

## **Town Manager's Report to the Select Board Monday June 8, 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-zg8z9JcpXWz1ngX7ccHJX5X6a8gCINr\\_dbnksv9e0YavUWmry-Xynh8WnI](https://zoom.us/rec/share/5fNbK-zg8z9JcpXWz1ngX7ccHJX5X6a8gCINr_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](https://zoom.us/rec/share/vpVOKb73_VxLGJHfuW7VGYN6Xbn0eaa8gXAa8_ZfyxuYSntub22hNKw20jBHokZF)

Access Password: 8Z+2Q801

#### **June 2, 2020:**

Topic: Haverhill Fire Department Committee Meeting (6/2/2020)

Date: Jun 2, 2020 06:17 PM Eastern Time (US and Canada)

Meeting Recording:

[https://zoom.us/rec/share/vZEqCrv99nhLTpWX1nmCa6N5Toe\\_X6a8gHcW-AEmk8FJCN6xIlo4sW8wi1fvPEm](https://zoom.us/rec/share/vZEqCrv99nhLTpWX1nmCa6N5Toe_X6a8gHcW-AEmk8FJCN6xIlo4sW8wi1fvPEm)

Access Password: 6c&#9@9&

The committee will continue to meet bi-weekly throughout the year. The next Town Fire Department meeting is scheduled for June 16, 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.

## **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.

## **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.

### **Clark Pond Road:**

The Notice to Proceed with Construction was issued on Friday June 5<sup>th</sup> and the contract was signed. The Contractor, Austin Construction will begin mobilizing to begin work on June 22<sup>nd</sup>. The project has 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.

### **Woodsville Lawsuit:**

As expressed to the Select Board in my email dated May 13<sup>th</sup>, 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 reached out to our law team asking them to investigate and see if they could acquire documentation related to the case. We now have a copy of the filing; however, we have not been served formally.

### **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 – **CANCELLED**
- Electrical Services – **NO BIDS RECEIVED**

Next Up:

- French Pond Road Paving nearly ready for advertisement
- Electrical Services will be addressed through quotes for service
- Center Haverhill Armory Roof through quotes for just the roof

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

- Plumbing Services
- Hazard Tree Removal
- Granite Blocks
- Oil and Propane (*group bid*)
- 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 Bligh 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.

### **Augie’s Scenic Road “By-Pass” Trail:**

Augie’s Scenic Road Trail was able to open on May 23rd, 2020. There are 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. The trail will be relocated to Briar Hill Road before June 22<sup>nd</sup> which is when the Clark Pond Road Bridge project is due to start.

### **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. Still working on getting an appraisal.

### **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 NOW include the removal of pavement, installation of loam and seed. 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 completed its evaluation of the intersection and utilities under the road that are their responsibility, in preparation for work at the intersection. They also surveyed and marked the road where pavement is to be removed. The Woodsville Precinct stated that the precinct will not be participating in this safety project.

## **Department Head Reports:**

- ❖ **Town Clerk** – The Town Clerks Office continues to get a large volume of calls for assistance remotely. The Deputy Town Clerk position has been advertised and we have already received one resume. Tina will be on vacation the week of June 15<sup>th</sup>.
- ❖ **Tax Collector** – Melinda is back to her normal hours now at the dentist. Working there Tuesdays and Wednesday's. She is still coming in on Monday's, Thursday's, and Fridays to put payments in. She will continue doing this until July 2nd when the first issued tax bills are due then she will be back to working her original schedule on Thursdays and Fridays. Still answering lots of phone calls and emails from home. And getting ready to execute the 2019 lien on June 19th.
- ❖ **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, ditching, and replacing culverts. The crew is still marking Hazard Trees along roadways in Haverhill, the trees to be evaluated for removal by the Select Board are marked with orange 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. Preparing to monitor work on Clark Pond Road Bridge, Central Street/Forest Street, Cemetery Road Paving, and French Pond Road work.
- ❖ **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 working with Joe Longacre to install pavers for the picnic table areas, the pavers are being donated by the Longacres, the picnic tables were purchased through a community grant by the Walmart Corporation. 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. 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.

- ❖ **Maintenance Dept** – Still working on renovations at the PD and getting ready to start two projects, one in the Town Admin Office and one in the Town Clerks Office to prepare for reopening of Town Hall by appointment, which is anticipated for July.
- ❖ **Welfare Dept** – Processing applications for assistance and working with Brigitte and Jennifer regarding eligibility. The guidelines have been updated and are with Brigitte and Jennifer for review. 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.
  - We continue to see an increase in domestic violence related activity.
  - 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.
  - Mike DiDomenico was promoted to Corporal.
- ❖ **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 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: No HARP in June, waiting for more guidance from the Governor's Re-open Task Force related to restrictions for summer camps to decide further. The preliminary guidance so far seems overly cumbersome and may be too restrictive to make it feasible to open the program. We will need more clarify from the Governor's Re-Open Task Force. A survey has gone out to HARP parents.
- 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!
- Hazen Park: There are now Friday Senior Stretch class at the park at 9am for those interested. 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: Programming in the park has been cancelled for June and may be cancelled for July 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***