

**Town of Haverhill  
Select Board Meeting  
MINUTES  
Monday, December 5, 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 6:00 PM.

**Select Board Attendance:** Kevin Knapp (Present), Katie Williams (Present), Mike Graham (Present), Vice Chair Steve Robbins (Present), Chair Fred Garofalo (Present). A quorum was met.

**Town Employees Present:**

**Town Manager (TM):** Brigitte Codling  
**Assistant Town Manager (ATM):** Jennifer Boucher  
**Police Chief:** David Appleby

**Members of the Public Present**

***In Person:***

Vickie Wyman  
Aaron Palm  
Dustin Palm  
Jim McKinnon  
Valerie Morse  
Greg Mathieson  
Don Kimball  
Margo and Joe Longacre  
Stephanie Marston  
Gary Hebert

Linda Buermeyer (*Journal Opinion*)  
Matthew Bjelobrk  
Darwin Clogston  
Howard Hatch  
Carolyn Hofmann  
Regis Roy  
Dawn Lavoie  
Ed Ballam

***Online:***

Joanne Young  
Tom Mangels  
Robert Maccini  
Lorraine Prescott  
Joanna Bligh

Mike Bonanno  
Christina Hebert  
Mary Brooks  
Tim Robie

**PLEDGE OF ALLEGIANCE**

## **AGENDA APPROVAL**

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

- The Police Chief had an emergency request.
- Edits to the Minutes of 11-21-22.
- Chair Garofalo asked if a nonpublic session will be required for the Broadband details. Vice Chair Robbins asked for more details, and Chair Garofalo added a Nonpublic Session for the Broadband discussion.

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

## **CONSENT AGENDA**

### **Approve minutes from the previous meetings**

**MOTION #2:** Williams made the motion to approve the Minutes from the **November 21, 2022**, meeting as amended. Chair Garofalo seconded the motion.

- Knapp asked to correct the minutes from the meeting after the 10-24-22 meeting.
- The Board reviewed the corrections needed on the 11-21-22 Minutes:
  - Dan Kimball is changed to Don Kimball.
  - Motion #2 is corrected.
  - Page 2, third bullet, -- “2023 Budget has a voting machine as a line item” is retained.
  - Correction to Motions #7 (SR/MG) and #8 (KW/FG) identifying who made the motions and who seconded.

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

**SCHEDULED PUBLIC APPEARANCES:** None.

### **TOWN EMPLOYEE APPEARANCES:**

- Police Chief David Appleby addressed the Board to request an emergency capital purchase of a 4x4 pick-up truck, which recently became available at a price of \$59,822.46, and the department needs approval by the Board to use ARPA (\$18,192.46) and two other funds (Vehicle Capital Reserve and Police Capital Reserve) for the purchase.

**MOTION #3:** Vice Chair Robbins made the motion and Williams seconded the motion to approve the expenditure of the ARPA funds of \$18,192.46 towards the purchase of the police pick-up truck as discussed.

**Voice Vote:** Four approved, one opposed, none abstained. The motion passed.

**MOTION #4:** Vice Chair Robbins made the motion and Chair Garofalo seconded the motion to approve the expenditure from the Vehicle Capital Reserve (\$21,630.00) fund towards the purchase of the police pick-up truck as discussed.

**Voice Vote:** Four approved, one opposed, none abstained. The motion passed.

**MOTION #5:** Vice Chair Robbins made the motion and Williams seconded the motion to approve the expenditure of funds from the Police Capital Reserve (\$20,000.00) fund towards the purchase of the police pick-up truck as discussed.

**Voice Vote:** Four approved, one opposed, none abstained. The motion passed.

Williams asked what the police vehicle needs are for 2023, and Chief Appleby replied that there would be none. Chief Appleby noted that the department has a 10-year plan for replacing vehicles in a staggered process.

#### **PUBLIC WANTING TO ADDRESS THE BOARD:**

- Greg Mathieson spoke as a resident and wished to give the Board information on the Broadband companies in NH, including New Hampshire Electric Cooperative, Eversource, Spectrum, and HUB66.
- Aaron Palm, former chair of the Broadband Committee, stated that she echoed Mathieson statements noting that she encouraged the Board to seek information on the companies. Palm noted that the companies who responded to the Committee's RFP are not the companies formerly selected by the original Broadband Committee.

#### **PENDING (OLD) BUSINESS:**

##### **Haverhill Broadband Committee Recommendation**

Stephanie Marston, Chair, Broadband Committee, read:

“The Haverhill Broadband Committee received two Internet Service Provider (ISP) proposals in response to the Town's Broadband RFP. After competing a comprehensive evaluation of both proposals, the Committee recommends the Select Board support having the Town Administration move forward with work to obtain a Notice to Proceed from Northern Borders Regional Commission grant and to begin contract negotiations with the chosen ISP.”

##### **Consider the Re-adoption of the Optional Veterans Tax Credit**

ATM Boucher discussed the law change (RSA 72:28 and RSA 72:28-b) at the state level, which requires the Town to re-adopt the statutory change at Town Meeting. ATM Boucher noted that the change includes veterans' credits for those who have not yet been discharged. The Board will vote to put the article on the warrant.

**MOTION #6:** Williams made the motion and Graham seconded the motion to re-adopt the Optional Veterans' Tax Credit at \$500.

**Voice Vote:** Three approved, none opposed, two abstained. The motion passed.

## **NEW BUSINESS**

### **Introduce the Town's 5-Year Strategic Plan, 10-Year Projection / Introduce the Town's 2023 Proposed Budget / Introduce the Advisory Budget Committee**

TM Codling noted that the Board asked for a strategic plan with inclusion of capital assets, which has now been completed by working with department heads, and a draft was provided to the Board.

TM Codling mentioned that the draft warrant is available for Board review, although many changes will be applied in the weeks before approval.

TM Codling discussed the Advisory Budget Committee process with their meetings being held in December and January. The Committee will produce budgetary recommendations for the Select Board by February 7, 2023. On February 7, the Select Board will hold their Budget Workshop. On February 14th, the Select Board will hold a Public Hearing on their proposed budget. TM Codling noted that many Select Board members in the past have attended the Budget Committee meetings.

TM Codling announced that Gary Hebert organized the Advisory Budget Committee, and the Board was sent Hebert's initial report with the list of new members with contact information.

Vice Chair Robbins asked TM Codling about the airport paving project. TM Codling noted that the NH Bureau of Aviation approved the runway project.

### **Organizational and Management Study**

Chair Garofalo stated that he requested this item to be on the Agenda because he wanted to know who is doing what in the Administration offices (Town Manager and supporting staff) and to make it more efficient. Chair Garofalo noted that he was considering hiring MRI (Plymouth, NH; <https://www.mrigov.com/>). Vice Chair Robbins recommended getting a cost estimate for implementation. Graham suggested developing requests for proposals for companies who do efficiency programs for workplaces. TM Codling noted that this would be a positive experience for all staff. Vice Chair Robbins suggested moving forward and having a vote at the Board's next meeting.

**TOWN MANAGER'S REPORT:** None.

**ASSISTANT TOWN MANAGER'S REPORT:** None.

## COMMISSION AND COMMITTEE REPORTS:

**Chair Garofalo (Conservation Commission):** Chair Garofalo had no report on the Conservation Commission.

**Kevin Knapp (Planning Board):** Knapp had no report for the Planning Board.

**Steve Robbins (Parks & Recreation Commission):** Vice Chair Robbins stated that the Parks & Recreation Commission will be meeting on Wednesday evening.

**Mike Graham (Airport Zoning Commission):** Graham stated that the Airport Commission meeting is coming up.

**Katie Williams (Zoning Board; Woodsville Advisory Committee):** Williams noted that the Zoning Board and the Woodsville Ambulance Advisory Committee have not met.

**Public Safety Facility Committee:** TM Codling reported on the Public Safety Facility Committee noting that the next safety seminar the chiefs of fire and police will be attending is in March, and after that the local committee will meet.

**CORRESPONDENCE:** None.

## COMMENTS BY SELECT BOARD MEMBERS:

- Graham thanked Hebert for organizing the Advisory Budget Committee members together and expressed his gratitude to the Committee for helping the Board with the Budget.
- Chair Garofalo announced that he has prepared the Annual Report for the Select Board to review.

## ADJOURN

**MOTION #7:** Vice Chair Robbins made the motion to adjourn the meeting at 6:51 PM, seconded by Chair Garofalo.

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

## NONPUBLIC SESSIONS

**MOTION #8:** Williams made the motion to enter into Non-Public Session #1 according to RSA 91-A:3, II(d) at 6:57 PM, and Graham seconded the motion.

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

**The Select Board came out of Non-Public Session #1 at 7:48 PM.**

**MOTION #9:** Vice Chair Robbins made the motion to seal the minutes of the Non-Public Session #1, and Williams seconded the motion.

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

