

**Town of Haverhill
Select Board Meeting
MINUTES
Monday, April 26, 2021
6:00 PM
R. E. Clifford Memorial Building
65 South Court St.
Woodsville, NH 03785
Or on ZOOM**

The meeting was **CALLED TO ORDER** at 6:00 PM by Fred Garofalo, Chair.

Town Employees Present:

Town Manager: Brigitte Codling

Assistant Town Manager: Jennifer Boucher

Select Board Members: Fred Garofalo, Chair; Matthew Bjelobrk, Vice Chair; Mike Graham; Steve Robbins; Howard Hatch, ex officio.

Members of the Public Present:

In Person

Doug Henson

Rick Ladd

Richard Guy

Darwin Clogston

Camden Elliott

Regis Roy

Online [Participants who do not use their full names online are not included on this list.]

Joe Mitchell

Bob Long

Jodie Lang

Guy Mitchell

Libbie E.

Alex Nuti-de Biasi

Paul Hayes

Don D.

Ezra Mann

ROLL CALL ATTENDANCE: Matthew Bjelobrk (Here), Howard Hatch (Here), Mike Graham (Here), Fred Garofalo (Here), Steve Robbins (Here). A quorum was met.

Bjelobrk, Vice Chair: Per Gov. Sununu Meeting Compliance CHECKLIST to Ensure Meetings are Compliant with the Right to Know Law During the State of Emergency (abbreviated)

- **April 26, 2021**, Select Board Meeting
- **Executive Order**—This public body is authorized to meet electronically.
- Confirming a) providing public access by telephone, with additional access by video or other electronic means, ZOOM conferencing is being used. All members of the Select Board have the ability to communicate contemporaneously, the public has the ability to contemporaneously listen and, if necessary, participate in this meeting by dialing the following number: 1-929-436-2866 (US) or the website <https://ZOOM.US/meeting> (ID# 96709125678; passcode: 939153); b) public notice has been provided of the necessary information for accessing the meeting though ZOOM or telephonically, instructions have also been provided on the website of the Town of Haverhill at www.haverhill-nh.com, and c) providing a mechanism for the public to alert the public body if there a problems with access (call 802-793-0535 or email at townmanager@haverhill-nh.com); d) adjourning if the public is unable to access the meeting. In the event that the public is unable to access the meeting, the meeting will be adjourned and rescheduled. Please note that all votes taken during this meeting will be taken by ROLL CALL vote.

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

Agenda Modifications

Garofalo read the three additions to the Agenda:

- Swearing in of Joe Mitchell to the Conservation Commission.
- Under New Business, there is the accepting of donations.
- Under Correspondences, there is the notice of herbicide vegetation control.

MOTION #1: Bjelobrk made a motion and Robbins seconded the motion to approve the Agenda as amended.

Roll Call Vote: Matthew Bjelobrk (Aye), Howard Hatch (Aye), Mike Graham (Yes), Fred Garofalo (Aye), Steve Robbins (Aye). The motion passed unanimously.

CONSENT AGENDA

MOTION #2: Bjelobrk made the motion and Garofalo seconded the motion to approve Minutes from the **April 12, 2021**, Select Board meeting as written.

Roll Call Vote: Matthew Bjelobrk (Aye), Howard Hatch (Aye), Mike Graham (Yes), Fred Garofalo (Aye), Steve Robbins (Aye). The motion passed unanimously.

CONSERVATION COMMISSION APPOINTMENT

Conservation Commission: Joe Mitchell

Garofalo introduced Mitchell as a prospective Conservation Commission member. Mitchell stated that he is a 2016 graduate of Woodsville HS and one of the newer animal control officers at Haverhill Police Department. Mitchell also works at the Woodsville HS as a student assistance program coordinator and attends PSU.

Garofalo asked:

1. What is your basic understanding of the purpose, duties, and responsibilities of the Conservation Commission that you are volunteering for?

Mitchell replied that the Conservation Commission will help the Town better use natural resources and preserve them.

2. Do you have any experience or training that would be useful?

Mitchell replied that he has a PSU and is studying interdisciplinary studies (sustainable and diversified entrepreneurship) including conservation as part of his degree. Mitchell stated that he is an avid outdoorsman and learning more about a holistic approach to conservation.

3. Are you willing to attend training that may be provided by the State or the Town related to this?

Mitchell replied, "Of course."

4. What is your understanding of a conflict of interest?

Mitchell responded that a conflict of interest is something that can get in the way of being able to do something.

5. Are you willing to so state a conflict of interest if one should arise and remove yourself from the table and become part of the audience when that issue is being discussed and voted on?

Mitchell replied, "Of course."

6. What is your view on basing decisions solely on the facts alone prescribed by the NH statutes and local ordinances?

Mitchell replied that it is important to base decisions off of facts and not our personal opinions, so we are doing everything in the best way for the Town.

7. Are there any questions for Mitchell?

There were no additional questions.

Codling stated that Mitchell will have to visit the Town Clerk to take the Oath of Office.

Garofalo read: "To Joe Mitchell of the Town of Haverhill and the County of Grafton, whereas there is a vacancy in the office of Haverhill's Conservation Commission in said town, whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do, hereby, appoint you Joe Mitchell to be a member as Conservation Commission member in said town and applying your taking the oath of office and having this appointment and a certificate of said recorded by the Town Clerk, you will have the powers, perform the duties, and be subject to the liabilities of said office until another person shall be chosen or elected and qualified in your stead."

Garofalo stated: “Raise your right hand and repeat after me: I, Joseph Mitchell, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent to me as the Haverhill Conservation Commission member according to the best of my abilities agreeably to the rules and regulations of the Constitution and laws of the State of New Hampshire, so help me God.”

Joe Mitchell repeated the Oath of Office.

Garofalo congratulated Mitchell on his appointment to the Conservation Commission.

TOWN EMPLOYEE APPEARANCES: None.

SCHEDULED PUBLIC APPEARANCES: None.

PUBLIC WANTING TO ADDRESS THE BOARD: None.

- Regis Roy stated that she could not find the meeting on Facebook. Codling responded that it was under the Agenda on the Town’s website and the Zoom link is on the Calendar.
- Rick Ladd stated that on May 5, 2021, at 1:15 PM a Public Works and Highway Committee meeting on SB 26 Relative to roads within the Woodsville Fire District is being held. The access to the meeting and how to testify at the hearing was explained in detail. Bjelobrk asked what the speaker’s position on the bill was. The speaker stated that he is not in support because the issue needs to be resolved on the local level. Bjelobrk noted that this may be a dangerous precedent set for the State. Discussion continued. Bjelobrk stated that everyone in Haverhill contributes to the road funding. Discussion continued relating to highway block money that funds miles of road per population. Codling noted that because of current litigation, the conversation was not appropriate. Codling discussed the difference between the issues in Haverhill and Ossipee.
- Michael Graham asked if the Board members were aware that there is an effort to bring this issue back for discussion, which was cleared by the precinct Commissioners, but the Town did not want to do that. Codling stated that the Town’s legal team said the Town could not discuss what was in litigation. Discussion ensued. Codling and Bjelobrk stated that if Woodsville dropped their litigation, the Board would consider discussing the issue. The speaker asked if Codling could reach out to the lawyers to ask if a meeting could be set up between the Select Board and the Commissioners.

NEW BUSINESS:

First Reading of the Credit Card Policy

Garofalo read the policy:

CREDIT CARD POLICY

The primary advantage of establishing a Credit Card Policy is to define the limits and restrictions for how Town employees may utilize a Town issued credit card for expenditures related to Town business. This policy shall allow the Town to manage credit card usage when extending credit responsibility to authorized individuals and ensuring accountability.

Credit card usage assists the Town with prompt payment to vendors, enhances the Town's relationships with suppliers, and allows for the expeditious purchase of goods and services when they are needed. In addition, credit card usage can increase the Town's ability to track small purchase activity, and can allow the Town to negotiate discounts. The success of the Town of Haverhill use of credit cards relies upon the cooperation and professionalism of all personnel associated with this initiative. Named Cardholders shall be held responsible for the credit card usage within their Departments.

APPLICABILITY:

This policy applies to all Departments of the Town of Haverhill.

PURPOSE:

To establish procedures under which Departments will control the use of Credit Cards assigned to and utilized by Town employees for credit purchases. These procedures are intended to accomplish the following:

1. To ensure that the procurement with Credit Cards is accomplished in accordance with the policy established by the Town of Haverhill.
2. To enhance productivity, significantly reduce paperwork, improve controls, and reduce the overall cost associated with small purchases.
3. To ensure appropriate internal controls are established within each Department procuring with Credit Cards so that they are used only for authorized purposes.
4. To limit the Town's legal liability related to potentially inappropriate use of Credit Cards.

MANAGEMENT CONTROLS:

The Town Manager will make all decisions regarding the issuing of individual credit cards and the establishment of all controls for their use, as well as their limits.

The Chair of the Select Board and the Town Manager together, shall sign off on the issuance of any credit card, revocation of any credit card, transfer of a credit card from one employee to another, or the change in credit limit of any credit card.

When the Finance Office receives the credit card from the Credit Card Issuer, the Cardholder will be required to personally sign for their credit card and sign a copy of this policy for their personnel file.

CREDIT CARD USAGE:

Town issued credit cards are to be used for Town purchases only. Cash advances through bank tellers or automated teller machines are strictly prohibited. An attempt to use a Town issue credit card in this manner is cause for dismissal.

The Credit Card will not be used for personal purchases of any kind. Use of the Credit Card for personal purchases or expenses with the intention of reimbursing the Town is prohibited. Each Department Head shall be issued a credit card for their Department. Each credit card issued shall be embossed with the Cardholder's name. The credit card may only be used for purchases for their Department unless the purchase for another Department is approved by the Town Manager. Cardholders are responsible for the security of their credit card. All precautions shall be used to maintain confidentiality of the Cardholder's account number and expiration date of the credit card.

Total amount of purchases may not exceed the credit limit set for the employee's credit card. Credit limits differ by Department.

When using the credit card, the Cardholder should:

1. Ensure that the goods or services to be purchased are budgeted for and allowable.
2. Determine if the intended purchase is within the Cardholder's credit card limit.
3. Tell the supplier/merchant that the purchase will be made using the credit card issued by through the Town of Haverhill.
4. Inform the merchant that the purchase is tax exempt. The tax-exempt number is 02-6000376. Review the receipt before leaving the store and request a credit if taxes were charged in error.
5. The Cardholder is responsible for managing any returns or exchanges and ensuring that proper credit is received for returned merchandise. The Cardholder should contact the vendor to obtain instructions for return and review the next card statement to ensure that the return was properly credited.

DOCUMENTATION, RECONCILIATION, & PAYMENT PROCEDURES:

It is necessary for Cardholders to adhere to the following provisions of this policy. Abuse of these provisions may result in cancellation of the Cardholder's credit card and/or progressive disciplinary action.

1. Purchases with a Town issued credit card shall be scrutinized by the Cardholder / Department Head prior to the purchase being made.
2. Any time a purchase is made using a Town issued credit card, the Cardholder must obtain a copy of the charge slip or receipt. This documentation must be provided to the Finance Department within five (5) business days of the purchase, with the proper expense account code and the Department Head's initials on it.
3. If the Cardholder loses, or for some other reason is unable to provide, a charge slip or receipt to the Finance Department, every effort must be made to obtain an invoice or statement from the business where the purchase was made. The documentation should include detail of what was purchased, the date of the purchase, the amount of the purchase. Once documentation is obtained the Department Head should add to it the proper expense account code and their initials. This should be done within five (5) business days from the date of purchase.
4. Cardholder / Department Head shall review each monthly statement to confirm that all purchases on the statement were for official Town business and are accurate.
5. The Finance Department is responsible for a reconciliation of all credit card statements. If there are missing document(s) it will be noted on the Cardholder's statement. Frequently missing documentation may cause a Cardholder's credit card privilege to be suspended or revoked.
6. Purchases using Town credit cards will be paid monthly via automatic bank transfer from the Town's Operating bank account. Payments will be made for the full amount of the current month's statement balance. This is to ensure the Town does not incur any necessary interest charges or late fees. Any disputes, which result in a credit being issued back to the Town, should, depending on timing of the resolution, be reflected and accounted for in the following months statement.
7. Employees shall never store the Town's credit card number or other related credit information on a personal account. Care should be taken to avoid this when making a Town related purchase through a personal account.
8. If the card is used in error in place of an employee's personal card, for a personal purchase, let the Finance Department know immediately so that the charge can be rectified. You will be asked to provide payment immediately to cover the cost of the purchase. Your quick response

and corrective action will make the Town's response and actions much easier.

IMPROPER USE OF CREDIT CARD:

The reporting of improper use of a Town credit card is everyone's responsibility. Should improper use be discovered it should be reported to the Town Manager or Assistant Town Manager. Resolution for improper use of a Town issued credit card is the responsibility of the Town Manager and Assistant Town Manager. Disciplinary action related to improper use of a Town issued credit card shall be that of the Town Manager and Assistant Town Manager, and if appropriate the Department Head. Should it be evident that an unauthorized purchase was knowingly made, the Town Manager will determine what action will be taken. If the misuse is by the Town Manager, the Chairman of the Selectboard will be notified and will make the determination of what action is to be taken.

RETURNS & REFUNDS:

If items purchased with a Town issued credit card are found defective or the repair or services faulty, the Cardholder has the responsibility to return the items to the merchant for replacement or credit. CASH REFUNDS ARE NOT PERMITTED. If the merchant refuses to replace or correct the faulty item, the purchase of this item will be in dispute.

In addition to noting the disputed item on the statement, the "Cardholder Dispute Form" and any support documents must be attached to the statement. Finance Department will notify the Cardholder / Department Head of the action taken on disputed items.

It is essential that the time limits and documentation requirements established by the credit card issuer be followed to protect the Town's right of dispute.

LOST, COMPROMISED, OR STOLEN CREDIT CARDS:

It is the responsibility of the Cardholder to immediately notify the Finance Office of a lost or stolen Credit Card. Failure to promptly notify the issuing bank of the theft or loss of the Credit Card could make the Town responsible for any fraudulent use of the card and result in loss of privileges for the Cardholder.

TERMINATION OR TRANSFER:

Upon termination of employment for any reason, a Cardholder must relinquish their Credit Card at the time of separation from the Town. The Department Head will notify the Finance Office of the termination. The Finance Office will notify the Credit Card Issuer and the Cardholder's card will be immediately deactivated. A Cardholder who fraudulently uses the Credit Card after separation from the Town will be subject to legal action.

AUDITS:

Random audits may be conducted for both card activity and receipt retention as well as statement review by the Finance Office, the Assistant Town Manager, and/or the Town Manager.

SIGNATURES:

By signing below, I attest to have read the Town of Haverhill Credit Card Policy. I understand I am being issued a Town credit card, as the "Cardholder" for my Department, and I will be responsible and held accountable for the use of said credit card by the Department.

[Signature lines]

Codling stated that if any members have feedback on the credit card policy to send the comments to her.

Acceptance of Donations

Garofalo stated that for the Grafton County Nursing Home there are three checks for \$250 totaling \$750 and, also, donations to the Fire Department. Garofalo read the donors names:

- Jonny Dooley donation to the North Haverhill Fire Department.
- Dennis Smith to the Haverhill Corner Fire Department.

[From Facebook post: The Town of Haverhill would like to thank Jonny Dooley and Dennis Smith for their generous donations to the Town's Fire Department stations in North Haverhill and Haverhill Corner. The support for the Haverhill Fire Service is very much appreciated!]

MOTION #3: Graham made the motion and Hatch seconded the motion to accept the donations.

Roll Call Vote: Matthew Bjelobrk (Aye), Howard Hatch (Aye), Mike Graham (Yes), Steve Robbins (Aye), Fred Garofalo (Aye). The motion passed unanimously.

PENDING / OLD BUSINESS: None.

TOWN MANAGER'S REPORT:

- **Leases and rental agreement for the Dean Memorial Airport**
Codling stated that she is working with Ralph Crosswell, Airport Manager, to revise the leases and rental agreements for the hangers.
- **Sewer Agreement and Ordinance**
Codling is working on hook-up agreements and ordinances and will soon meeting with Kevin Shelton about the out-of-district sewer rates.
- **Business Park**
Codling has been drafting some violation reports and will work on some updates to the covenants. Codling announced the Dept. of Environmental Services Public Hearing on the permitting of the biodiesel plant. Codling noted that the public can enter the GoTo Meeting, which has a sign-up requirement to testify.
- **Mountain Lakes Public Hearing**
Codling announced that on May 3 there will be a public hearing on ATV use of Mountain Lakes roads. Hatch misunderstood the presentation at the last meeting, which stated the use of Mtn. Lakes roads, but also the Class V and Class VI roads in Haverhill, and he suggested the Road Agent have input. Hatch also questioned who would do the policing – Haverhill or Fish & Game. Codling noted that Mtn. Lakes can only vote on Mtn.Lakes' roads.
- **Business Park, cont.**
Garofalo noted that the biodiesel plant is expanding their processes and not expanding their building.
- **Haverhill Police Department**
Codling stated that the Police Chief is working hard and has three certified officers

coming in next week for the first round of hiring discussions. Codling stated that things are going well. Ty Brown graduated from the Academy last week, and soon he will be out on his own.

- **COVID**

Codling explained that there are many Covid cases in Haverhill, and for a time, the Administrative Offices were closed. Codling asked everyone to beware and mask up.

FINANCIAL REPORT:

- Boucher is in quarantine until May 4.

- **Equalization Ratio**

Boucher stated that the ratio was 91.5%, which means the assessments in Haverhill are 91.5% of the current market value; therefore, the Town is currently underassessed. Revaluation will be done in 2021. Boucher met with Phil Bodewell, Vickie Aires, and Tim Northcott to review revaluation and the timeline. Northcott will be using sales data from April 1, 2019 to April 1, 2021. Because the sales market is high, residents will see their assessed values go up, but as a result the tax rates goes down. Northcott anticipates completion of the sales inspection information for Dept. of Revenue review by mid-May. The tax notices of new values will be sent to taxpayers by July or early August and hearings by the end of August with tax bills out by November.

- Boucher reported that Councilor Kenney mentioned stimulus money that is available, and the estimate for Haverhill is \$451,938.85, which came into law on March 11, and the Town is awaiting guidance from the US Department of Treasury. The Town has until December 2024 to make expenditures. There are qualifying uses of funds, including:
 - Public health emergencies related to households, businesses, and nonprofits.
 - Reduction in governmental services due to the public health emergency.
 - Infrastructure investments.

COMMISSION/COMMITTEE REPORTS:

- **Conservation Commission** -- Garofalo commented that the Conservation Commission has a new member, Joe Mitchell.
- **Planning and Zoning** – Hatch stated that the next meeting is Wednesday night.
- **Parks & Recreation** – Robbins stated that the next meeting is next week.
- **Airport Zoning Commission** – Bjelobrk noted that the next meeting is coming up.
- **Fire Department Committee** – Graham stated that there have been no meetings.

CORRESPONDENCE:

- National Grid Herbicide notification of spraying from June 1 throughout the summer for vegetation control under the power lines.

COMMENTS BY BOARD MEMBERS:

- Hatch stated that the Town Clerk can do the swearing-in of appointments.

- Robbins asked to have a Board vote on the SB 46 to see who was in support or not. Garofalo stated that he would need to review the bill first. Codling noted that the Senate Committee made an amendment to the bill, so the bill has changed. Discussion continued. Codling offered a history of the original bill supported by the Board and sponsored by Senator Giuda.
- Graham discussed his read-through of the Town's Personnel Manual noting that there is no electioneering clause in the manual.

MOTION #4: Graham made the motion and Hatch seconded the motion to include a nonelectioneering clause in the Town's *Policies and Procedures Manual*.

- Graham stated that electioneering should be stated in the Personnel Manual. Bjelobrk noted that the manual does address crimes.

Roll Call Vote: Matthew Bjelobrk (Aye), Howard Hatch (Aye), Mike Graham (Yes), Steve Robbins (Aye), Fred Garofalo (Aye). The motion passed unanimously.

NONPUBLIC SESSION:

MOTION #5: Bjelobrk made the motion and Robbins seconded the motion to go into NONPUBLIC SESSION at 7:30 PM according to RSA 91-A:3, II(c).

Roll Call Vote: Matthew Bjelobrk (Yes), Howard Hatch (Yes), Mike Graham (Yes), Steve Robbins (Yes), Fred Garofalo (Yes). The motion passed unanimously.

The Board came out of NONPUBLIC SESSION at 8:20 PM.

MOTION #5: Robbins made a motion and Graham seconded the motion to seal the Minutes of the NONPUBIC SESSION.

Roll Call Vote: Howard Hatch (Yes), Steve Robbins (Yes), Matthew Bjelobrk (Yes), Mike Graham (Yes), Fred Garofalo (Yes). The motion passed unanimously.

MOTION #6: Graham made a motion and Robbins seconded the motion to adjourn the meeting at 8:25 PM.

Roll Call Vote: Howard Hatch (Yes), Steve Robbins (Yes), Matthew Bjelobrk (Yes), Mike Graham (Yes), Fred Garofalo (Yes). The motion passed unanimously.

The meeting ADJOURNED at 8:25 PM.

Transcribed by Joanna Bligh