

Town of Haverhill
Select Board Meeting
MINUTES
Monday, July 18, 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 (Here), Katie Williams (Here), Mike Graham (Here), Chair Fred Garofalo (Here), Vice Chair Steve Robbins (excused). 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:

Regis Roy
H. and L. Wheeler
A. Holden
Lynn Graham
Margo Longacre
Joe Longacre
Mike Bonanno
Thursday Griffin
Darlene White
Melissa Gould
Carol Norcross
Charlene Aldrich
Kevin Shehan

Darwin Clogston
Carolyn Hofmann
Howard Hatch
Dawn Lavoie
Richard Guy
Nancy Guy
Alex Nuti-de Biasi (*Journal Opinion*)
Jim McKinnon
Matt Bjelobrk
Kevin Robie

Online:

Marilyn Blaisdell
Robert Maccini
Joanne Young
Lorraine Prescott
Polly Bonanno
Dorothy Long
Elizabeth Gilbert
Bob Long
Ron DeRosia
Sara Lang

Tom Mangels
Skip Gadwah
Melinda Boutin
Jacob Cochran
Doug Teschner
Doreen Morris
Guy Mitchell
Fred Kaiser
Dylan Farr
Mary Brooks

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

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

- Chair Garofalo added Lori Aldrich and Jim McKinnon to Employee Appearances and letters from the Grafton County Republican Committee, the Grafton County Senior Citizens Council, CASA, and the NH Lottery under Correspondences.

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

CONSENT AGENDA

Approve Minutes of the Previous Meeting

MOTION #2: Graham made the motion and Graham seconded the motion to approve the Minutes of the Select Board Meeting of July 5, 2022, as amended.

- Knapp corrected the Timber Tax.
- TM Codling stated corrected Clark Pond Rd.

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

SCHEDULED PUBLIC APPEARANCES:

- **Lynn Graham:** L. Graham noted that there was a recent newspaper article that stated misleading information confusing Mike from Lynn Graham, which was later corrected. L. Graham noted that comments at the last meeting in no way addressed the letter from the Department of Justice (DOJ) related to electioneering. L. Graham addressed the statements by Bjelobrck and Blaisdell. L. Graham noted that she is in support of Mrs. Roy. L. Graham stated that not only Roy, but other election officials were wearing a “NH Vote Election Official” button. L. Graham stated that Roy wearing a Vote No button is a false claim and a false allegation of electioneering. (Applause)
- **Matthew Bjelobrck:** Bjelobrck stated that he would like to see what action the Board would take because the people of Haverhill need to know that there is no tampering with elections, and the elections are free and fair. Bjelobrck thought it was important for the Board to come out publicly.
- **Regis Roy:** Roy stated that she has done nothing wrong and elaborated on her role and activities during the voting day. Roy noted that she is a Municipal Official according to RSA 41. (Applause)
- **Marilyn Blaisdell:** Blaisdell read from an emailed letter from March 18, 2022, to the Secretary of State about hearing yelling “Vote No on Article 2” at the March 13, 2022, election, which Blaisdell later realized that Roy was an election official.
- **Lorraine Prescott:** Prescott confirmed that Roy had the Vote No button on her jacket when Prescott got out of the vehicle and Prescott heard Roy say, “Vote No on Article 2.”

Chair Garofalo contacted the NHMA (NH Municipal Association) and asked how to address this allegation. Chair Garofalo read from the NHMA lawyer's response:

"...according to RSA 658:44, an election officer, including the supervisor of the checklist, is prohibited from electioneering during their official duties. Any election officer who violates RSA 658:44 is [garbled] a misdemeanor.

The Select Board does not enforce RSA 658:44. That job is delegated to the NH Attorney General under RSA 66.8. Any local official who violates their oath of office by not upholding the law and the constitution of NH, could be removed from office under RSA44:1 and RSA42:1a. The process for removal would be by way of a petition submitted to the Superior Court. In this instance, I would recommend that the Select Board defer to the Cease-and-Desist Order issued by the Attorney General's Office and not have the Select Board undertake proceedings for removal of the checklist supervisor."

MOTION #3: M. Graham made a motion that the Board deny Bjelobrk's request and take no further action, Knapp seconded the motion.

- Williams noted that the Board take the lawyer's recommendation.

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

TOWN EMPLOYEE APPEARANCES:

Lori Aldrich: Aldrich stated that she wishes to nominate Jim McKinnon to be the Deputy Health Officer. Aldrich noted that McKinnon has a construction and assistant fire chief background, so the inspections done for the Health Department are similar to the Fire Department inspections. Aldrich noted that daycare and school inspections are coming up next year.

MOTION #4: Graham made the motion and Williams seconded the motion to approve the Jim McKinnon as the Deputy Health Officer.

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

{Applause}

PUBLIC WANTING TO ADDRESS THE BOARD:

Jay Holden: Holden asked why the Minutes of the July 5 meeting had not been posted. ATM Boucher noted that the draft minutes are available within 5 days of the meeting and the draft minutes are not posted on the website until they are approved by the Board.

Carolyn Hofmann (Haverhill): Hofmann noted that Woodsville has scheduled a special meeting to discuss the \$450,000. Hofmann stated that she would like to see them repaint their trucks with the "Town of Haverhill – Woodsville" to acknowledge that Woodsville is part of the Town. Chair Garofalo suggested that Hofmann attend the Commissioners' meeting.

Melissa Gould (Woodsville): Gould discussed the truck decals. Gould stated that it is important for nastiness between the district and the Town to end. (Applause)

Sylvia Holden: Holden stated that the Board and the Administration works for all of Haverhill.

Steve Wheeler: Wheeler commented that he wanted to address the money for Woodsville and stated that the auditors said that Woodsville had to accept the money.

Jay Holden: Holden commented on the tax money raised by Woodsville for the Fire Department.

Darwin Clogston: Clogston asked if the Board address other electioneering claims. Chair Garofalo replied that the Board will address one case at a time.

Nancy Guy: Guy addressed the environment of the meeting room.

Kevin Robie: Robie comment about political discourse and how it does not have to be polite.

PENDING OLD BUSINESS:

PA-28 Inventory of Taxable Property Chair Garofalo asked the Board for comments. Graham noted that he is “not a big fan.” Graham stated that with the 5-year rolling reassessment, changes in property with no building permit should be picked up. Williams commented that she was not in favor. TM Codling noted that for the Town it is more about people living (renters) at the properties for the residence tax and to understand who lives in Haverhill. ATM Boucher noted that the residents voted to keep the Residence Tax at Town Meeting. ATM Boucher stated that the only cost to the Town is postage; the forms are sent by the state. TM Codling noted that the Residence Tax and the PA-28 form go hand in hand, but Haverhill is assessing the tax but not sending out the form.

Public Comments:

Vickie Wyman: Wyman asked what the point is of the \$10 Residence Tax.

Chair Garofalo asked to look at the cost effectiveness related to managing the form, and he did not think it was viable. TM Codling noted that the Town has advocated for removing the Residence Tax because of the work associated with sending and receiving the requests.

MOTION #5: Chair Garofalo made the motion and Graham seconded the motion to not approve the use of the PA-28 form for 2023.

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

NEW BUSINESS: None.

TOWN MANAGER’S REPORT

TM Codling prepared highlights of her report:

Bath-Haverhill Covered Bridge: Work has begun on the bridge to include the removal of brush from both ends of the bridge, scraping and painting, and replacement of rotten boards. This summer we will be removing the pavement on the approaches to the covered bridge and adding fines and gravel to fill the voids that have developed at the abutments and under the approaches. These areas will not be repaved, but rather be covered in a stay mat surface to allow for proper even drainage at the approaches and through the stone abutments.

Flat Iron Bridge: The Flat Iron Road bridge off Lime Kiln Rd. has been on the State’s red list for the past several years and needs replacement. It is the only Haverhill bridge currently on the State’s red list. Town Administration has been working with NCIC to prepare and apply for the NHDES Culvert Flood Risk Assistance Grant program. If awarded this grant would cover design and

construction of a new bridge in this location. The Town's application was submitted on July 2, 2022.

North Haverhill & Rt. 25 Cross Walks: The Town has been working with the NHDOT on design specifications and locations for the installation of new pedestrian crossings along Route 10 in North Haverhill Village. A state engineer met with me, the Highway Road Agent Colton Grant, Head of Maintenance Jim McKinnon, and North Haverhill District Commissioner David Lackie to review and decide upon locations and discuss options. The sidewalk access will need to be ADA accessible, pedestrian signs and cross walk markings would need to be installed, and street lighting added where there is none. The locations have been identified along Route 10 in North Haverhill. The installation of each cross walk (depending upon elements needed at each location) will range from \$5,000 to \$15,000. The state has agreed to incorporate some aspects of the work into their paving project, which will be done along Route 10 through North Haverhill in 2023. We are awaiting a final decision so that we know what will be left for the Town to install and pay at each location. Select Board member Kevin Knapp and TM Codling will visit with the North Haverhill Commissioners on July 19, 2022, to discuss logistics; however, work will not begin until 2023.

Town Employee Training: On Friday July 15, the Town offered an optional training for employees: "Dealing with Difficult Situations (and People)." This training focused on the difficult situations we face every day, such as angry customer and disagreements with coworkers. It is important for us to handle these situations professionally and communicate in a way that is appropriate for each situation. Although we cannot always avoid difficult situations, good communication skills will allow us to handle them in a better way. Training such as these help employees with self-awareness and are meant to help employees communicate more effectively with each other and with the residents we serve every day. There were ten (10) employees who attended this training.

Haverhill Road Inventory: In 2021, the Town was not able to pursue any highway capital improvement projects due to the failure of Article 02. This event highlighted for us the need to focus on the condition of our highway infrastructure and to begin planning for much needed maintenance and upgrades to Haverhill's roads. We updated our culvert and bridge inventory in 2021 and are updating our roadway inventory now. We are also overhauling and supplementing our road files so that we can begin the development of a comprehensive highway capital improvement plan (CIP). Town Administration and the Highway Department would like to put forward a bond request in 2023 for improvements to the Town's highway infrastructure as part of the overall strategy for highway management and maintenance. More to come on that at a future meeting.

Haverhill Public WiFi Network: In September of 2021, the Town of Haverhill deployed a free public WiFi network along parts of Central Street in the Village of Woodsville. In the summer of 2022, the Town deployed antennae at the Woodsville Community Field. Currently, there are three (3) hosts along Central Street; Vickie Wyman of The Atlantic Real Estate Network; Robert Welsh of Welsh Reality Apartments; and Mike and Brie Choate of Mike's Garage in Woodsville Village. The Town also hosts antenna at the Woodsville Community field providing WiFi at the ball field again so that the community can broadcast youth sports and so we can ensure accessibility for

improved safety. Mosedale Integrated Solutions, our Public WiFi provider, isolated a connection at the Woodsville Community Field specifically for the coaches and public safety, so they can make WiFi calls when needed from the ball field and isolated another connection specifically for those running the July 4th event.

On July 4th there was robust usage of the Town's free public WiFi network, to include:

- 314 regular daily visitors
- 205 weekly visitors
- 150 occasional visitors
- 206 NEW visitors

875 total visitors on July 4th

Visits on that day consisted of:

- 329 visits lasting 5-20 mins
- 221 visits lasting 20-60 mins
- 204 visits lasting 1-6 hours
- 121 visits lasting 6 or more hours

Client Stats for June 2022

TOTAL UNIQUE CLIENTS=278; AVERAGE # OF CLIENTS PER DAY=75; AVERAGE USAGE PER CLIENT=552.3 MB

Client Stats for July 2022 (to date)

TOTAL UNIQUE CLIENTS=2068; AVERAGE # OF CLIENTS PER DAY=315; AVERAGE USAGE PER CLIENT 385.4 MB

Haverhill Broadband Committee: The Haverhill Broadband Committee was organized in December 2021 for the purpose of helping Town Administration prepare for a local “last-mile” build-out of fiber to provide high speed internet to households throughout Haverhill. The committee is focused at this time on three activities: **1.** CAI is mapping all addresses that are served or will be served by the three (3) large Internet Service Providers (ISP). The overlay map will visually identify the areas of Haverhill that are unserved and underserved by current ISPs, which will help the committee to determine the areas that will be included as part of the Request for Proposal (RFP). **2.** Draft and publish a Request for Proposal (RFP) to secure a public / private partnership with an ISP to build-out broadband to all underserved and unserved properties. **3.** Apply and secure grant dollars as part of an overall funding package. With a public / private partnership it will be expected that the chosen entity to invest private capital as part of the funding package. It is the intent of the committee to do everything possible to fully fund a local broadband buildout using grant dollars and private investments, not tax dollars. The Town submitted an application on Friday June 3rd for the Northern Border Regional Commission (NBRC) State Economic Infrastructure & Development (SEID) program grant with a \$1 million dollar ask. The Town received eight (8) letters of support from entities within the community. The Town is utilizing Northern Community Investment Corporation (NCIC) for assistance with grant preparation and management. Information related to both the Grafton County and Haverhill Broadband Committees and their work can be found on the Town's website: https://www.haverhill-nh.com/index.asp?SEC=5AC42E47-9D3F-45CF-9E6E7F3A313651A8&Type=B_BASIC

E-Waste Event: The Town is hosting an electronic waste event on August 20th at the James R. Morrill Building from 9:00 AM to 1:00 PM. During this event residents of Haverhill can dispose of their unwanted electronics such as computers, monitors, microwaves, televisions, air conditioners, batteries, florescent bulbs, and mercury devices for a nominal fee. For more information about this event, residents can call the Town Administration Office.

UNH Installation & Maintenance of Culverts Course: On August 24th, the Town will be hosting an Installation & Maintenance of Culvert course given by UNH at the Clifford Memorial Building. When we host courses for UNH our Highway Department gets to attend and get certified at no cost to the Town.

Town Warrant - Articles 27 and 28: The Town was notified on May 4, 2022, that petitioned Articles 27 and 28 on the Town's 2022 warrant had been disallowed by the Department of Revenue Administration (DRA). On May 24, 2022, the Woodsville District, through their attorney, filed an appeal requesting reconsideration of the DRA's decision. On June 10, 2022, the Town was notified of the appeal and that a hearing had been scheduled for August 1, 2022. On July 5, 2022, the Woodsville District filed its Memorandum of Law with Exhibits. On July 6, 2022, the DRA filed its Memorandum of Law with Exhibits.

Public Safety Needs Assessment: Through 2022, the Town will be evaluating facilities that currently house the Fire and Police Departments to ensure they are meeting the operational needs of those departments. Included in this evaluation will be a review of spatial needs for things such as equipment, vehicles, locker rooms, showers, gear extractors, storage, workstations, and meeting and training spaces. This project will also include a review of grant funding opportunities, site feasibility, staffing needs, and other necessary planning for recommended changes. Town Administration will begin meeting with Fire, Police, and others to begin the needs assessment.

Plumbing Project from July 25 to 29: There will be a large plumbing project underway the week of July 25th at the James R. Morrill Building. The old cast iron pipes, which are failing, will be replaced. This will cause an extended closer of bathrooms in the building. To limit the number of people in the building many SAU and most Town employees stationed in the JRM building will be working remotely. The Haverhill Police Department and Town Clerk will remain open, and the Public Assistance office will be open with limited hours.

Central / Forest Streets Intersection: We have refocused our efforts to prepare for work at the Central Street / Forest Street Intersection. In 2021, the NHDOT verbally approved the Town's excavation permit for Phase one (1) of this project. Phase one (1) is to remove the wide turning lane in front of McDonald's to narrow the intersection and eliminate cross-traffic issues. Work will include the removal of pavement and installation of loam and seed. We are in the process of updating the schedule, updating the estimate for the project needed to post the necessary bond, then we will be able to request final approval from the state on the excavation permit. We intend to complete this work in the summer of 2022. Temporary signs to warn motorists of a change in the traffic pattern will also be installed.

Board and Public comments on the Central / Forest Streets Intersection:

- **Chair Garofalo:** Chair Garofalo noted that the time is running out to get this intersection work completed.
- **Dick Guy:** Guy commented about the Town's liability when working on a state highway area. Chair Garofalo requested legal advice to answer that question. TM Codling noted that the entire project is under the approval of the state.
- **Graham:** Graham stated that he felt that this was not the best solution and asked about the removal of only one turning lane.
- **TM Codling:** TM Codling discussed that there could be nine possible turning vehicles a one time at that intersection, and she discussed the changes that are planned.
- **Vickie Wyman:** Wyman asked why the intersection does not have a traffic light.
- **TM Codling:** TM Codling noted that the state, the Town, and the District met in 2019 to discuss the use of a light at the intersection, and the state noted that the intersection was not part of their 10-year plan and offered a minimized plan that the Town would initiate.
- **Graham:** Graham noted that it is time for a new study of the intersections in Woodsville, such as incorporating a round-about. Graham suggested the parties get together to discuss options. Graham asked for the Commissioners who are present to offer their comments on making Forest St. one-way.
- **Steve Wheeler:** Wheeler petitioned the Commissioners to make Forest St. a one-way street.
- **TM Codling:** TM Codling discussed options for the roadways and that the one-way is a good suggestion and agreed to have another meeting of the parties and noted that she will meet with the Woodsville Administrator.
- **Steve Wheeler:** Wheeler suggested TM Codling meet with Kevin Shelton.
- **Chair Garofalo:** Chair Garofalo asked the Board about next steps.
- **Knapp:** Knapp noted that the Board should talk to the Precinct.

Grant Activity: Grants pay for the products and services the town provides and or allows us to do things that we otherwise would not be comfortable asking residents to pay for through taxation. The Town of Haverhill grants either applied for and/or awaiting award in 2022:

- Locality Equipment Purchase Program – Police Cruisers (\$50,000.00)
- FAA/AIP – Runway Pavement Maintenance (\$105,468.00 / in-progress / will be awarded)
- BIL/AIG – Airport Capital Improvement Plan (CIP) projects (\$110,000.00 X 5 years)
- ARPA – Welfare & Highway overruns & equipment for the Haverhill PD (\$238,000.00)
- EPA – Decontamination & remediation of 42 Railroad Street (\$25,000.00 / pending award)
- Brownfield – Decontamination and remediation of 42 Railroad Street (\$85,000 / pending award)
- NHDOS – Traffic Enforcement Grant (Mobile Data Terminals) (\$7,528.00 / pending award)
- NHDOS – E-CRASH Grant - Barcode Scanners for ID (\$5,969.00 / pending award)
- NHDOS – LIDAR Speed Units & Portal Speed Displays (\$4,498.00 / pending award)
- FAA/AIP – Land Acquisitions & Easements for Runway Safety (\$\$\$ pending P&S)
- NBRC – Haverhill Last-Mile Broadband Network (\$17 M project / grant for \$1M max pending award)

- ICMA – 2022 ICMA Conference Grant (\$1,500 to fund TM attendance at the annual conference / pending award)
- Culvert Flood Risk Assistance Grant (\$750,000) for Flat Iron Road Bridge replacement

NOTE: There is \$530,000.00 AIP grant funds in the Dean Memorial Airport's (5B9) AIP account for Capital Improvement Plan (CIP), which includes the FAA/AIP Land Acquisition & Easements project listed. Every year another \$150,000.00 is added to the AIP account for CIP projects at 5B9 as well as access to non-discretionary funds if needed.

Department Head Reports:

Tax Collector – Tax collector is working with residents whose properties were tax deeded to repurchase their properties. Some will be assisted through the Housing Assistance Program (HAP). NOTE: Tax Office hours have changed to Tuesday & Wednesday 9:00 AM to 4:30 PM.

Highway Department – Installed a large culvert on Daniels Road to mitigate water flow issues that have caused extensive flooding in that area for years. Started roadside mowing and continued ditching. Installed a stop ahead sign on French Pond Road to warn trucks of the upcoming stop at Benton Road.

Dean Memorial Airport – The airport had its annual safety inspection by the NH Bureau of Aviation, the report is pending, but we are not expecting any new findings. Fuel prices have been rising, once we get our recent fuel delivery, the price per gallon at the pump will be increasing significantly. Airport Community Awareness Day is scheduled for September 10, 2022.

Emergency Management – Attending regular EMD calls with the state. Focusing on long range planning for a fully equipped Emergency Operations Center (EOC) and beginning needs assessments for the Fire and Police departments.

Maintenance Department – Working on addressing sewer system issues including the repair of one pump at the sewer station, the messaging system, air release vacuum valves on the sewer main. Finished installation of two new doors for the JRM gymnasium. Working at the covered bridge to replace rotten boards, painting, and brush clearing. Mowed tax deeded properties in No. Haverhill. Many other miscellaneous projects throughout Town facilities.

Parks & Recreation Department – HARP summer camp program is underway with just under 70 children signed up for full and part time attendance. Other summer programming includes, the community garden, concerts at RR Park, corn hole, pickle ball, drums alive, line dancing, walking groups, and more.

Public Health – Took a ride with the Health Officer to review locations in Town that are in need of being addressed: junk yards, unregistered cars, dilapidated structures, and other health concerns. Working with a landlord in Woodsville to mitigate health issues. Still working with State and Federal Agencies on 42 Railroad Street.

Town Clerk – Organized and hosted the placement of a commemorative marker on the grave of Ebenezer (Phillip) Mackintosh in the Horse Meadow Cemetery. Will be scheduling and holding interviews in the coming weeks for a new Deputy Town Clerk. NOTE: Town Clerk Office hours have changed, the office is now closed on Fridays.

Welfare Department –

Emergency Shelter Client Updates: The town has had no payments for emergency shelter housing for the last two weeks however we do have 2 bills for June for 2 homeless individuals to stay at

All Seasons for 3 days (2 separate rooms) who work in Woodsville and have applied for NHERAP. I also just submitted a bill for a person at Tyler Blain Shelter (#479). Currently a total of 6 client rooms in two motels, 2 clients (2 rooms) at Eastgate Motel in Littleton and 7 clients (4 rooms) at All Seasons Motel and the in Woodsville who are homeless and are all approved and paid for by TCCAP through the NHERAP. This was a savings for the town for the month of May of \$33,006.30 paid to the All Seasons/Nootka and \$13,562.60 paid to the Eastgate Motel by Tri-County CAP for the NHERAP. I have yet to receive the bills for June. We have one client who left the All-Seasons Motel for permanent housing in the last two weeks, and another who was just turned down for the apartment they had applied for after being fired from a local business while the apartment's landlord was present. The client at the Nootka had a room as a result of leaving a domestic violence situation with her children that were being paid for by TCCAP, however, her partner was issued a no-trespass order and she and the children returned home. I then had a call from the person's partner requesting housing as he is now homeless. He was referred to the emergency shelter at Tyler Blain.

General Assistance Client Updates: In the last month, the town received approval for the payment of property taxes for 4 homeowners who applied for HAP (Homeowners Assistance Program), and the town did not end up having to deed their property. I received news that the program will cover deeded properties as well, and I have assisted two more applicants in the last two weeks with the HAP. The NHERAP (New Hampshire Emergency Rental Assistance Program) requires participants to re-apply every 3 months and I have assisted 3 more clients in the last 2 weeks with the reapplication process. I have continued to provide updated utility bills for clients on the NHERAP to TCCAP for payment. I issued two vouchers (clients #478 and #318) for food to Aldrich's Store for 2 clients that had no income and who have accessed the food shelf and are awaiting approval for SNAP benefits. I also finished the updates to the welfare guidelines with TM Codling, and the Select Board approved the changes on July 5, 2022.

Town Fire Department –

1. The HFD held a successful driver training last month at the Grafton County Complex. We were able to train 15 new drivers on basic driving skills.
2. On August 6th the HFD will be hosting a charity softball game at the middle school. Proceeds will be donated to CHAD. We will have trucks on site for families to view as well as a food truck.
3. The HFD updated all our radio chargers on the fire trucks. We also took delivery of three (3) new portable radios.
4. The HFD finally received our new recruitment banner, which is now hanging on the front of the North Haverhill fire station.
5. The HFD will be flushing all the "dry" hydrants in town Monday night.
6. The HFD has started planning an incident command class to take place during August drill.
7. The HFD will host a fundraiser steak dinner for renters at the fairgrounds.
8. The HFD will hold its annual super raffle and awards dinner on August 27th at the Clifford Memorial Building. All town employees are invited to attend for the dinner.

Police Department –

1. Rifle familiarization completed.

2. One Conex cleaned and removed.
3. New target stands received. 4
4. Gracie Defense certification completed (Great job Mac and TY).
5. Next scheduled details (DWI August).
6. Totes received for evidence room.
7. June 25th Millennial run completed.
8. Evidence Room replenishment underway.
9. New Officer in August Academy training going well.
10. Addition of 2022 Thanksgiving food collection.
11. Still seeking Part time Animal Control officer / advertised.
12. Still seeking Sergeant and/or Officer / advertised.
13. Two cruisers awaiting upfit; one cruiser awaiting delivery.
14. Detective Training (Interview) set for September.
15. Inhouse BJJ training continues for those expressing interest.
16. HCMS Graduation 1300 June 15 completed.
17. Elementary school safety day 1230-1430 completed.
18. June 17 0830-1000 HS Alice training completed.
19. June 7 Elementary School Alice training completed.
20. New Chief Audit completed and very successful June 27.
21. Prouty Ride was July 09 0800-1030.
22. Ridgeline training competition August.
23. New Summons ordered (to simplify Officers' work).

ASSISTANT TOWN MANAGER'S REPORT

ATM Boucher reported on her departments:

Finance Department

- ATM Boucher noted that the Town's 2020 audit is underway, and with the auditors having all the information they need, they could be in the Town offices for only 1 day.

Legislative Bills in Process:

- SB401 (appropriation of \$36M for bridges, \$30M for highway block grants, and \$1M for body-worn and dash cameras) has passed the legislature and is awaiting the governor's signature.
- HB1221 (contribution to the state retirement system of 7.5% for Group I and Group II state employees) has no update at this time.

NH Retirement System:

- The NHRS has certified the employer contribution rates for FY24 and 25: Group I will decrease from 14.06% to 13.53%, and Group II will decrease from 33.88% to 31.28%.

Homeland Security

- FEMA has obligated the remaining funds for the Clark Pond Rd. project. The award letter is in process for \$414,000.

Tax Collector

- Justin Boulter will be attending a PRIMEX training this week.

Northern Borders Grant

- The Town submitted the grant on July 2, 2022, with no additional follow up at this time.

Assessing Department

DRA Meetings Courses

- Haverhill will host two DRA meetings on Tuesday, July 26, from 9:00 AM to 12:00 noon discussing Current Use Criteria, and the afternoon class from 1:00 PM to 4:00 PM is on Excavation and Timber Tax.

Planning Board

- The Planning Board will be meeting Tuesday, July 26 for their regularly scheduled meeting, and will be discussing three subdivision applications and one lot line adjustment. Clerk Bligh is updating the *Subdivision Regulations* with the Planning Board members' revisions. A Public Hearing for Town residents related to the Community Survey results will be held on Thursday, September 15 at 7:00 PM at the CMB.

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 to date, \$5,014,989.07 has been collected on the 2022 first-issue tax bills leaving a balance due of \$513,327.88. The Welfare Administrator and Tax Collector are working on the payment status of Tidal Basin remaining two properties, and the confirmation has been requested by Tidal Basin for pay-off amounts.

Veterans' Elderly Tax Credit

ATM Boucher noted one tax credit had been denied for a veteran, and it was found that the individual does qualify. ATM Boucher requested that the Board vote to apply the tax credit to this veteran.

MOTION #6: Williams made the motion and Graham seconded the motion to approve the Veterans' Tax Credit for Jacob Page for 2022.

Roll Call Vote: Knapp (Aye), Williams (Aye), Graham (Aye), Chair Garofalo (Abstained). Three approved and one abstained, and the motion passed.

Follow Up from Last Meeting

- TM Codling noted that the letter has been sent to the religious organization with Charitable and Religious tax credits. TM Codling noted that the organization has 30 days to respond.

COMMISSION AND COMMITTEE REPORTS:

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

Knapp (Planning Board) – Knapp noted that there is nothing except what ATM Boucher has said.

Graham (Airport Zoning Commission [AZC]) – Graham noted that the Commission was making plans for the Airport Awareness Day.

Williams (Zoning Board of Adjustment) – Williams stated that the Zoning Board has not met.

Graham (Fire Department Committee) – Graham noted that there have been no meetings.

CORRESPONDENCE:

- Grafton County Republican Committee – Chair Garofalo read a letter from the Committee complimenting the Town on the patriotism and community spirit of the 4th of July event in Woodsville.
- Grafton County Senior Citizens Council – Chair Garofalo read a letter of thanks for their funding request.
- CASA – Chair Garofalo read a letter thanking the Board and the Town of Haverhill for their funding.
- NH Lottery – Chair Garofalo read a message from the NH Lottery announcing recent changes (HB355) in which establishments who sell lottery ticket can sell Keno 603.

COMMENTS BY SELECT BOARD MEMBERS:

Graham: No comments.

Williams: No comments.

Knapp: Knapp asked about the Parks & Recreation school bus. TM Codling replied that the Director is recruiting a driver.

Chair Garofalo: Chair Garofalo stated that there are two Nonpublic Sessions scheduled for tonight.

ADJOURN Public Meeting:

MOTION #7: Garofalo made the motion and Graham seconded the motion to adjourn the public meeting at 7:50 PM.

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

NONPUBLIC SESSION #1:

