

**Town of Haverhill
Select Board Meeting
MINUTES
Monday, September 12, 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), Vice Chair Steve Robbins (Here), Chair Fred Garofalo (Here). A quorum was met.

Town Employees Present:

Town Manager (TM): Brigitte Codling

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

Members of the Public Present

In Person:

Greg Mathieson

Shawn Bigelow

Dawn Lavoie

Joe and Margo Longacre

Ed Ballam

Howard Hatch

Matthew Bjelobrk

Ann Bjelobrk

Online: TBD

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

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

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

CONSENT AGENDA

Approve minutes from the previous meetings

MOTION #2: Chair Garofalo made the motion to approve the Minutes from August 29 meeting as amended. Vice Chair Robbins seconded the motion.

- Chair Garofalo noted that on the August 29 Minutes (Pages 20 and 21, Discussion, bullet 2) ATM Boucher added additional wording for a statement she made, as follows: "It had been mentioned earlier in the meeting that the Town would have to send out supplemental bills if the town appealed the tax rate and the DRA reversed their decision. However, in talking with Jamie Dow at the DRA this may not be the case. Jamie said that she believes appealing the tax rate will delay the 2nd issue tax bills from going out at all until the appeal has been decided. Which means that we could be looking at tax bills going out in 2023 and the Town would be looking at possibly taking out a TAN and payments to the village districts would be delayed, which we don't want to do."
- Williams addressed a change on page 3 under Carolyn Hofmann bullet in which *Hartman* was used three times.
- Graham noted that certain people are getting eight to ten lines of text and others are getting two and one-half lines. Graham noted that we talked about keeping statement minimal, and he does not see that happening. Graham suggested re-reviewing the video/audio and redoing the minutes. Chair Garofalo asked if he referred to the public or the Board. Williams responded that the meeting is to be summarized, especially as seen in the Work Session. TM Codling noted that Minutes are not a transcription, but a summary.
- Chair Garofalo asked to have the minutes annotated for online posting that they are a draft.
- Vice Chair Robbins clarified the request that the minutes transcriptionist is to re-review the tape and re-review the text. Graham noted it was a suggestion.
- TM Codling noted that the minutes are a summary unless a decision is made.
- Graham recommended not approving the minutes until they are reviewed and revised.

Voice Vote: Not taken. The Motion died.

MOTION #3: Chair Garofalo made the motion to approve the Minutes of the September 6 (Work Session) as written. Williams seconded the motion.

- Williams noted issues with the bullet points.
- Howard Hatch noted that it is very important to have direct quotes from the audience to make sure what is said is correct.

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

SCHEDULED PUBLIC APPEARANCES: None.

TOWN EMPLOYEE APPEARANCES: None.

PUBLIC WANTING TO ADDRESS THE BOARD:

- **Greg Mathieson** asked previously for the Airport Camping policy and the terms and conditions of the \$1 million grant, which he did not receive. Mathieson asked the Airport Manager to put in a NOTAM for his skeet shooting range. TM Codling discussed the use of NOTAMs. Mathieson asked to get the approved RFP documents from the last Broadband meeting. TM Codling and Mathieson discussed the details and timing of grant contracts.

- **Howard Hatch** noted that the shotgun would be out of range of the aircraft.
- **Ed Ballam** asked it is determined to become a voting or a non-voting member on the Public Safety Assessment committee.

PENDING (OLD) BUSINESS:

Public Relations Policy (Third Reading)

Chair Garofalo asked for comments from the Board.

Discussion:

- The importance of factual statements to the press and the history of issues with the press were discussed.
- Chair Garofalo noted that this policy seems restrictive, especially to the Town staff members, and he stated that he will not sign the document.
- Williams noted that it is a matter of trust with the press.
- Dawn Lavoie (Haverhill Corner) stated that this policy is an attempt to silence the press and Town employees.
- TM Codling discussed the trust between the current Board and the Administration.

MOTION #4: Williams made the motion to reject the Public Relations Policy as written. Chair Garofalo seconded the motion.

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

NEW BUSINESS

Request for Proclamation for Childhood Cancer Awareness Week

Chair Garofalo stated that this Awareness Week is from the Kids Cancer Connection, and read the following:

PROCLAMATION

WHEREAS, the American Cancer Fund for Children and Kids Cancer Connection report cancer is the leading cause of death by disease among U.S. children between infancy and age 15. This tragic disease is detected in more than 16,000 of our country's young people each year; and

WHEREAS, one in five of our nation's children loses his or her battle with cancer. Many infants, children and teens will suffer from long-term effects of comprehensive treatment, including secondary cancers. An estimated 400,000 children and adolescents are diagnosed with cancer globally each year; and

WHEREAS, founded nearly thirty years ago by Steven Firestein, a member of the philanthropic Max Factor cosmetics family, the American Cancer Fund for Children, Inc., Kids Cancer Connection, Inc. along with Lions Clubs International are dedicated to helping these children and their families; and

WHEREAS, the American Cancer Fund for Children and Kids Cancer Connection provide a variety of vital patient psychosocial services to children undergoing cancer treatment at The Children's Hospital at Dartmouth-Hitchcock Medical Center, Dartmouth-Hitchcock Norris Cotton Cancer Center in Lebanon, as well as participating hospitals throughout the country, thereby enhancing the quality of life for these children and their families; and

WHEREAS, the American Cancer Fund for Children and Kids Cancer Connection also sponsor toy distributions, Laughter noon - Laughter is Healing, positive appearance programs, pet-assisted therapy, KCC Supercar Experience, educational programs, and hospital celebrations in honor of a child's determination and bravery to fight the battle against childhood cancer.

The Town of Haverhill Select Board proclaims September 25 - October 1 as Childhood Cancer Awareness Week in Haverhill.

MOTION #5: Vice Chair Robbins made the motion to proclaim September 25 to October 1, 2022, as Childhood Cancer Awareness Week in Haverhill. Williams seconded the motion.
Voice Vote: All approved, none opposed, none abstained. The motion passed unanimously.

Review and Approve Assessing RFP

MOTION #6: Vice Chair Robbins made the motion to approve the Assessing RFP as written. Knapp seconded the motion.

- Graham asked about insurance liability policies for the assessor, including additional insured status and liability limits. TM Codling discussed the Town’s policy for negotiating contracts and asked Graham what risks would be covered. Discussion continued. TM Codling suggested that the Board review the limits when the proposals are submitted.

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

Review and Approve the Broadband RFP

TM Codling introduced the RFP with a proposed schedule. Chair Garofalo asked who the selection committee is, and TM Codling replied that the Broadband Committee will review the proposals and make a recommendation to the Board.

MOTION #7: Vice Chair Robbins made the motion to approve the Broadband RFP as written. Vice Chair Robbins seconded the motion.

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

Hardship Abatement Policy and Application

TM Codling noted that this policy and application clarify a process gap in the Town’s administrative policies. Chair Garofalo asked if this policy needs to go to a Public Hearing. TM Codling noted that this is in the category of a Town ordinance. The Administration would make sure the applicant qualifies before it is brought before the Board for the Board to vote. Discussion continued related to who researches the qualification criteria in the application. TM Codling suggested a revision to the policy document removing the text “6. ... along with a written recommendation.” Discussion continued.

MOTION #8: Williams made the motion to approve the Hardship Abatement Policy and Application as written. Vice Chair Robbins seconded the motion.

- Graham noted that Section 8 gives the Board the final approval.

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

TOWN MANAGER’S REPORT

(The complete Report is available as an Addendum; see page 8.)

Needs Assessment Committee

TM Codling discussed the purpose of the Public Safety ‘Committee, which is to do an internal needs assessment of the space requirements for the Haverhill Fire Department and stations and the Haverhill Police Department. TM Codling noted that grant opportunities will be researched, and staffing needs will be assessed. TM Codling noted that Deputy Fire Chief Shawn Bigelow was in attendance with Police Chief Appleby unable to attend. TM Codling announced the Public Safety Facilities seminar in November, which Chief Appleby and Deputy Chief Bigelow will attend.

TM Codling announced the committee members:

Voting members:

1. David Appleby, Chief of Police
2. Lorie Aldrich, Haverhill PD Administration
3. Phil Blanchard, Town of Haverhill Fire Chief
4. Shawn Bigelow, Asst Chief of North Haverhill Station
5. Brigitte Codling, Town Manager & EMD
6. Steve Robbins, Select Board ex-officio

Non-voting contributors:

1. Jennifer Boucher, Asst Town Manager (*financial*)
2. Mike Bonanno, Deputy Emergency Management Director
3. Keith Charpentier, Asst Chief of Haverhill Corner Station
4. Justin Henson, Asst Chief of Administration
5. Matt Bjelobrk, Airport Commission Member
6. Don Hammond, Fire Fighter
7. Ed Ballam, Public

Discussion:

- **Ballam** noted that more public and Select Board input is needed.
- **TM Codling** noted that many Public Meetings will be held, and discussed in detail the next steps.
- **Graham** recommended adding a broader group of people to the committee.
- **Ballam** suggested the possibility of subcommittees, including the Planning Board.
- **Chair Garofalo** recommended to bring stages of development to the committee, which will include the public on the committee.
- **Lavoie** asked how to limit the public.
- **M. Bjelobrk** discussed the important role of the core committee members who have the training to develop the Needs Assessment, which would be followed by a Public Hearing.
- **Vice Chair Robbins** agreed that a few members of the public on the committee would be worthwhile.
- **TM Codling** suggested that the core group come up with the Needs Assessment and then the committee is opened to the public.

TM Codling continued with the Report:

- The fall **Newsletter** is underway. Brittany Grant is taking the lead on the Newsletter.
- **E-Waste Event** was successful on Saturday, August 20, with 10 pallets of waste.
- **Blackmount Trail** work will begin October 11. Recreation Director Sargent is seeking sponsorships for the dedication granite benches and possibly lights along the trail beyond the 10-foot trail boundary.
- On August 24, the Town hosted an **Installation & Maintenance of Culverts** course given by UNH.
- Free **Public WiFi** along Central Street in 2021 and at the Woodsville Community Field in 2022 is still seeing robust usage, and the airport now has free public WiFi.
- The **42 Ammonoosuc Street Demolition Project** is complete. Graham noticed the work and said, “Nice job.” TM Codling noted that the abutter is interested in purchasing the lot, but the lot must remain open space for a period of 20 years.
- The **Haverhill Broadband Committee** just had their RFP approved by the Board.
- **Safe Streets 4 All – Action Planning grant** preparations are underway with the due date on September 15.
- **Department Heads**
 - **Dean Memorial Airport Awareness Day** was held on Saturday, September 10, with 54 children participating in free airplane rides.
 - **Highway Department** – Focused on ditching, roadside mowing, and roadside tree removals.
 - **Maintenance Department** – Working on improvements to the tax collector’s workspace for security and safety of the staff. The doors on the Morrill building gym have been replaced, which included windows for safety purposes. Contractor Peter Fullerton removed the heating pipes in the Center Haverhill Armory, and Jim McKinnon can resume renovations. McKinnon is continuing to retrofit existing florescent light fixtures with LED upgrades at the Morrill Building, and negotiated a fuel contract for the municipal buildings.
 - **Parks & Recreation Department** – There are lots of fall activities coming up including fall soccer club, preschool play group, concerts at Railroad Park, morning stretch, drums alive, and more.
 - **Public Health** – Still working with state and federal Agencies on 42 Railroad Street.
 - **Town Clerk** – Election are Tuesday, September 13 at the Morrill building. The office is closed from 9-22 to 9-30 for vacation. new deputy, Carole, started her training and is acclimating to the office.
 - **Welfare Department** – Valerie sent updates on Emergency Shelter clients.
 - **Town Fire Department** – Held a successful Firemen’s Steak Dinner fundraiser, participated in the Dean Memorial Airport Awareness Day event, holding monthly trainings, fire fighter meetings, and officer meetings.

extractors, storage, workstations, meeting & training spaces, and more. This effort will also include a review of grant funding opportunities, site feasibility, staffing needs, and other necessary planning for recommended changes.

Quarterly Newsletter:

Town employees are in the process of drafting the second Town of Haverhill Newsletter. We received a lot of positive feedback about the first newsletter. We encourage residents to reach out and let us know what you would like to see in future newsletters. Our goal is to make sure we are disseminating useful information to Haverhill residents through the newsletter.

E-Waste Event:

The Town hosted an electronic waste (e-Waste) event on Saturday August 20th at the James R. Morrill Building from 9:00 am to 1:00 pm. During this event residents of Haverhill disposed of unwanted electronics such as computers, monitors, microwaves, televisions, air conditioners, batteries, florescent bulbs, and mercury devices for a nominal fee. TM Codling, Jake Cochran of Maintenance, and Sherri Sargent of P&R worked this event.

SR #		DATE RCVD.	DESCRIPTION		QTY.
188232		8/20/2022			
			Battery - Alkaline (Recycle)		16 pounds
			Battery - Nickel Cadmium/Nickel Metal Hydride		4 pounds
			Battery - Lithium Ion (Recycle)		8 pounds
			Elec. Equip. - Computer/Electronic Equipment Mixed		2,802 pounds
			Elec. Equip. - Televisions- Projection/Console/Standard		2,393 pounds
			Elec. Equip. - Microwave (Recycle)		2 units
			Elec. Equip. - Air Conditioners - Small (Recycle)		2 units
			MCMA - Mercury Devices- 5 Gallon Container (Recycle)		1.5 gal pails

Blackmount Trail Upgrades:

Paige Excavating won the bid for this project and will begin work the week of October 11th. The work to be performed this year will include to widen, level, and resurface the trail between Augies Take-a-Break to Mace Hill. Additionally, the Parks & Recreation (P&R) Department, Highway Department and Maintenance Department are working on this project. The team is looking for sponsorships for the installation of dedication benches. Also, when funding allows, there will be lighting installed along the trail. P&R is also working with NCIC to identify, apply for, and hopefully obtain grant funding to offset the cost of this work.

UNH Installation & Maintenance of Culverts Course:

On August 24th the Town hosted an Installation & Maintenance of Culvert course given by UNH at the Clifford Memorial Building. The Town’s Highway Department employees attended this course at no cost to the Town of Haverhill.

Haverhill Public WiFi Network:

The Town of Haverhill deployed free public WiFi along Central Street in 2021 and at the Woodsville Community Field in 2022. Currently, there are three (3) hosts on Central Street; Vickie Wyman of The Atlantic Real Estate Network; Robert Welsh of Welsh Reality Apartments; and

Mike & Brie Choate of Mike’s Garage in Woodsville Village. Usage of the system is robust and consistent.

	Total Unique Clients	Avg# of Clients per Day	Average Usage per Client
Current count	953	298	387.5 MB

42 Ammonoosuc Street Demolition:

On September 7th C.W. Whitcher demolished the house at 42 Ammonoosuc Street. Final cleanup of the lot is underway now and nearly finished. GEM Environmental performed the asbestos removal/remediation. Once the lot is clear, the Town can negotiate the sale of the lot to an abutter. If the lot is sold to an abutter the lot must remain open space for no less than 20 years for the purpose of “preserving open space and reducing development density”.



Before

After

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 nearly done 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. Looking to publish the Request for Proposal (RFP) to secure a public / private partnership with an ISP to build-out broadband to all underserved and unserved properties.
3. Continue to 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 was awarded a \$1 million dollar grant by Northern Boarder Regional Commission (NBRC) State Economic Infrastructure & Development (SEID) program. The Town is utilizing Northern Community Investment Corporation (NCIC) for assistance with grant preparation and management.

Information related to both the Grafton County & 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-9E6E-7F3A313651A8&Type=B_BASIC

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.

Below is a list of grants the Town of Haverhill has pursued in 2022:

PREPARING -

- Safe Streets 4 All – Action Planning grant preparations are underway. I am working with NCIC on completion of the application, which is due on September 15th. The goal of this grant is to develop a holistic, well-defined strategy to prevent roadway fatalities and serious injuries within Haverhill. The final deliverable would be a formal Action Plan.

AWARDED -

- Locality Equipment Purchase Program – Police Cruisers (\$50,000.00)
- 2022 ICMA Conference Grant - TM Attendance (\$1,500.00)
- FAA/AIP – Runway Pavement Maintenance (\$105,468.00)
- 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)
- MMNH - Jessie Levine ICMA Annual Conference Scholarship (\$1,500.00)
- NBRC – Haverhill Last-Mile Broadband (\$1,000,000 million)

PENDING AWARD -

- EPA – Decontamination & remediation of 42 Railroad Street (\$25,000.00 / pending award)
- Brownfield – Decon & 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)

NOT AWARDED -

- Culvert Flood Risk Assistance Grant (\$400,000) for Flat Iron Bridge replacement grant was not awarded, we will have an exit interview to assist us with reapplying next year.

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:

- ❖ **Dean Memorial Airport** – Dean Memorial Airport Awareness Day was held on September 10th. There were 6 pilots that took 54 children for free airplane rides, many for the first time. There were helicopter rides for a fee, static airplane displays, and a black hawk helicopter. The Haverhill Police and Fire Departments were also on-site. It was a wonderful event for the community.
- ❖ **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.
- ❖ **Highway Department** – Focused on ditching, roadside mowing, and roadside tree removals.
- ❖ **Maintenance Department** –
 1. Working on improvements to the tax collector's workspace to ensure it is safety compliant.
 2. Working on modifications to the police department for added safety and security to their workspace.
 3. Mowing and brush clearing at Railroad Park and other town owned properties.
 4. Took delivery of and installed temporary construction fencing at 42 Railroad Street property. The fencing of the site is a requirement of State and Federal agencies that will be conducting the demolition and remediation of the area.
 5. Contractor Peter Fullerton performed asbestos removal/remediation of the old steam heating pipes in the Center Haverhill Armory. The cost of this project (\$ 15,000) which is below the 2022 maintenance budget line for this building. The removal of this material will allow any future work at this building to proceed.
 6. Continuing to retrofit existing florescent light fixtures with LED upgrades at the Morrill Building. This provides better lighting and should reduce energy costs somewhat, will reduce maintenance costs by reducing bulb replacements and eliminating ballast replacements.
 7. Heating Fuel contract for the upcoming heating system has been signed with Dead River. Propane price is \$ 1.85 / gallon, Heating oil is \$ 3.88 / gallon.

8. Assisted the Recreation Dept and other town departments with set up and cleanup of numerous events and meetings. (tents, tables, chairs, logistics, etc.)
9. Received several notifications from dig-safe regarding excavation projects throughout town, made site visits when needed where there are town owned or managed utilities to locate and mark area, dig safe notifications within the Mountain Lakes district are forwarded to the Mountain Lakes office, notifications within the Precinct of Haverhill Corner district are forwarded to their contracted company (Boutin P&H).

❖ **Parks & Recreation Department** – There are lots of fall activities coming up including fall soccer club, preschool play group, concerts at Railroad Park, morning stretch, drums alive, and more.

❖ **Public Health** – Working on evaluating 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** – Election Training was hosted by Haverhill at CMB on 8/26/2022. We had 68 participants from many towns. My new deputy, Carole, started her training and is acclimating to the office. The Town Clerk's Office will be closed from 9/22 – 9/30, as I will be on vacation. The Primary is September 13th from 8 - 7pm.

❖ **Welfare Department** –

Emergency Shelter Client Updates

The town had no payments for emergency shelter housing for the last two weeks. Currently a total of 6 client rooms in two motels, 4 clients (3 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 August 2022 of \$31,616.70 paid to the All Seasons/Nootka and \$17,826.65 paid to the Eastgate Motel by Tri-County CAP for the NHERAP. We have two clients, a couple, (#433) who are scheduled to leave the All Seasons Motel, as they have found an apartment, however, two new clients (1 room) have taken their place. The new clients immediately applied for the NHERAP and will not be paid for by the town. TCCAP sent a homeless outreach coordinator, Naomi Smith, to visit the shelter housing participants on 8/15/22 at the All Seasons Motel to fill out DHHS applications for housing vouchers and to go over new guidelines for reporting efforts to find housing and employment.

General Assistance Client Updates

In the last two weeks, the town received approval for the payment of property taxes for 1 more homeowner who applied for HAP (Homeowners Assistance Program). I have assisted one more applicant from the Bath area in the last two weeks with HAP that was behind on her property taxes and facing deeding of property. The HAP program paid the taxes in arrears to the town of Bath for the applicant. I have assisted two more new applicants for the NHERAP. The NHERAP (New Hampshire Emergency Rental Assistance Program) requires participants to re-apply every 3 months and I have assisted six more clients in the last two

weeks with the re-application process. I have continued to provide updated utility bills for clients on the NHERAP to TCCAP for payment. I assisted with three fuel assistance applications and one SNAP application in the last two weeks. I am currently working with the Community Development Finance Authority (CDFA) to address the issue of affordable housing in the Town of Haverhill. The CDFA's Recovery Housing Program and Council on Housing Stability Projects Specialist, Kirsten Barton, and the Program Coordinator, Betsy Benito held a preliminary community "mapping" session in our area to assess the need for assistance with increasing opportunities for low to moderate-income affordable housing. This was a virtual meeting with community partners, and a follow-up meeting next week will include Harrison Kanzler- Executive Director of AHEAD, Lori Aldrich- Haverhill Health Officer, Chief Appleby- Haverhill PD, Erik Becker-211 Shelter Services Program Director, TRI County Community Action Program & Program Manager Tyler Blain Shelter, Naomi Smith- Program Manager- Burch House Shelter, TRI County Community Action Program, Eric Murray -DHHS, Adult Protective Service Worker III- Littleton District Office, Sheretta Davis-Homeless Outreach Program Director, TRI County Community Action Program, Mariah Coulstring, BA, CPS-Drug-Free Communities Project Coordinator, North Country Health Consortium, Maryanne & David Robinson-Owners of All Seasons Motel & Nootka Lodge.

❖ **Town Fire Department –**

1. Held a successful Firemen's Steak Dinner fundraiser.
2. Participated in the Dean Memorial Airport Awareness Day event on September 9th.
3. Holding monthly trainings, fire fighter, and officer meetings.

❖ **Police Department –**

- ✓ Good work on Speed and DWI Details
- ✓ Final review of the SOP's pending implementation
- ✓ Active Shooter training items received
- ✓ Mobile Radars received and one mounted (Thank you Colten)
- ✓ Speed Details Available till October
- ✓ Evidence room clean up nearing completion (Good work Det Elliott and Admin Asst. Defosse)
- ✓ New Officer Elliott doing great in the Academy
- ✓ Addition of 2022 Thanksgiving food collection
- ✓ Burglary pamphlet ordered
- ✓ Still seeking Part time Animal Control officer // advertised
- ✓ Still seeking Sergeant and/or Officer // advertised
- ✓ Winter Uniform Pants and Shirts ordered
- ✓ Detective Training (Interview) set for September
- ✓ Supervisor Training for Cpl. DiDomenico Scheduled for November
- ✓ Inhouse BJJ training continues for those expressing interest
- ✓ Cruiser fulfillment any day now..... (fingers crossed)
- ✓ Aug Scheduling for Active shooter training (Will not occur this month)
- ✓ September Scheduling for Defensive Tactics training (Off Brown is working on this)
- ✓ Ridgeline training competition August completed (4th Place, but Team attitude was A+)

- ✓ Cruiser Maintenance in process
- ✓ New Summons ordered (To simplify Officers work)
- ✓ Implemented Bail Commissioner on-line procedure to assist Officers
- ✓ Directed School patrols to improve safety implemented