconded the motion to approve the Consent Agenda.

Roll Call Vote: O’Shana (Aye), Hofmann (Aye), Knapp (Aye), Vice Chair Longacre (Aye), Chair Blanchard (Aye). The motion passed unanimously.

Meeting Minutes:

MOTION #3: Vice Chair Longacre made the motion and Chair Blanchard seconded the motion to approve the meeting minutes from June 19, 2023, as amended.

- Vice Chair Longacre identified an error on p. 3, under Review of Town Manager’s and Assistant Town Manager’s Roles and Responsibilities; line 2, “Manger” should be “Manager.”

Roll Call Vote: O’Shana (Aye), Hofmann (Aye), Knapp (Aye), Vice Chair Longacre (Aye), Chair Blanchard (Aye). The motion passed unanimously.

NEW BUSINESS

Proposed Updates to Select Board’s Standard Operating Procedures / Meeting 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 some changes, as follows:

- Knapp asked not to remove #11 (...the non-public session shall be void of cell phones) and suggested that #12 (non-public sessions are to be recorded) be removed. Chair Blanchard stated that in non-public sessions, the recordings are sealed and that, out of respect for confidentiality, cell phones should be shut off. Vice Chair Longacre agreed that cell phones should not be in the meeting. TM Codling noted that cell phones are needed for emergencies.

MOTION #4: Knapp made the motion and Vice Chair Longacre seconded the motion to reinstate under Meeting Procedures item #11 (...the non-public session shall be void of cell phones).

Roll Call Vote: O’Shana (Aye), Hofmann (Aye), Knapp (Aye), Vice Chair Longacre (Aye), Chair Blanchard (Aye). The motion passed unanimously.

MOTION #5: Knapp made the motion to remove item #12 (non-public sessions are to be recorded) under Meeting Procedures citing that the Non-Public Session shall not be recorded.

- Hofmann asked how the minutes are done.
- Knapp replied that the Chair writes the minutes on a form.
- TM Codling stated that non-public minutes should be comprehensive enough to capture details of the conversation, who voted which way, and the decisions made. TM Codling stated that previously with abbreviated non-public minutes, there were conflicts as to what was decided, and having comprehensive written and recorded minutes prevents any confusion or conflict.

Chair Blanchard asked for a second for the Motion, and there was none.

The Motion died.

MOTION #6: Vice Chair Longacre made the motion and O’Shana seconded the motion to adopt the Meeting Procedures, as written, including reinstating item #11 (...the non-public session shall be void of cell phones).

Roll Call Vote: O’Shana (Aye), Hofmann (Aye), Knapp (Aye), Vice Chair Longacre (Aye), Chair Blanchard (Aye). The motion passed unanimously.

“For the benefit of” Wording / Letter to Woodsville Guarantee Savings Bank

MOTION #7: Knapp made the motion and O’Shana seconded the motion to approve the “For the Benefit of” wording for the letter to the Woodsville Guarantee Savings Bank.

Roll Call Vote: O’Shana (Aye), Hofmann (Aye), Knapp (Aye), Vice Chair Longacre (Aye), Chair Blanchard (Aye). The motion passed unanimously.

OLD BUSINESS: None.

COMMISSION AND COMMITTEE REPORTS

- **Hofmann (Conservation Commission):** Hofmann related the activities of the Conservation Commission, which included the Paddle-the-Border event, improved boat landing with granite steps at the Woodsville recreation field, Jim Page Scholarship, and Chair Currie-Huggard attending the Planning Board meeting.
- **Knapp (Planning Board):** Knapp listed the meeting items, including Master Plan discussion of Chapter 8, two voluntary merger application approvals, a Public Hearing and approval of a lot line adjustment application, and a lot line adjustment application preliminary review.
- **O’Shana (Airport Zoning Commission):** O’Shana stated that he has been reviewing the Dean Memorial Airport Scholarship document.
- **Blanchard (Zoning Board of Adjustment [ZBA] and Public Safety Facility Committee [PSFC]):** Chair Blanchard stated that there has been no meeting of the ZBA, but the PSFC has sent out a request for a quote for the Public Safety building. TM Codling noted that the RFP was for a consultant to help the Committee with all aspects of construction and public outreach.
- **Longacre (Parks & Recreation Commission):** Vice Chair Longacre listed the ongoing activities, including HARP, which is serving 73 kids; trips to the Montshire Museum and Whale’s Tails park; senior lunches with shopping and matinee theater events; and a new

dance craze—the Jarusalema Dance Challenge (To view this new dance, go to YouTube at: [YouTube.com/watch?v=UfiNmDv4x0M](https://www.youtube.com/watch?v=UfiNmDv4x0M)). Vice Chair Longacre noted that the Haverhill Area Substance Misuse Prevention Coalition was creating a 4th of July float.

CORRESPONDENCE

- Chair Blanchard read the letter from the **Precinct of Haverhill Corner** thanking the Select Board for granting funding for doors and windows for the Fire Department from the Mildred Page Trust in the amount of \$5,765.
- Chair Blanchard read the letter from the Operations Director of the 2023 Prouty Bike Ride who offered appreciation to the Town for the Prouty ride passing through Haverhill.

PUBLIC TO ADDRESS THE BOARD

Gabriel Cadreact asked to speak to the Board on a subject, and Chair Blanchard stated that the Board has no opinion or further information about that topic.

SELECT BOARD COMMENTS

Knapp: Knapp asked about the public addressing the Board. Chair Blanchard stated that the business of the Board is first, and the public can comment afterwards.

Vice Chair Longacre: Vice Chair Longacre asked about the 2022 Annual Report list of accomplishments by the Board and discussed two projects that have been unfinished—the Forest St.-Central St. intersection and Safe Streets 4 All (SS4A). TM Codling replied that the SS4A project was awarded a \$200,000 grant for Town roads. TM Codling stated that she and ATM Boucher are members of the North Country Council Transportation Advisory Committee, which is responsible for choosing projects to be nominated for inclusion on the State’s 10-year plan. Also, the Town applied for the State to do a Road Safety Audit and is waiting for selection to be completed.

The Town is also going to be producing a SS4A Plan with the SS4A grant.

UPCOMING MEETING DATE:

- Select Board Meeting, Monday, July 17, 2023.

ADJOURN

MOTION #8: Knapp made the motion and Vice Chair Longacre seconded the motion to adjourn the meeting at 6:40 PM.

Roll Call Vote: O’Shana (Aye), Hofmann (Aye), Knapp (Aye), Vice Chair Longacre (Aye), Chair Blanchard (Aye). The motion passed unanimously.

NON-PUBLIC SESSIONS

Non-Public Session #1

MOTION #9: Knapp made the motion, and Hofmann seconded the motion to enter into Non-Public Session #1 at 6:40 PM according to RSA 91-A:3,II(e).

Roll Call Vote: O'Shana (Aye), Hofmann (Aye), Knapp (Aye), Vice Chair Longacre (Aye), Chair Blanchard (Aye). The motion passed unanimously.

The Board came out of Non-Public Session #1 at 7:02 PM.

The Board decided not to SEAL THE MINUTES of Non-Public Session #1.

Non-Public Session #2

MOTION #10: Chair Blanchard made the motion to enter Non-Public Session #2 at 7:03 PM, seconded by Vice Chair Longacre according to RSA 91-A:3,II(c).

Roll Call Vote: O'Shana (Aye), Hofmann (Aye), Knapp (Aye), Vice Chair Longacre (Aye), Chair Blanchard (Aye). The motion passed unanimously.

The Board exited Non-Public Session #2 at 7:11 PM.

Non-Public Session #3

MOTION #11: Knapp made the motion, seconded by Vice Chair Longacre, to enter Non-Public session #3 according to RSA 91-A:3,II(a) at 7:12 PM.

Roll Call Vote: O'Shana (Aye), Hofmann (Aye), Knapp (Aye), Vice Chair Longacre (Aye), Chair Blanchard (Aye). The motion passed unanimously.

The Board exited Non-Public Session #3 at 7:33 PM.

MOTION #12: Chair Blanchard made the motion to SEAL THE MINUTES of Non-Public Session #3, seconded by O'Shana.

Roll Call Vote: O'Shana (Aye), Hofmann (Aye), Knapp (Aye), Vice Chair Longacre (Aye), Chair Blanchard (Aye). The motion passed unanimously.

Non-Public Session #2 Reconvened

MOTION #13: Chair Blanchard made the motion to re-enter Non-Public Session #2 at 7:34 PM, seconded by O'Shana.

Roll Call Vote: O'Shana (Aye), Hofmann (Aye), Knapp (Aye), Vice Chair Longacre (Aye), Chair Blanchard (Aye). The motion passed unanimously.

The Board exited the reconvened Non-Public Session #2 at 8:52 PM.

MOTION #14: Knapp made the motion to SEAL THE MINUTES of Non-Public Session #2, seconded by Vice Chair Longacre.

