

**Town of Haverhill  
Select Board Meeting  
MINUTES  
Monday, January 30, 2023, at 6:00 PM  
R. E. Clifford Memorial Building  
65 South Court St.  
Woodsville, NH 03785  
Or on ZOOM**

**CALL TO ORDER:** Vice Chair Steve Robbins called the meeting to order at 6:00 PM.

**Select Board Attendance:** Kevin Knapp (Here), Katie Williams (Here), Mike Graham (Here; online), and Vice Chair Steve Robbins (Here). A quorum was met.

**Town Employees Present:**

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

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

**Members of the Public Present**

***In Person:***

Vickie Wyman  
Joe and Margo Longacre  
Jake Cochran  
Bob St. Pierre  
Lynn Graham  
Jay Holden  
Ed Ballam  
Darwin Clogston  
Linda Buermeyer (*Journal Opinion*)

Steve Wheeler  
Bob and Dot Long  
Dawn Lavoie  
Mike Lavoie  
Howard Hatch  
Kevin Shelton  
Ben White  
Kathleen and Don Vaillancourt  
Matthew Bjelobrk

***Online:***

Tom Mangels  
M. Boutin  
Mike Bonanno  
Joanne Young  
Guy Mitchell  
Kaylee Heathe

Evelyn Elms  
Carolyn Hofmann  
Patricia Brady  
Polly Bonanno  
Barbara Leete  
Justin Boulter  
Fred Garofalo

**PLEDGE OF ALLEGIANCE**

**AGENDA APPROVAL**

**MOTION #1:** Williams made the motion....

- Vice Chair Robbins added Under Old Business, DRA status.
- Knapp added a letter of appreciation under New Business.
- Williams retracted the motion.

**MOTION #1 AMENDED:** Williams made the motion, seconded by Knapp, to approve the amendments to the Agenda, as follows:

- Vice Chair Robbins added Under Old Business, DRA status.
- Knapp added a letter of appreciation under New Business.

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

**CONSENT AGENDA**

**Approve minutes from the previous meetings**

**MOTION #2:** Graham made the motion to approve the Minutes from **January 3, 2023**, meeting as written. Knapp seconded the motion.

- Williams noted that there was red font in the Nonpublic Session times, which were sent and filled in.

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

**Sign Manifests, Forms, Abatement, and Other Warrants**

**SCHEDULED PUBLIC APPEARANCES:**

**PUBLIC WANTING TO ADDRESS THE BOARD**

**Lynn Graham (Woodsville):** L. Graham attended the January 17 Select Board meeting and wanted to learn about the impasse between the DRA and setting the tax rate. L. Graham heard that the tax rate was finally set and expressed how abominably the Select Board was treated during that meeting without having any questions asked or without hearing the Select Board’s side of the story. L. Graham noted that rather than congratulating the Board for their work, the Board was vilified for using a secret email account and attending secret meetings when it was miscommunication that caused the issues. L. Graham noted that because of the urgency and rapid communication that was required, the attorney suggested setting up a separate email account. L. Graham offered kudos to Vice Chair Robbins for soliciting the help of Cinde Warmington, Executive Councilor. L. Graham offered thanks to all those involved and especially to the Select Board for addressing the urgent issue impacting the Town. (Applause).

**Joe Longacre (No. Haverhill):** J. Longacre thanked the Board for allowing him and TM Codling to move the podium so that speakers can face the audience.

Longacre stated that at the last Select Board meeting a speaker said they had no trust in the what the Select Board does, which he found bothersome. Town governance in Haverhill is by Select Board and Town Manager. Because residents live under laws and regulations, what happened 2 weeks ago violated RSA 37:6, which states, “Town and village district managers have the power and duty in particular. The Town Manager shall have the power, and it shall be his duty...” Longacre noted that there is a long list of duties that includes roads, buildings, cemeteries, employees, and negotiating contracts. Longacre noted two specific duties of the Town Manager, III and VII:

*III. To attend such regular or special meetings of the selectmen as they shall require.*

Longacre noted that setting the tax rate are meetings that the Town Manager should attend, and the Select Board moved ahead without her involvement, which violates the statute.

*VII. To have charge, control, and supervision, subject to the direction of the selectmen and to the bylaws of the town, if any, of the following matters:*

*(j) The letting, making, and performance of all contracts for work done for the town.* Longacre discussed the contract with the DTC law firm because the Select Board must have talked to the attorneys, especially about payment, which violates the statute. This Select Board shows a lack of knowledge and understanding of the RSAs and of the Town Manager’s contract. (Applause).

**TOWN EMPLOYEE APPEARANCES:**

**PENDING (OLD) BUSINESS:**

**DRA Status**

Vice Chair Robbins asked TM Codling if she had any information about the DRA vs. the two articles for Woodsville Fire and Highway financials, which have been included in the tax rate. TM Codling noted that during a meeting with a DTC attorney she asked him to contact the DRA because Articles 27, 28 appropriations, which were disallowed by the DRA, but included the amounts in the tax rate with no explanation. TM Codling stated that the Town needs clarification.

**NEW BUSINESS:**

**Letter of Appreciation**

Knapp stated that the Board needs to send a letter of appreciation to Cinde Warmington for her help with the tax setting issue.

**MOTION #3:** Knapp made the motion to prepare a letter of thanks to Cinde Warmington, Executive Councilor. Vice Chair Robbins seconded the motion.

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

## **TOWN MANAGER’S REPORT and ASSISTANT TOWN MANAGER’S REPORT**

TM Codling and ATM Boucher provided the Board with a combined Report:

- The Financial Restructuring and Compliance Plan reported on the reconciliation schedule, which TM Codling provided for the Board.
- TM Codling stated that in conversation with Tammy Webb, the Town’s auditor, stated that she cannot resume her work until ATM Boucher completes reconciling accounts from 2021. ATM Boucher discussed the reconciliations stating that bank card purchases through the Town Clerk’s Office were difficult to reconcile. ATM Boucher discussed in detail the out-of-balance portion of the reconciliation.
- TM Codling provided the Board with the Woodsville vs. Town of Haverhill Lawsuit fee sheet. TM Codling noted that the legal fees would not have been covered in a municipal insurance claim.
- TM Codling provided the Board with the accounting related to ARPA money, which is all non-tax money. TM Codling listed significant achievements, including completed audits: DRA, DOS Safety, DOE payroll, tax collector, and town audits (2019, 2020, and starting 2021).

## **COMMISSION AND COMMITTEE REPORTS:**

**Kevin Knapp (Planning Board):** Knapp stated that the Planning Board met jointly with the Airport Zoning Commission for a Public Hearing on the Airport Zoning Regulations, which were adopted on January 24, 2023, at 5:00 PM, and will be forwarded to the Select Board for approval. Two building permits were reviewed and both sent back because of incomplete applications. A preliminary review of a lot line adjustment was discussed by Harry Burgess. The Master Plan Chapter 2, Transportation, was discussed with June Garneau. Chair Hebert presented a Code of Conduct toward the Planning Board Clerk and the members of the public, and the Board agreed to adopt. The next Planning board meeting is February 28 at 6:00 PM.

**Steve Robbins (Parks & Recreation Commission):** Vice Chair Robbins noted that Parks & Recreation Commission did not meet, but the Snowshoe Event was held and well attended. The daily activities continue.

**Mike Graham (Airport Zoning Commission):** Graham stated that he was not able to attend the last meeting of the Airport Zoning Commission and stated that Matt Bjelobrk could update the Board. Bjelobrk stated that the Commission had a working session to make the corrections to the Airport Zoning Regulations in preparation for the JOINT Public Hearing with the Planning Board.

**Katie Williams (Zoning Board; Woodsville Advisory Committee):** Williams noted that the Zoning Board and the Woodsville Ambulance Advisory Committee have not met; however, she reached out to request information about their initial meeting.

**Public Safety Committee (Steve Robbins):** The first meeting will be held in April.

TM Codling requested that the Board appoint a new ex officio member of the Conservation Commission. ATM Boucher noted the next Conservation Commission meeting is Tuesday, February 21 at 6:00 PM at JRM. Williams volunteered to attend.

### **CORRESPONDENCE:**

Vice Chair Robbins read the letter from Robert Long, Chair of the Mt. Lakes District Commissioners, to Gary Hebert, Moderator, relating to the Commissioners requesting that the Supervisors of the Checklist attend the Mt. Lakes Annual Meeting to check voters in as they arrive. The annual Meeting will be held at the District Lodge on Saturday, March 25 at 10:30 AM. The Commissioners requested written confirmation.

### **COMMENTS BY SELECT BOARD MEMBERS:**

**Knapp:** Knapp asked to wrap up the Merchant's Lane issue at the next meeting with invitations to the Commissioners. TM Codling will follow up with an MOU with the Department of Natural and Cultural Resources.

**Vice Chair Robbins:** Vice Chair Robbins offered an apology to Marilyn Blaisdell who he asked to "shut up" at the last Select Board meeting.

Vice Chair Robbins noted that the Board is taking public input when the topic is being discussed. Robert St. Pierre asked that if an attendee does not ask to be put on the Agenda, they cannot speak at a meeting. St. Pierre noted that it would be fairer if the public were limited to 3 minutes or 5 minutes. St. Pierre stated that if you are on the agenda, it should be at least 5 days before the meeting to allow for an informed Board and public. Vice Chair Robbins stated that the board is trying to be better organized. Williams noted that from a previous Board discussion, agenda items will not be added the day of the meeting.

### **UPCOMING DEADLINES**

- Warrant deadline February 7
- February 7 at 6 PM, the Select Board will hold their Budget Workshop.
- February 13 at 6 PM, the Select Board will hold their Public Hearing.
- March 14 is Election Day.
- March 15 is Town Meeting Day.

### **ADJOURN**

