

**Town Manager's Report
to the Select Board
Tuesday May 26, 2020**

Town of Haverhill Fire Department:

At Haverhill's Annual Town Meeting the Town voted to create the Town of Haverhill Fire Department and accept both the North Haverhill and Haverhill Corner Fire Departments should the two precincts independently at their Annual Precinct Meetings vote to relinquish their fire departments so they can become part of the Town Fire Department. Subsequently, North Haverhill at their Annual Precinct Meeting voted to do just that and so the North Haverhill Fire Department will become the first station to join the Town's new Fire Department. At the Haverhill Corner Precinct Annual Meeting the residents of that precinct will vote on a warrant article asking residents whether they wish to join the Town Fire Department.

Development of the new Town of Haverhill Fire Department has begun. The Town Fire Department Committee has held two meetings over Zoom the recordings can be viewed by following these links:

April 29, 2020:

Topic: Haverhill Fire Department Committee Kick-Off Meeting
Date: Apr 29, 2020 04:36 PM Eastern Time (US and Canada)

Meeting Recording:

https://zoom.us/rec/share/5fNbK-zg8z9JcpXWz1ngX7ccHJX5X6a8gClNr_dbnksv9e0YavUWmry-Xynh8WnI

Access Password: 9g@h+e0^

May 12, 2020:

Topic: Haverhill Fire Department Meeting (5-12-2020)
Date: May 12, 2020 06:18 PM Eastern Time (US and Canada)

Meeting Recording:

https://zoom.us/rec/share/vpVOKb73_VxLGJHfuW7VGYN6Xbn0eaa8gXAa8_ZfyxuYSntub22hNKw20jBHoKZF

Access Password: 8Z+2Q801

The committee will continue to meet bi-weekly throughout the year. The next Town Fire Department meeting is scheduled for June 2, 2020 at 6:30 PM over Zoom.

The connection information can be found on the Town's website calendar, its posted to Facebook, and also published on the Haverhill Vital Communities listserv.

<https://lists.vitalcommunities.org/lists/info/haverhill>

COVID-19 Preparations & Actions:

On-going work:

- Sit in on State EOC COVID-19 calls Monday, Wednesday, and Friday at noon.
- Sit in on Legal COVID-19 calls Tuesday at noon.
- Sit in on some GOFERR calls, time and day varies.
- Sit in on some Governor's Re-open Task Force calls, time and day varies.
- Hold calls with our legal team related to COVID-19 response by the Town.
- Hold calls with our legal team related to COVID-19 personnel matters.
- Hold Haverhill staff meetings Monday, Wednesday, and Friday at 2:00pm.
- Completing grant applications.
- Tracking expenses and filing required reports.

Funding:

- FEMA 4355DR-NH: This is a FEMA grant to cover up to 75% of costs borne by the Town to directly respond to the COVID-19 crisis. This funding source covers expenses such as masks, gloves, disinfectants, OT for first responders, etc.
- Aviation CARES ACT Stipend: \$20,000 flat
- First Responder Stipends: \$300/FT PD, \$150/PT PD, \$50/on-call Fire; for 8 weeks
- GOFERR Coronavirus Relief Fund: Direct costs at 100% up to \$111,176 for things such as:
 - Wages & Benefits for extended FMLA leave and due to Families First Act
 - Higher Assignment Rate of Pay
 - Postage & Envelopes
 - Cleaning supplies, Gloves, and Hand sanitizer
 - Drop Boxes (3) & Mailbox (1)
 - Office equipment for social distancing (coffee maker, microwave)
 - Ink for printers
 - Laptop Computers
 - Software & Services
 - On-boarding excessive hours (Profile for remote access work)
 - Home printers
 - Losses due to business interruptions:
 - Space rentals
 - Cancelled Rec programs
 - Reduced DMV fees
 - Reduced Meals and Rooms Tax
 - Welfare costs (COVID-19 related)
 - Nootka and All Seasons lodging
 - Mortgage or rent
 - Electric payments
 - etc.
 - Legal fees
 - Municipal building modifications (plexi-glass, enclosing waiting area, credit card reader)
 - Municipal building cleaning
 - Signage for COVID-19

Additionally: The Town is realizing revenue losses due to the current crisis, including lost revenue for Parks & Recreation programming, space rentals, permit fees, etc. However, at this time loss of revenue is not covered by any funding source. There is talk at the state level that the Governor may be considering another fund to assist municipalities with assistance to cover lost revenue.

Haverhill Town Happenings:

In person Haverhill Happenings have been postponed until further notice. The first virtual Haverhill Happenings was held on Friday May 1, 2020 at 9:00 AM over Zoom. There were two people from Haverhill Corner in attendance and we had a very nice conversation about a variety of things going on around Haverhill. The next virtual Haverhill Happenings has been scheduled for Friday May 29nd at 9:00am over Zoom; connection information can be found on the Town's website calendar.

County Road Property Clean-up:

I am working with Gary Hebert, Haverhill Health Officer on proceedings under the 12-2018 Court Order to set a date and draft specifications for an auction of items found on the property. I have started reaching out to auctioneers to see when we might be able to schedule the auction.

Clark Pond Road:

Bids were opened on April 16, 2020 at 2:00PM over Zoom. Bids were analyzed by HEB and they made the recommendation to award the contract to the low bidder Austin Construction. The recommendation for award was submitted to the NHDOT and has since been approved. The Notice of Award was issued, and we are working through contracting. Once we have an executed contract a notice to proceed will be issued and work may begin. The project has a anticipated start date of May 26th and a completion date of October 9, 2020. The bridge will remain closed and road will remain closed to through traffic until the project is complete.

Lime Kiln Road:

In July of 2017 there was a weather event that caused significant damage to Lime Kiln Road. Work to repair the road included the reinstallation of four cross culverts and the installation of riprap to stabilize the embankment along one side of the road. Subsequently, in the spring of 2018 and again in the spring of 2019 the installed culverts could not handle the spring rains, snow melt, and water shed from the hill side, which caused significant damage to the roadway and abutting property owners' property. In July of 2019, Haverhill's new Road Agent and I together began to assess Lime Kiln Road, damage realized each spring, and the damage cause to the abutting properties. It was determined that the culverts installed in 2017 were not installed at the correct angle so not to impede the flow of water, the culverts were undersized, and no headwalls had been installed. In the summer of 2019 the Haverhill Highway Department, in conjunction with D. Gramh Enterprises LLC, installed three new larger culverts and three headwalls. This spring water flowed as expected and the problem has been corrected.

In response, the Town has filed a claim with Primex against the previous road agent's performance bond for \$14,997.58 for the repairs.

We have begun preparing a similar claim for the Lily Pond Road reconstruction project and repairs and corrections the Town made last year and will continue with this year.

Newspaper Article – Woodsville Lawsuit:

As expressed to the Select Board in my email dated May 13th, the Town of Haverhill had not been, and still has not been served with any documentation related to the lawsuit claimed in the Journal Opinion article of that same date. We have reached out to our law team asking them to investigate and see if they can acquire documentation related to the case.

Status of Requests for Bids:

The Town has put out to bid and held bid openings for the following projects or services.

- Clark Pond Road Bridge Replacement – awarded to Austin Construction
- Gravel Crushing – awarded to Chief Crushing & Excavation
- Bituminous Mix Crushing – awarded to Chief Crushing & Excavation
- Winter Sand Screening – awarded to Chief Crushing & Excavation
- Parking Lot and Apron Sweeping – awarded to J.S. Mitchell Excavation
- Winter Supplemental Plowing Services – awarded to Paige Excavating
- Cemetery Road Paving – awarded to Blaktop Paving
- Center Haverhill Armory Renovations - **PENDING**

The Town will be putting the following projects or services out to bid this year.

- Electrical Services
- Plumbing Services
- Hazard Tree Removal
- Granite Blocks
- Oil and Propane (*group bid*)
- French Pond Road Work (*various bids*)
- Roadside & Trailside Mowing (*if Hwy Dept does not do it themselves*)

Dean Memorial Airport Safety Study:

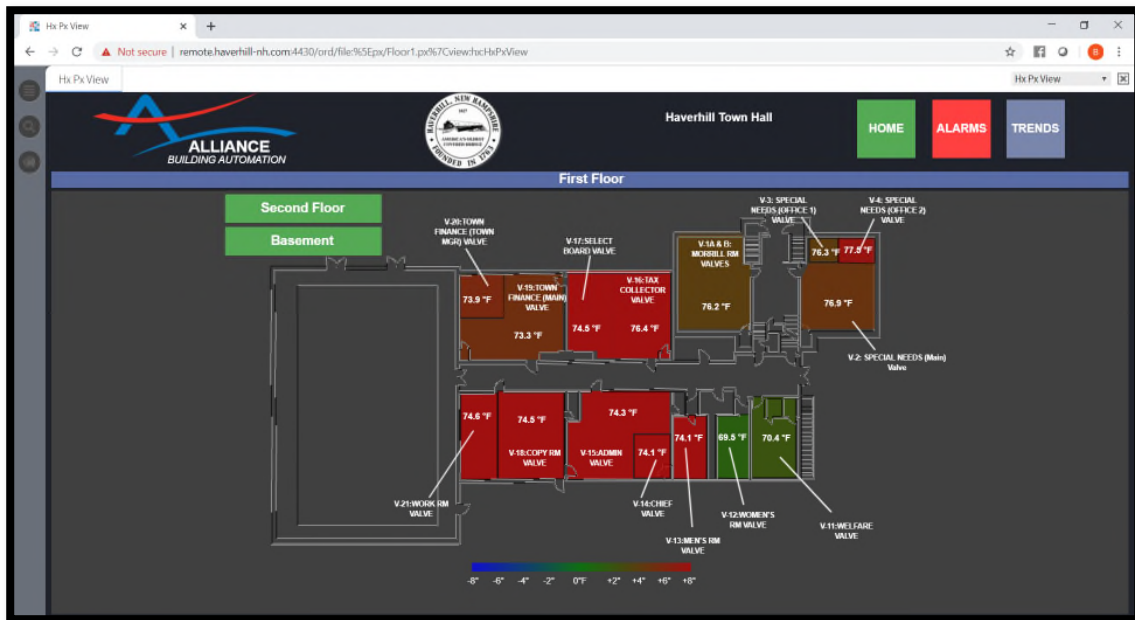
The safety and feasibility study was approved at Town Meeting, however, the State of NH has paused all funding for projects with a Completion Date later than 2020. Though the project was slated to wrap up in the fall of 2020, the project has an AIP funding completion date in 2021. The NH Bureau of Aviation has stated that they will let us know as soon as the “pause” is lifted, which will likely occur this summer. Once that happens, we will sign the Agreement & Notice to Proceed, after which Dubois & King can start the project.

Committee, Commission, and Boards Handbook:

Joanna Blich has provided the second draft of the Committee, Commissions, and Boards handbook for my review. She still has work to do on the handbook, but it is looking really good. The finished handbook will include; Book introduction, Section Introductions, RSAs, Warrant Articles, Rules of Procedures, and guidance on “Running an Effective Municipal Meeting”; and much more. It will prove to be a comprehensive guide to our local Committees, Commissions, and Boards.

James R. Morrill Building Heating System:

The heating system was replaced by Alliance Mechanical; work performed included; the evaluation of steam lines; the insulating of all steam lines into and out of the boiler; removal of the old and installation of the new boiler; new propane tanks were placed and new propane line was run to the boiler room. The whole building was zoned and thermostats were installed in each room/area. Software to run the system was installed on a couple of computers for monitoring and managing the heat; in the software temperatures and schedules were established for optimum efficiency of the system and comfort for employees working in the building. The shut off valve was established, so that heat to the gym could be shut down when that room was not in use.



Work left to do to the heating system includes; insulation of the chimney, insulation of the ceiling in the boiler room. Replacement of some valves as well as at least half of the steam traps throughout the building, which were not part of the original request for bids, included in proposals, or in Alliance's contract.

Blackmount Trail Update:

We filed a 91-A Request with the NHDOT and a FOIA Request with FHWA. We have now received a response from both entities. Neither produced a copy of the original grant application, award letter, or agreement. They did provide emails, letters, and other correspondence. We have determined that the TE Grant allows for many uses of these grant monies, to include the "*Preservation of abandoned railway corridors...by acquiring railroad rights-of-way; planning, designing, and constructing multi-use trails.*" Which is promising as that is what we ultimately want to use the trail for. Throughout the TE Grant documentation I have yet to find a stipulation for the overall grant that says, "no wheeled vehicles". If that language existed it would have to be outlined in the original grant application, award letter, and agreement; which to date no one can produce. Discussed this with the Town's law team and they have recommended we get the trail appraised with intended restrictions; which I will arrange soon. Once we know the "fair market value" then we can develop a plan of action. More to come!

Augie's Scenic Road "By-Pass" Trail:

Originally this trail was going to remain closed per the Governor's orders but per the Governor's NEW order posted May 20th, 2020, Augie's Scenic Road Trail was able to open on May 23rd, 2020. There will be guidelines posted in reference to COVID-19 that riders MUST follow. Parking will be open in North Haverhill, across from Aldrich General Store as of May 23, 2020.

Central / Forest Intersection:

After months of meetings between the North Country Council, NHDOT, Woodsville Precinct, and the Town Manager a phased solution to correcting safety issues at the Central & Forest Street intersection was agreed to. In response the Town Manager developed and submitted for NHDOT District 2 consideration the Excavation Permit and Traffic Control Plan for the Central Street (302) and Forest Street project. Phase one (1) is to remove the wide turning lane in front of McDonalds in an effort to narrow the intersection and eliminate cross-traffic issues. Specifically, work will include the installation of vertical granite curbing, topsoil fill, seeding, and where needed mulching. There will be warning signs to alert the public that there will be a new traffic pattern at the intersection. The NHDOT through District 2 has begun its evaluation of the intersection and utilities under the road that are their responsibility, in preparation for work at the intersection. The Woodsville Precinct stated that the precinct no longer intends to participate in this safety project. At this point work at this intersection will likely occur later this summer 2020 due to the COVID-19 pandemic.

Department Head Reports:

- ❖ **Town Clerk** – The Town Clerks Office continues to get a large volume of calls for assistance remotely. The Deputy Town Clerk has given her resignation as of June 19th and the Town Clerk will begin recruiting soon. The Town Manager has already held an exit interview with the Deputy Town Clerk.
- ❖ **Tax Collector** – Sent out lien notices. Worked on mail coming in daily and phone calls about lien notices with lots of happy customers.
- ❖ **Property Records** – Processed six (6) building permits last week. Send fifteen (15) Letters out last week requesting the 2019 Report of Cuts. They are due by June 01, 2020 or “doomage” will be charged (taxes due X 2). Due date for the Report of Cut is May 15, 2020.
- ❖ **Planning & Zoning** – The Planning Board held their first Zoom meeting on April 28, 2020 and will hold their next meeting on Tuesday May 26, 2020 at 7:00pm. Now that the Select Board has set Reclamation Bond amounts, and once those bonds have been posted, the Planning Board can move forward with the permitting of active gravel pits. The Town has hired a PE on behalf of the Planning Board to perform the Town's annual gravel pit inspections, the preparatory work for those visits is in motion.

- ❖ **Highway Dept** – Grading roads and preparing for summer work. The crew began marking Hazard Trees along roadways in Haverhill, the trees to be evaluated for removal by the Select Board are marked with orange or red ribbon. The Select Board have been provided a list of roads (more to come) to review and then will be asked at a future meeting to authorize the removal of Hazard Trees. Trees removed are offered first to the landowner, and if the landowner refuses the tree becomes the property of the Town. Prepared the Construction Easements for French Pond Road, getting reach to start outreach to property owners to establish the needed easements.
- ❖ **Maintenance Dept** – Working on ceilings and flooring in the Police Department. Installed a temporary plexiglass shield in the Town Admin office, installed shelving in the TM office, working with Powers Generator regarding the generator for the CMB, estimate provided to TM for service and installation costs. Worked with VFW for memorial flag placement. Welded railing to JRM boiler room. Pricing out renovations to waiting area and kitchen in Town Admin office.
- ❖ **Dean Memorial Airport** – Still waiting for the pull behind mower attachment for the large John Deere tractor at the airport to be delivered. Ralph and Dan are doing spring cleanup around the airport, raking, preparing for flower planting, etc. Ralph is working with fuel suppliers and others to get quotes for a credit card reader so that we can move forward with that. Ralph is working with Profile Technologies to extend the wifi from the Highway Garage to the airport so that Ralph and Dan can communicate from the airport grounds. Ralph is taking the lead on fuel accounts including billings. Ralph will be working with others on vacating leases at the airport that were established outside the limits of the law.
- ❖ **Welfare Dept** – Processing applications for assistance and working with Brigitte and Jennifer regarding eligibility. Working on the guidelines and researching other towns protocols with COVID-19. The guidelines do need to be updated so I have been working on that. Shelters are still not taking in new people due to the virus. This is causing the Town to pay out more money for motel/hotel stays.
- ❖ **Police Department** –
 - We have been busy in the Police Department taking precautions with Covid-19.
 - Chief Alling has sat in nearly daily conference calls and webinars relating to Covid-19.
 - We continue to see an increase in domestic violence related activity.
 - Three officers have left the PD in the past month, this is a huge loss to the Department.
 - We have begun recruitment for two of those positions.
 - All trainings outside the department have been cancelled.
 - Officer Torrey is working on his FTO hours.
 - Chief Alling is working on the PD analysis.
 - Renovations have begun to the PD facilities.
- ❖ **Emergency Management** – Working with the TM to arrange the clean out of the Wright property on County Road. Sitting in on EOC calls Monday, Wednesday, Friday and keeping apprised of COVID-19 issues. Working with the TM and Chief of Police on concerns reported related to the campgrounds and businesses opening.

- ❖ **Public Health** – With the Governor’s Stay at Home 2.0 Emergency Orders there has been an increased need for the Health Officer to respond to questions, comments, and reports of violations of the EOs, which has kept the Health Officer very busy. Continued inventory of junk/garbage issues and/or junk car issues around Haverhill.

More information on the Governor’s Stay at Home 2.0 Guidance can be found here:

<https://www.covidguidance.nh.gov/>

- ❖ **Parks & Recreation Dept** –

- A.P. POOL: The pool will not be opening this year due to continued concerns about the spread of COVID-19. With the social distancing guidelines and restrictions on gatherings the cost to open the pool could not be justified. Also, safety concerns for staff and visitors would be too great. We look forward to opening the pool in 2021.
- Senior Stretch & Drums Alive ZOOM classes: These classes continue DAILY and there has been an increase in participation. Attendees seem to really like the Zoom class platform.
- HARP Summer Camp: We have hired Mona Sanville and Donny Bowman to assist with the HARP program should we be able to open this program in some form or fashion this summer. They both have worked with children for many years and will be a good addition to the program. They are working through the hiring process.
- HARP Summer Program: We are still waiting for more guidance from the Governor’s Re-open Task Force related to restrictions for summer camps. The preliminary guidance so far seems overly cumbersome and may be too restrictive to make it feasible to open the program. However, before a decision is made if, how, and when we will open the HARP program, we will need more clarify from the Governor’s Re-Open Task Force.
- NH the Beautiful Litter program: Was continued due to high participation. We have been offering the bags, gloves & liability waivers the JRM building. We have filled the dumpster numerous times. Overall this program continues to be a great success!
- Haverhill Picnic Areas: With assistance from Joanna Bligh and the TM, the Town applied for and was awarded a \$1,500 grant from the Walmart Corporation for picnic tables. The grant award is enough money to purchase eight (8) tables; which will be purchased from Walmart. Three (3) tables will be placed at the Dean Memorial Airport, two (2) at the new Community Garden, and three (3) at Hazen Park. Additionally, Budget Lumber has responded with a donation of stain for the picnic tables. Sherri will be going down to pick out a color for the tables and picking up the stain soon. Thank you to both Walmart and Budget Lumber!!!
- Hazen Park: Volunteers have been spending a lot of time at the park this week doing spring clean-up; picking up branches, removing fallen trees, raking, and weeding the flower beds. Sherri held her first “pop-up” Senior Stretch class at the park Friday and it was well received. Many long-time residents of Haverhill have visited the park for the first time ever this past week. There will be many other “quiet” events held at the park this summer, such as yoga, poetry readings, etc., keep an eye out for these programs. Remember to maintain social distancing from one another if you go to the park.

- Railroad Park & the Caboose: Railroad Park will see its first mowing this week. Programming in the park has been cancelled for May and may be cancelled for June due to COVID-19 restrictions and concerns about public safety. The Caboose is going to be painted soon and there will be some renovations of the structure as well.
- Community Garden: The new community garden is coming right along. Michael of Hillside Hives has spear headed this venture and done a fabulous job! Residents are urged to visit the garden, it sits behind the storage units behind the Clifford Memorial Building, right along the river.

“Unity is strength...when there is teamwork and collaboration, wonderful things can be achieved.”

~ Mattie J.T. Stepanek